



Community

SPEEDWATCH

actively involved in road safety



CSW BRIEFING PACK

September 2011



About Safer Neighbourhoods

Suffolk is one of the safest places in the country where people enjoy a high quality of life. Although crime is falling people still feel it is on the increase. We want to try and change this, by building neighbourhoods that are not only safe but feel safe.

To do this, the police are working with councils and other organisations to deliver a service that is visible, accessible and responsive to what local people need. This way of working is called 'Safer Neighbourhoods'.

Safer Neighbourhoods aims are to:

- listen to you and identify your concerns;
- work together to tackle the issues you have identified; and
- keeping you informed of our progress.

A network of 30 teams has been set up across Suffolk as the foundation of Safer Neighbourhoods. They cover neighbourhoods that vary in size. In urban areas, a neighbourhood may be a small area of a town. In rural areas, a neighbourhood may cover a number of parishes.

Each team is made up of Police Officers, Police Community Support Officers, Special Constables and Police Support Volunteers with an Inspector who oversees the policing element of the team. Working together they will identify and tackle local problems to achieve the following benefits: -

- Increase public confidence in policing
- Increase feelings of safety
- Reduce crime and disorder
- Improve customer service to the public

The police will continue to provide emergency and 24-hour response. The main focus of the SNT's will be to deal with the local problems and concerns that affect feelings of safety and/or quality of life.

Each SNT in Suffolk has their own website which provides details of the team members, contact details and their current local priorities. These websites can be reached via:- The Suffolk Police website www.suffolk.police.uk and the Onesuffolk community website www.onesuffolk.co.uk/safersuffolk

About Suffolk Roadsafe

Suffolk Roadsafe supports the Community Speed Watch initiative in Suffolk. Suffolk Roadsafe is a non-statutory Board which was created in May 2007 to bring together the main agencies involved in road safety in the county. It comprises representatives from Suffolk County Council, Suffolk Fire and Rescue Service, Suffolk Constabulary, Suffolk Safecam, the Highways Agency and the East of England Ambulance Service. The agencies work together to provide the best possible use of resources and road safety expertise from many different disciplines.

The aim of the partnership is to make the roads of Suffolk safer for all.

www.suffolkroadsafe.net reflects the work of the partnership and provides road safety information and advice for road users, schools and the general public.

Suffolk Constabulary

Community Speed Watch - Scheme Briefing Pack

Contents

1	Introduction -----	3
2	Overview and history -----	3
3	Aims and objectives -----	3
4	Scheme composition and operational guidelines -----	4
	4.1 Scheme composition and operational guidelines -----	4
	4.2 Insurance -----	5
	4.3 Publicity and liaison with the media -----	6
5	Volunteers and State Benefits -----	7
	5.1 Introduction -----	7
	5.2 Guidelines and Rules -----	7
	5.3 Problems -----	8
6	Safety -----	9
	6.1 Code of conduct -----	9
7	Site selection -----	10
8	How to carry out a Community Speed Watch check -----	11
9	Documentation -----	13
	9.1 Community Speed Watch Survey Form -----	13
10	Data Protection -----	15
	10.1 Data Protection Act 1998 -----	15
	10.2 Freedom of Information Act 2000 -----	17
11	Tactical communications -----	18
	11.1 Components of communication -----	18
	11.2 Warning and danger signs -----	18
	11.3 Proxemics -----	18
12	Dealing with offenders -----	19
13	Publicity -----	19
14	Other agencies – How can they help? -----	19
15	List of contacts -----	20

Appendices

A1	First warning letter -----	21
A2	Second warning Letter -----	22
A3	Roadside letter -----	23
A4	Equipment -----	24
	A4.1 Speed detection device (Speedar) -----	24

A4.2 Addendum to Speedar handbook:
 Procedure for charging Speedar battery using SPTC 02 ----- 25

A4.3 High visibility jackets ----- 28

A4.4 Signage ----- 29

A5 Risk Assessment ----- 31

A6 The application process to become a member of a CSW scheme ----- 36

A7 Community Speed Watch Scheme Agreement ----- 37

1 Introduction

- 1.1 Suffolk Constabulary fully supports Community Speed Watch and it is our intention to develop schemes across the county. Speed is a contributory factor to both fatal and serious injury collisions. Community Speed Watch schemes have been shown to have an impact on driver behavior and reductions in the speed of vehicles.

