



WEST DEAN PARISH COUNCIL (WDPC)

Vehicle Activated Speed Signs (VASs)

Policy & Procedures

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1 Executive Summary

- 1.1 What? Vehicle Activated Speed Signs (VASs) are units that are mobile speed cameras which record the speed in miles per hour (MPH) of motor vehicles approaching or moving away from the unit, twenty-four hours a day for the period of deployment at various locations. They do not identify individual license plates but do record actual speed and time of transit of each vehicle.
- 1.2 They are 'mobile' in the sense that they can be relocated from area to area by being mounted on fixed poles, authorised by agreement with Gloucestershire County Council Highways Department. They are powered by either mains electricity, battery with or without an associated solar panel. Operation is compliant with their VASs Policy.
- 1.3 West Dean Parish Council invested in a number of these units, usually with a solar panel to extend the operating period of the unit. This is because a report commissioned by WDPC established these units were effective in reducing average speed at the deployment locations. Scientific research showed that with each 2% reduction in average speed a 10% reduction in accident risk was achieved.
- 1.4 Operation of these units have delivered significant reductions in average speed at the locales where they are deployed, now fourteen across the parish (see Appendix A for the current list).

2 Aims and Objectives

2.1 AIMS:

The overarching aim is to reduce average speed at locations at higher risk of Road Traffic Collisions (RTCs), in areas with significant risk either through the nature of the locality e.g. Schools, busy areas of road crossings, proven accident history of significant excessive speed, etc. Ensure the units are safely deployed with minimal risk to staff and the public

2.2 Objectives

- A) Agree with Gloucestershire County Council Highways Department suitable locations for the establishment of poles on which the units can be mounted
- B) Commission Speed Surveys
- C) Monitor RTCs data within the Parish
- D) Produce reports of results achieved by location etc.

3. What does the VASs record?

- 3.1 The VASs will record speed and volume data (not individual registration plates). This may be utilised by Gloucestershire Police to effectively target their speed enforcement activity or by Gloucestershire County Council when considering requests for speed mitigation measures. Both these bodies normally request evidence of traffic speeds before they will investigate or approve activity by their own organisation.
- 3.2 The data is recorded at the point that the vehicle comes into the line of sight for the VASs. If the vehicle is travelling at over 30mph, the VASs will flash a warning to the driver. Speed data is recorded for all vehicles whether or not the VASs flashes. It is set to 32mph to allow for

tolerances within both the vehicle and unit recording equipment etc. The unit cannot record any remedial action taken by the vehicle i.e., it will not show if that vehicle slowed down once the flash was triggered. WDPC may be deploying units in 40mph areas also.

4. What Data Do We Use?

4.1 The table shows the “Average Speed” which is the mean average calculated for all vehicles.

The ‘85th Percentile Speed’ shows the speed at, or below, which 85% of vehicles were travelling. The 85th Percentile is used by the Department for Transport (and other organisations around the world) as a measure of the ‘actual’ speed of the road as compared to the speed limit. Unlike the mean it is not skewed by vehicles travelling below the limit.

This information will be used as the basis of any reports.

MONTH	INCOMING 85% MPH	OUTGOING 85% MPH	AVERAGE 85% MPH
B 4 VAS	36	36	36
Aug-23	34	38	36
Sep-23	35	38	36.5
Oct-23	35	38	36.5
Nov-23	35	38	36.5

5. Review

The policy will be monitored and reviewed annually.

APPENDIX A – Deployment Sites

All future reports will follow the layout below when being presented. Details of the latest data for each site are to be published to WDPC website.

Location	Speed at 85%		Reduction %
	Before	After	
1. Oakwood Road, Sling	40.5 mph	31.4mh	22.4%
2. Grove Rd. Berry Hill	40	34.3	14.3
3. New Rd., Parkend	37.5	36.4	2.8
4. Folly Rd., Parkend	39	29.2	24.9
5. Main Rd., Pillowell	37.5	33.4	10.9
6. Woodlands Rd., Christchurch			
7. Monmouth Rd, Edge End			
8. B4231 Coleford Rd CS, Bream			
9. B4231 Coleford Rd FS, Bream			
10. Whitecroft Rd, Bream			
11. Bailey Hill, Yorkley			
12. Main Rd, Viney Hill			

APPENDIX B – RTC Statistics

Table A

Financial Year Data:

Financial Year	Total RTC	Fatal	Serious	Slight
2017/8	11	1	3	7
2018/9	10	0	3	7
2019/20	19	0	5	14
2020/21	10	0	1	9
2021/22	22	1	12	9
2022/23	14	0	0	14
2023/24	23	0	5	18
2024/25	15	0	4	11

2024 Cost per Collision (£):

Fatal	£2,834,336
Serious	£324,895
Slight	£32,502

APPENDIX C - 7. Health & Safety Management Policy Statement

The Management policy statement is to ensure that as far as is reasonably practical all measures will be taken to safeguard and prevent personal injury or damage to the health of any VASs operative during the transfer and set up of the VASs unit, and to ensure that both during installation & once installed, the VASs units do not pose a health & safety hazard to the public.

