



**North Tuddenham “Tud Buds” Neighbourhood Scheme Risk Assessment
And Volunteers’ Guidelines**

<p align="center">“Tud Buds” – North Tuddenham Community Defibrillator RISK ASSESSMENT for Volunteers and Custodians managing Speed Monitoring Device (SAM2)ⁱ Presently authorised for use at sites on Main Road and Mill Road</p>				
Hazard	Risk	Risk – Low, Medium, High	Existing control measures	Additional Action Required (by whom and completion date)
Equipment placed on dangerous site ¹	Volunteers, Equipment, vehicles, or members of the public are endangered	H	Trained NCC officers have identified the most appropriate sites to be used. No other sites to be used outside of these. A MoU has been signed with NCC to confirm our	Volunteers to not undertake work if they feel risks are enhanced by the 50mph traffic at the time of the visit.

¹ The Deployment of post-mounted equipment must be at a specific site for no longer than 4 weeks to prevent over saturation of signage and must not return to this site until a period of 8 weeks has elapsed. Records of the maintenance/moving/ monitoring of the SAM2 must be passed to the clerk for collation.



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			adhesion to the requirements.	
Collision with moving Vehicles	Volunteers and members of the public	H	<p>All sites to be within the designated zones of 50mph. All volunteers to be advised to maintain the maximum distance practicable (Ideally 1m minimum) from the kerb or edge of highway whilst fixing or working on equipment. inspection purposes.</p> <p>All volunteers to always wear high-visibility</p>	Volunteer to inform Clerk of inability to undertake check due to unsafe conditions.



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			<p>jackets. Please ask the Clerk for any PPE required.</p> <p>Signs to be moved or data downloaded during daylight hours only.</p>	
Obstructions	Risk of injury to pedestrians forced to walk further in to the road to avoid the sign	L	Signs to be fixed to posts identified by Norfolk County Council in such a manner as to not impeded footways or access to verges where no walkway ifs present.	Sites chosen not high risk of pedestrian use as the road is 50mph and not used frequently by pedestrians consequently.
Distracting moving vehicles	Risk of collision between	M	Signs to be placed only at designated sites.	



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	vehicles or with pedestrians		<p>When fitting signs, volunteers are not to make hand signals or gestures to drivers of other vehicles. If confrontation occurs, volunteers to stop maintenance and if necessary, call 999 or 101 as appropriate. Parish Clerk to be notified of any such incidents of concern. Volunteers should ensure that they park their own vehicle safely</p>	
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			and without causing an obstruction to traffic whilst installing or working on equipment.	
Personal injury whilst installing or removing the sign	Risk of injury to Volunteers	M	All volunteers to follow the installation guidance issued by the Clerk in line with the manufacturer’s instructions (Westcotec) Two volunteers to be in attendance where sign is to be installed at a high level requiring any use of steps.	



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			<p>Only those who have received a copy of this risk assessment to carry out sign maintenance.</p> <p>All installations to be carried out by persons over the age of 18 years.</p> <p>Battery charging must be carried out in accordance with the manufacturer’s instructions.</p> <p>Training from the manufacture is provided and should be undertaken before any work commences.</p>	
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1. This policy applies only to the SAM2 Sign purchased from Westcotec and operated by North Tuddenham Parish Council on the sites designated by Norfolk County Council Highways.

Volunteers’ Guidelines

- **Tud Buds acting as an umbrella group of community volunteers under the auspice of the North Tuddenham Parish Council; one of these functions is performing installation of the SAM2 device at designated and approved sites and data collection .**
- **Data downloads to be passed to the Clerk for circulation to Councillors.**
- **Volunteers of the group are thanked in advance for their efforts.**
- **If a volunteer requires PPE supplies, please let the Clerk know and these can be supplied; in the absence of such a request it will be assumed that the volunteer will supply their own for use**
- **Volunteers using their own vehicle whilst undertaking tasks for “Tud Buds” should advise their Car Insurance provider that they are undertaking voluntary work to ensure you are fully covered at all times; there is generally no increase in premium for such notifications. It remains the responsibility of the volunteer to undertake this provision.**
- **It is the responsibility of the volunteer to read this Risk Assessment specific to this task and only carry out the task if they are 100% comfortable with the situation based on this Risk Assessment. If, for any reason, the Risk**



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Assessment does not cover the potential risk involved, please report back to the Clerk so the Risk Assessment can be updated/adapted

- **It is vitally important that volunteers should NEVER put their selves at risk of danger; always practice Social Distancing, wash hands immediately afterwards, wear PPE and follow all current Government advice**
- **Please read this Risk Assessment in conjunction with North Tuddenham Parish Council’s Lone Worker Policy **and Volunteer Policy****
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I have read, understood and agree to adhere to the above

Signature

Name (print)

Date signed

Thank you so much for your help and for the support of your community.