General Policy and Risk Assessment data for Woodbury Parish Council Vehicle Activated Signs (VAS) .

This is the statement of general policy and risk assessment arrangements for:	**Woodbury Parish Council VAS Project.**
Woodbury Parish Council:	**Has day-to-day responsibility for ensuring this policy is put into practice, and has responsibility for risk management of volunteers erecting or removing VAS equipment.**

Statement of general policy to be followed by Woodbury Parish Council.	**Responsibility of:**	**Action and arrangements.**
Any damage to VAS equipment caused whilst in transit, storage or during installation will be the responsibility Woodbury Parish Council.	Woodbury Parish Council.	Ensure adequate insurance to cover repair replacement of equipment exists.
Ensure any person installing VAS equipment has obtained appropriate training and carries adequate third-party insurance.	Woodbury Parish Council overseen by DCC Highways.	DCC Highways and Woodbury Parish Council to obtain appropriate training for volunteers and provide written evidence of said to DCC Highways. (Chapter 8 accreditation)
Ensure any landowner who has agreed to VAS equipment being located on their property have given written permission for accredited volunteers to enter their property for the purposes of installing said equipment.	Woodbury Parish Council	Obtain written permission to be held on file by Woodbury Parish Council.
Ensure all landowners, who agree to VAS equipment being erected on their property, have given written permission for such an installation, and a disclaimer pertaining to any injury or damage caused to them, their property or a third party and the property of any third party, whilst on their private land, as a result of the equipment or its installer whosoever caused it.	Woodbury Parish Council and DCC Highways.	Obtain written consent to be held on file by DCC Highways and Woodbury Parish Council.
Provide legal protection to any volunteer installing VAS equipment should said equipment be set up incorrectly, resulting in bodily harm or death to any person and or damage/destruction of their property	Woodbury Parish Council	Woodbury Parish Council to ensure adequate cover is in place to protect volunteers.
Ensure adequate insurance is in place to cover accidents, incidents, bodily harm, death or damage to persons or third-party property caused as a result of any vehicle parked, or in motion, being used by volunteers erecting or removing VAS equipment.	VAS installer	Provide evidence of insurance cover to Woodbury Parish Council.
Ensure VAS installer is aware of any site-specific risks pertaining to Ashridge, B3179 Southbound. i.e. Proximity to highway and undulating ground.	Woodbury Parish Council and VAS installer.	Ensure any newly qualified VAS installer is briefed and signs this risk assessment.

Risks effecting accredited VAS installation volunteers.	**Responsibility of:**	**Category of risk: Low. Medium. High.**
Bodily harm or death to persons specifically engaged in the general duties involved with erecting and removing VAS equipment howsoever caused.	Woodbury Parish Council	Low.
Slips and trips caused by uneven surfaces or adverse weather resulting in bodily harm or death to accredited VAS installation volunteers	Woodbury Parish Council.	Low.
Acid burns or electrical shock caused to accredited volunteers when changing or charging VAS batteries.	Woodbury Parish Council.	Low.
Falling from height when erecting or installing VAS equipment.	Woodbury Parish Council.	Low.
Bodily harm or death, caused by any specialist safety workwear or equipment used by accredited volunteers whilst engaged on any duties relating to the VAS equipment.	Woodbury Parish Council	Low.
Site specific risk for Ashridge, B3179 Southbound. Increased risk of falling from height due to undulating ground and increased risk of bodily harm or death from contact with vehicles using the highway due to proximity of road to post location. Operatives should approach and erect equipment from the private land to the East of the post to mitigate any additional risk. Landowner to partially level site to reduce risk of falling from height.	Woodbury Parish Council	Low.
Site specific risk for B3179 Northbound. Safe site, level access clear of road.	Woodbury Parish Council	Low.
Site specific risk for Exton Northbound. Safe site, level access clear of road.	Woodbury Parish Council	Low.
Site specific risk for Exton Southbound. Increased risk of falling from height due to post location in hedge, and increased risk of bodily harm or death from contact with vehicles using the highway due to the proximity of the highway to post location. Operatives should ensure steps/ladders are secured to post, with steps/ladders to the North of the post located on small area of ground leveled to mitigate risk.	Woodbury Parish Council	Low,

Emotional distress caused to persons erecting or removing the VAS equipment as a result of verbal abuse from members of the public	Woodbury Parish Council	Low.

Agreed by Woodbury Parish Council	Full Council Meeting	Date:	22nd May 2023 reviewed annually

You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Woodbury Parish Council Offices.
First-aid box is located:	**In vehicle used for VAS installation or Parish Office**
Accident book is located:	**Within VAS equipment**.

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) http://www.hse.gov.uk/riddor
To get an interactive version of this template go to http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc
Combined risk assessment and policy template published by the Health and Safety Executive 08/14