The Management will:

- Carry out risk assessments and review them when necessary.
- Check arrangements for the use, handling, storage, and transportation of the VASs unit and its associated equipment, which are safe and without risk to health and safety.
- Provide operatives with such information, instruction, training, and supervision as is necessary to secure their health and safety during the movement of the VASs unit and that of others who may be affected by their actions.
- Ensure all equipment is maintained in a safe condition and monitor safety standards.
- Investigate accidents and dangerous occurrences in accordance with these procedures.
- Carry out health and safety audits to ensure the health and safety practices are being complied with.

Duties of Operatives:

- Take reasonable care of their own Health and Safety and that of others who may be affected by their actions or omissions.
- Co-operate with the management to fulfil statutory duties and not interfere with, misuse or wilfully damage anything provided in the interest of health and safety.
- Bring to the Management's notice anything, which could affect their health and safety and propagate good health and safety practices by example.

Responsibilities

Management

The Management is responsible for ensuring that:

- Accidents are investigated and accounted.
- The VASs unit and its associated equipment have a minimum inspection of one per year.

Operative

All Operatives have a Health and Safety legal duty and are responsible for ensuring that:

- All new Operatives read these procedures and receive basic Health and Safety training on induction to include how to move and install the VASs equipment.
- They take good care of their own Health and Safety when moving the VASs unit in a safe and responsible fashion which will not affect the Health and Safety of others.
- They co-operate with the Management in all Health and Safety matters and report any deficiencies or Health and Safety incidents which may affect themselves or others, including accidents.
- They report any 'near miss's incidents in order that remedial steps can be taken or implemented to avoid a future accident.
- They willingly undergo any necessary Health and Safety training to ensure that they are competent to carry out their duties in a safe manner.
- They do not carry out any careless or reckless act which will cause danger to a person or themselves or carry out any other act to frustrate good Health and Safety practices.

Appendix D

Operational Procedures for Moving and Repositioning the VASs Unit, Solar Panel And / Or Changing the Battery.

1. Purpose

To ensure that the VASs unit and Solar Panel are relocated and/or the battery is changed in a manner which reduces the risk of accident to the minimum and ensures that a recognised procedure is in force. There will ALWAYS be TWO operatives present when the VASs unit/solar panel is moved and/or the battery is changed.

For this procedure, one is deemed the Lead Operative and the other is the Operative. The overall responsibility for the moving and relocation of the VASs unit/solar panel and/or changing the battery is that of the Lead Operator thus all decisions during the operation will be made by the Lead Operative.

The parish council owns Five VASs units. Each VASs/solar panel unit should be moved, and the battery changed when the unit is no longer operational. The Highways Authority does not permit VASs to be retained in the same location. There are 12 approved locations in the parish (Grove Road -Berry Hill, 2 on Coleford Road - Bream, Woodland Road – Christchurch, Folly Road – Parkend, 2 on Fancy Road – Parkend, New Road – Parkend, Parkend Road – Yorkley, Main Road – Pillowell, Oakwood Road – Sling and Main Road – Viney Hill), and the VASs units should rotate equally around them.

The Operative should focus on moving the VASs/solar panel unit in a manner which will ensure their safety with no damage to the equipment. It is not an exercise in how fast the change can be achieved.

2. Procedure

1. The two Operatives will take the necessary equipment (check using Equipment Checklist) and the VASs procedures file.
 2. The VASs/solar panel unit should not be moved during peak traffic flow to avoid traffic congestion and if the weather is unsuitable, the move should be postponed.
 3. Before any checking takes place both Operatives will put on safety apparel (e.g., high visibility jacket or gloves).
 4. It is important that the time that the Unit is switched OFF is recorded on the Equipment Checklist at this point to ensure that the data collected can be easily reconciled to that site.
 5. The Lead Operative should take the weight of the units whilst the Operative unlocks and removes the padlock and both Operatives lower the VASs/solar panel to the ground.
 6. To change the battery, unlock the door of the unit and open it, disconnect the two battery packs, and install replacements. Watch initialisation procedure and shut and lock unit.
 7. To download data for Units 1 to 3 connect laptop using cable supplied and run 'EVOCOM' software, The Evocom homepage allows you to download the latest statistics stored within our radar sign. You will find information that bookmarks the start and end date of those statistics, as well as the ones already recorded on your computer.
- The software will automatically manage the statistics into a ".db" file. There is no need for you to worry about where to save the file; the software will do this for you.
- Select "Statistics download" to initiate the transfer of the statistics from the Evolis radar to your computer. Progress of the transfer will appear in a window on your screen. The transfer may take several minutes.