2 Overview and History

- 2.1 Community Speed Watch (CSW) schemes originate from an idea to involve local residents in speed reduction activity in the village of Ash, Somerset, and has now been trialled in Suffolk.
- 2.2 The CSW initiative allows members of the community to address the issue of speeding by becoming actively involved in road safety, working in partnership with parish councils and Suffolk Constabulary. Speed monitoring is carried out by trained volunteers from the community to verify and record the registration numbers of offending vehicles. Details of vehicles exceeding the prescribed limit are then forwarded to Suffolk Constabulary and a letter will be sent to the registered keeper asking for their cooperation by reducing speed in your community. A maximum of two letters will be sent to offenders, with persistent offenders targeted for police enforcement. Follow-up work on education and enforcement by Suffolk Police and our partners will also take place as appropriate.
- 2.3 CSW Volunteers are part of the Police Support Volunteer (PSV) Scheme and just one of several which make a significant contribution to making neighbourhoods safer. They add value and support the work of Suffolk Constabulary staff, whilst also helping to forge closer links with communities.
- 2.4 Suffolk Constabulary are committed to achieving casualty reduction targets. It is not possible to carry out speed enforcement checks in every community that would like them on a regular basis. Indeed, having to prioritise resources means that some communities that have concerns over speeding vehicles without a corresponding collision record may be unlikely to receive regular levels of enforcement. This is where working together can help.

3 Aims and Objectives

- 3.1 The CSW initiative was tested in Suffolk at the beginning of 2009 with a CSW scheme at Blythburgh, in the Suffolk Coastal District. We have reviewed this scheme and have also taken best practice from other forces including Norfolk Constabulary who had set up their CSW initiative two years prior to Suffolk launching our first scheme. As a result this CSW briefing pack has been prepared and provides guidance for all Suffolk CSW schemes. It is important that schemes do not deviate from guidance contained in this briefing pack.
- 3.2 Other Police forces across the country implementing 'Speed Watch' can show a reduction in overall average speeds, and a significant reduction in the proportion of drivers exceeding the limit. This objective measurement is obviously a good indicator, but means little if people don't actually perceive that things are better. The good news is that they *have* noticed a difference.

- 3.3 The scheme's aim is NOT to catch as many speeders as possible. It is to reduce speeds in areas of concern and to make drivers aware that excessive speed within posted limits is socially unacceptable. CSW will also re-educate drivers about the dangers of speeding, and address concerns from local residents about cars speeding through their neighbourhoods. The perception of speed in some areas may be much higher than actual recorded speeds; this is a normal phenomenon and is expected, especially in narrow roads and lanes.
- 3.4 Letters will be sent to 'offenders' BUT there may be exceptional cases where a decision is made not to do so. This is at the discretion of the Suffolk Constabulary.
- 3.5 As you may anticipate, many drivers slow down on seeing volunteers in high-visibility jackets at the roadside and the numbers of drivers recorded may not be as high as you think it will be. This is a positive outcome as the aim is to encourage people to slow down without having to involve any further action. Generally most drivers co-operate, and the trial has shown that volunteers operate with little or no risk to themselves or others. It would be wrong, however, not to insist that new schemes adhere to some basic guidelines and safety practices.

4 Scheme Composition and Operating Guidelines

4.1 Scheme Composition and Operating Guidelines - General

- 4.1.1 There must be a minimum of six volunteers in each Community Speed Watch (CSW) scheme, who as a team, are willing on average to contribute a minimum of one hour per week. Small communities who are unable to reach this figure are encouraged to link with other interested local councils/parishes/groups such as Neighbourhood Watch Schemes with a view to joining together for a wider-area scheme.
- 4.1.2 CSW volunteers must be over 18 years of age. Volunteers who do not wish to be involved in speed monitoring may assist with administrative support. Each scheme must include at least one person in this category, not necessarily the co-ordinator. Some volunteers may, of course, wish to do both.
- 4.1.3 The scheme is to have a designated co-ordinator and where possible, a deputy, responsible for the equipment and administration.
- 4.1.4 The Parish (or local) Council must support the scheme.
- 4.1.5 The locations for monitoring are put forward by the community, based on their experience and knowledge of the area. Supporting data may be available from the police, Speed Indicator Displays (SID's) or the local authority. Assessments will be carried out by a trained police officer, from Roads Policing, who will approve the nearest safe site to that chosen (note in some circumstances a site may not be deemed safe enough to conduct CSW). All sites must be within 30 mph limits.
- 4.1.6 Training for volunteers will include use of the equipment, and health and safety issues. This training may be cascaded to new volunteers by scheme members but direct approval must be given by Suffolk Constabulary following vetting approval being granted. The Police Support Volunteer Co-ordinator will advise scheme co-ordinators when training the of new volunteers can commence.

- 4.1.7 Registration numbers of vehicles exceeding the speed limit must be recorded in FULL, by volunteers - partial numbers will not be accepted. **The registration number must be verified as accurate by at least two volunteers or not recorded at all.**
- 4.1.8 The aim is to encourage drivers to drive at or below the speed limit. For practical purposes recording of vehicle details should be restricted to those travelling at **35 mph or more in a 30 limit.** Do not record vehicles traveling at less than 35 mph on the CSW survey sheets.
- 4.1.9 'Offending' vehicle details are recorded on a timed and dated survey sheet. Completed sheets are forwarded to your designated Safer Neighbourhood Team (SNT), who will arrange for letters to be sent to registered keepers of the offending vehicles. Letters will be sent in accordance with the availability of administrative support, but Suffolk Constabulary will endeavour to contact as many offending drivers as possible.
- 4.1.10 A maximum of two letters will be sent to the same registered keeper. After this, the vehicle details will be circulated for targeted police intervention.
- 4.1.11 Human Rights considerations in sending letters to registered keepers may be considered by some to be an infringement of an individuals' privacy. In the case of CSW, the following factors would mitigate a challenge on privacy grounds. There is a social need:
- It pursues a legitimate aim.
 - It is a strategy in the reduction of crime and disorder.
 - It promotes and protects public safety.
 - It protects the rights and freedoms of other members of the community for a safer environment.
 - It is the least intrusive method.
 - It is proportionate to the problem.
- 4.1.12 The cost of training volunteers, assessing potential sites, and ongoing administration is borne by Suffolk Constabulary.
- 4.1.13 The scheme must ensure that their speed detection device is calibrated annually, at no expense to the Constabulary, and appropriate records kept.

4.2 Insurance

- 4.2.1 Volunteers will be covered by the Suffolk Constabulary's public liability insurance providing they abide by guidance in this briefing pack. However, parishes should still contact their own insurers and inform them that they are undertaking a Community Speed Watch (CSW) Scheme.
- 4.2.2 The cover the Suffolk Constabulary provides CSW volunteers is the same cover that it provides for the majority of its employees. This covers volunteers for any third party claims, (providing the CSW guidance is adhered to).
- E.g. in the unlikely event that a vehicle had an accident, and the driver claimed it was because the CSW activities distracted them, the Constabulary's

insurance would cover any third party claim, providing the volunteers were acting within guidance, operating from an approved site and so on.