This method can also be used for units 4 and 5, however there is an EVOMOBILE app available for these units, instructions for this can be found in the User Manual in the VAS file along with the Data Cable.

8. Operatives must take extra care working up ladders, especially when also handling the heavy VASs/solar panel units.
9. The VASs/solar panel units can now be relocated, placed and secured using the padlock.
10. The Lead Operative should then run the test to ensure the VASs unit is working correctly.
11. It is important that the time the unit is switched ON is recorded on the Equipment Checklist at this point to ensure that the data collected can be easily reconciled to that site.

12. Details of how to manually lift loads can be found in the MANUAL HANDLING OF THE VASs UNIT Appendix 1a of this manual.
13. Once the VASs unit has been relocated the two operatives will fully complete the Equipment Checklist.
15. On returning to the office the discharged batteries can then be connected to their respective chargers.
16. The data download should be saved to VAS Downloads File on the Deputy Clerks Laptop along with a scan of the completed Equipment Checklist.
17. In the event of an accident the relocation of the VASs unit will be suspended and re-scheduled for a later time. In the event of an accident, the Lead Operative will take responsibility for all actions unless he is unable to. The PRIORITY is to deal with the accident; the SECOND priority is to remove the VASs unit and return it to a secure location together with any ancillary equipment.
18. If the accident is limited to the Operatives, the Lead Operative will decide what action to take based on the incident. If in doubt, an ambulance must be summoned.
19. If the accident involves traffic call the Police and an ambulance if necessary.
20. All accidents WILL BE RECORDED on the Accident Log Sheet IMMEDIATELY.
21. The Accident Log Sheet also has the phone numbers of the persons who the Lead Operative must notify immediately, once the accident has been dealt with. If there is no response, a message must be left giving the details.

3. Accident Reporting and Investigation

All accidents must be properly reported and investigated so that action can be taken to prevent re-occurrence.

All accidents involving Operatives or members of the public will be investigated forthwith and any action to prevent a re-occurrence will be implemented as the main priority. Guidelines for the investigation of accidents are set below. All accidents, injuries and dangerous occurrences must be recorded on the Accident Log Sheet and passed to the parish council without delay.

4. Contact Telephone Numbers

West Dean Parish Council 01594 564 484 - Parish Clerk

Elan City Traffic Management – 020 3936 0920 - Manufacturer

Appendix E - Manual Handling of the VASs unit

It is necessary to take steps to reduce the risks involved in the manual lifting and handling of the VASs/solar panel units and their associated parts.

The Management recognises and accepts that there could be a risk posed to the operatives in respect of muscular disorders because of unsatisfactory manual handling of the equipment. However, the Management is committed to ensuring that as far as is reasonably practical, positive action will be taken to reduce that risk to an acceptable level and that its obligations are complied with. These actions include:

- The reduction of the risk of injury, using an assessment as a basis for action and
- The obligation of Operatives is to co-operate with Management and to inform the Management of any conditions which may affect their ability to undertake manual handling operations.

All Operatives should have received training in the correct lifting and handling techniques for heavy equipment, including:

- **Stance**

Keep back straight and face direction of travel. Stand over the weight with feet about 300mm (12 in) apart with one slightly in front of the other. This allows you to keep your balance.

- **Heavy Loads**

Heavy Loads depend on the individual however the rule of thumb is to get help if you think it is too heavy for you.

- **Chin In**

Before lifting the item, raise your head slightly and tuck your chin in. This helps you to keep your back straight.

- **Proper Grip**

Take a proper hold. Gripping with the palms of the hand and the roots of the fingers. Do not try to lift with the fingertips.

- **Arms Close to Your Body**

Keep your arms close to your body. The body then takes the weight instead of the arms and the hands.

- **Other Points**

When carrying the equipment, you should always have a clear view and a clear path. Plan your steps beforehand and remove any obstacles.

Appendix F - VASs Accident Log Sheet

Name and Age of Injured Person(s):

.....

Address

.....

.....

Phone No

.....

Date and Time of accident

.....

Exact location of the Accident (**sketch map or take photos**)

Nature of Injury/Damage/First Aid given if applicable by whom?

.....

.....

Did he/she go to hospital? **Yes/No** **AMBULANCE/TAXI/CAR/OTHER**

What was he/she doing at the time of the accident?

.....

.....

.....

Exactly what happened? Give details of contributing factors weather, road conditions etc.

.....

.....

.....

Names and addresses/phone numbers of any witnesses:

.....

.....

.....

Probable cause of accident giving reasons:

.....

.....

.....

Name & Signature of person completing this form and Date:

Name:.....

Signature:

Date:.....