- 4.2.3 The aim of the insurance is to cover CSW volunteers for any claims made by a third party. However, from 1st October 2009 the Constabulary's insurance does include provision for 'Personal Accident', though note this cover is limited to serious injury or death only, such as loss of sight, hearing or loss of limb(s). So if a volunteer were to sustain a minor/moderate injury (e.g. broken leg) whilst conducting CSW they would not be covered by the Constabulary's insurance.
- a) E.g. in the unlikely event that a moving vehicle caused a volunteer to sustain a minor/moderate injury the volunteer would need to submit a claim to the third party (i.e. the vehicle's driver/their insurer).
 - b) E.g. if a volunteer were walking along the pavement and tripped, fell and broke their arm, they would not be able to claim compensation under the Constabulary's insurance.
- 4.2.4 With regard to health exclusions under the Personal Accident Insurance there are no exclusions as such, except that if there is an existing disability such as the insured person is blind, then they would not be allowed to claim for loss of eye(s).
- 4.2.5 There is no upper age limit on the Constabulary's insurance policy. However, once an insured person is 75 or over the Personal Accident benefits for death, loss of eye(s)/limb(s), speech or hearing are limited to either 10% of the stated benefit or £50K whichever is lesser.
- 4.2.6 It is the responsibility of the scheme/parish(es) to provide insurance for the CSW scheme watch equipment, the equipment belongs to the CSW scheme, not the Constabulary and as such equipment is not covered under the Constabulary's insurance policy.

4.3 Publicity and liaison with the media

- 4.3 Publicity for CSW schemes must be organised in liaison with the scheme's local Safer Neighbourhood Team (SNT), the SNT Communication Officers at Police Headquarters and the Police Support Volunteer Co-ordinator. For example schemes are not permitted to participate in radio interviews without prior consent from the Constabulary.

5 Volunteers and State Benefits

5.1 Introduction

- 5.1.1 The latest advice from the department of Work and Pensions is that whilst you can be a volunteer and in nearly all cases your benefits will not be affected, it is compulsory for claimants to notify benefits advisers at the relevant agencies (Jobcentre Plus, The Benefits Agency, Local Council, if in receipt of Housing Benefit or Council Tax Benefit) that they are volunteering. There is no duty on the part of the Constabulary to inform any agency that an individual is volunteering; it is entirely down to the volunteer.
- 5.1.2 If in receipt of benefits you will probably be required to complete a simple form describing what you do while volunteering. If the job centre or benefits agency etc require the Constabulary to complete any forms, confirm any information or help explain the volunteer role to a benefits advisor, please ask for all correspondence to be sent to the PSV Co-ordinator at the following address.

**Police Support Volunteer Co-ordinator
Suffolk Constabulary
Portal Avenue
Martlesham Heath
Ipswich IP5 3QS**

- 5.1.3 More information can be found in the Department for Work and Pension's leaflet "Volunteering while getting benefits". More information can also be found on the DirectGov website: <http://www.direct.gov.uk>

5.2. Guidelines and Rules

People are allowed to volunteer while claiming state benefits, including means tested benefits such as Jobseeker's Allowance, Incapacity Benefit and Income Support. Volunteering should not affect your right to benefits, as long as the only money you receive is to cover your volunteering expenses, such as travel from home to the volunteering location. However there are some guidelines and rules that you should be aware of, as you will need to comply with these.

5.2.1 Jobseeker's Allowance (JSA)

People receiving JSA can do as much volunteering as they want, as long as they remain available for and are actively seeking work.

5.2.2 Income Support

Volunteering should not affect someone's Income Support as long as they are not receiving any money other than reimbursement for out of pocket expenses.

5.2.3 Incapacity Benefit (IB)

There is no set limit on the amount or type of volunteering that someone can do while claiming Incapacity Benefit. Volunteering should not trigger an investigation into your need to claim Incapacity Benefit.

5.2.4 Disability Living Allowance (DLA)

Volunteering will not affect DLA benefits.

5.2.5 Housing Benefit/Local Authority Housing Allowance

It should not be affected by volunteering but claimants should inform their local authority about any volunteer expenses they receive.

5.2.6 Employment Support Allowance (ESA)

The regulations on ESA state that claimants will be allowed to volunteer. The regulations also recognise that reasonable expenses can be reimbursed to claimants who volunteer.

5.2.7 Housing Benefit or Council Tax Benefit

You normally get Housing Benefit or Council Tax Benefit (or both) if you're getting Jobseeker's Allowance, Income Support, Employment and Support Allowance or Pension Credit, or you have a low income.

You can still get Housing Benefit or Council Tax Benefit if you follow the basic rules for volunteering. You must tell your local council about any volunteering you do, and any expenses you get.