Appendix G - VASs Equipment Checklist

Date

Name of Lead

Operative

Name of Other

Operative

Location Unit being removed

from

Time Unit Switched Off.....

Location Unit being installed

at

Time Unit Switched on.....

Please complete the table as appropriate:	YES/NO	COMMENTS
Mobile phone (charged and working) available whilst on site.		
Safety clothes worn (hi-vis jackets, gloves, hard hat and safety boots)		
Key to padlock.		
Key to VASs unit.		
Pen to complete forms		
Ladder and bungy cord		
Man at Work sign to warn drivers of work in progress.		
2 x fully charged batteries for new location.		
Screwdriver to remove Collars for VASs Unit and Solar Panel		
Collars and brackets for VASs and Solar Panels should remain on the pole.		
Take 2 x 17mm spanners to undo Solar Panel bracket bolts		
Take laptop and cable supplied, or Bluetooth pin		
Take VASs Policy document, blank VASs accident sheet and this VASs equipment checklist Take Elan City EVOLIS Handbooks for Mobile Vehicle Actuated Sign in case needed for reference. There are 2 versions.		

Signature of Lead Operative

APPENDIX H - WEST DEAN PARISH COUNCIL TASK-SPECIFIC RISK ASSESSMENT

Process/Activity – Installation and maintenance of Vehicle Activated Signs

WDPC OWN A SMALL NUMBER OF VEHICLE ACTIVATED SIGNS WHICH ARE PLACED A SPECIFIC IDENTIFIED LOCATIONS THROUGHOUT THE PARISH TO RAISE ROAD USERS' AWARENESS OF THEIR SPEED WHEN ENTERING VILLAGES OR CENTRES OF POPULATION. THE SIGNS NEED INITIAL INSTALLATION FOLLOWING A SPEED SURVEY AND A HIGHWAYS POLE BEING SITED AND WILL SUBSEQUENTLY REQUIRE MAINTENANCE CHECKS OR BATTERY CHANGES TO THE UNITS.

	LIKELIHOOD (Chances of occurrence)		SEVERITY (Outcome)
2	Remote Possibility	2	Negligible Injury
4	Unlikely	4	Minor Injury
6	Possible	6	Major Injury or Disability
8	Very Likely	8	Death
10	Certainty	10	Multiple Deaths

HAZARDS		BEFORE CONTROLS		
		LIKELIHOOD x SEVERITY = RISK RATING		
1	Working near the highway, danger of being hit by passing vehicles	8	8	64
2	Risk of falling as a ladder is used to install and change batteries	8	4	32
3	Uneven ground – risk of slips, trips, and falls	4	4	16
4	Risks to members of the public if sited at a busy pavement location i.e. trips & falls, walking in live lane	6	6	36

LOW (1 – 30)	MEDIUM (30 – 40)	HIGH (40 – 80)	VERY HIGH (80 – 100)
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Who Might Be Harmed?

1	<u>Employees</u> Maintenance/Janitor, Deputy Clerk, Members of the public, road users
2	<u>Contractors</u> No contractors used.
3	<u>Visitors</u> Members of the public in the vicinity

Controls

Detail all appropriate controls stating whether they are currently in place. Where an appropriate control is identified but not operational tick the No column and detail further action in the table below.		IN-SITU	
		YES	NO
1	Installation and maintenance actions must be undertaken by two members of staff	Yes	
2	Ladder must be secured with bungee strap, have additional	Yes	

	stabilization feet, and be monitored by the staff member remaining at ground level		
3	Visual inspection of the area to be undertaken for any potential trip or fall hazards and to ensure the ground is suitable for the use of the ladder	Yes	
4	2 nd member of staff to monitor traffic flows and pedestrians to prevent any incidents where possible i.e. dropped battery, trips over stabilization feet of ladder	Yes	
5	PPE to be worn by staff working at the side of the highway - this is always within a 30mph zone (High-Vis long sleeved jacket, hard hat & safety footwear)	Yes	
6	Signage to warn oncoming road users and pedestrians of work being done near the carriageway	Yes	
7			
8			
9			
10			

Risk Rating After Controls

		LIKELIHOOD x SEVERITY = RISK RATING		
1	Working near the highway, danger of being hit by passing vehicles	3	8	24
2	Risk of falling as a ladder is used to install and change batteries	3	4	12
3	Uneven ground – risk of slips, trips, and falls	2	4	8
4	Risks to members of the public if sited at a busy pavement location i.e. trips & falls, walking in live lane	3	6	18
LOW (1 – 30)		MEDIUM (30 – 40)	HIGH (40 – 80)	VERY HIGH (80 – 100)

Further Action Required

Specify any further action required		Date Completed
1		
2		
3		
4		

Assessment completed by:	
Date:	
Signed:	
Confirmation that detailed controls will be implemented at all times:	
Signed:	
Date:	
Position:	