5.2.8 Pension Credit

Being a volunteer in the United Kingdom should not affect your Pension Credit, as long as the only money you get is for expenses.

5.2.9 Working Tax Credit

You have to be in paid work for at least a set number of hours a week to get Working Tax Credit. The hours you volunteer don't count towards your weekly working hours.

5.2.10 Child Tax Credit

The amount of Child Tax Credit you get is based on your income. You may get it, whether or not you work, if you or your partner is responsible for a child or young person who normally lives with you.

5.3 Problems

5.3.1 It is sometimes reported that benefits advisers are not well informed about volunteering and can discourage or misinform claimants about rules on volunteering. If you encounter any problems with your local Jobcentre Plus as a result of wishing to volunteer, then the issue should be raised with the Jobcentre Plus External Relations Manager for that area (if it cannot be resolved by the local Jobcentre Plus branch.) Details of Jobcentre Plus External Relations Managers can be found on the Jobcentre Plus website at:

<http://www.jobcentreplus.gov.uk/JCP/Partners/RegionalBusinessCommunity/index.html>

6 Safety

6.1 A Code of Conduct

The safety of all road users is paramount, and the following safety rules must be adhered to.

- 6.1.1 Volunteers must not stand in the road at any time.
- 6.1.2 Volunteers must not obstruct the footpath.
- 6.1.3 Long sleeved high-visibility jackets; that conform to EN471 Class 3 must be worn at all times.
- 6.1.4 The speed device must be used in accordance with the manufacturers' instructions.
- 6.1.5 The speed device must not be aimed directly at people.
- 6.1.6 Never point the speed device at a civil or military aircraft, vessel or armoured vehicle. Many military aircraft, vehicles or vessels have target acquisition detectors, some of which initiate automatic counter measures.
- 6.1.7 Volunteers must not attempt to conceal their speed monitoring activities from passing motorists.
- 6.1.8 Monitoring to be undertaken by a minimum of two volunteers, but preferably three at anyone time.
- 6.1.9 At least one volunteer should be in possession of a mobile phone.
- 6.1.10 Monitoring ONLY should take place. NO signals or gestures to drivers. Volunteers must not attempt to stop any vehicle.
- 6.1.11 Checks should be carried out in daylight hours only.
- 6.1.12 Drivers who stop to enquire your purpose should be treated politely and courteously. Letters explaining the scheme will be supplied to you to hand out to drivers asking about your activities; if not satisfied with an explanation of the scheme they should be given the contact details of your designated Safer Neighbourhood Team (SNT). If a confrontation occurs, abandon the monitoring and if necessary call the police by dialling 999.
- 6.1.13 Only locations approved by the Constabulary will be used as a CSW site. IF THE SITES ARE UNSUITABLE THEY WILL NOT BE ATTENDED AS A PART OF THE SCHEME.

If at any time a volunteer operates outside of these guidelines, code of conduct or safety rules he/she may be removed from the scheme.

7 Site selection

- 7.1 Proposed sites will need to be fully assessed by a trained police officer from the Roads Policing Unit before schemes can commence speed checks. Only locations that are approved by the Constabulary will be used as a CSW site. IF THE SITES ARE UNSUITABLE THEY WILL NOT BE ATTENDED AS A PART OF THE SCHEME.
- 7.2 Your local Safer Neighbourhood Team (SNT) will discuss with you possible sites, and complete a form detailing your proposed sites and send to the Constabulary's Roads Policing Unit requesting an assessment.
- 7.3 Speed checks may only be carried out in a 30mph speed restriction using a hand held monitoring device. It will not be carried out in the vicinity of an existing static safety device.
- 7.4 Things to consider when selecting a site are: -
- 7.4.1 Is it on a school route?
 - 7.4.2 Is the road a short cut?
 - 7.4.3 What type of vehicle is offending?
 - 7.4.4 Is the speed limit clearly obvious?
 - 7.4.5 What time of day/night are offences being committed?
 - 7.4.6 Who is being affected and why?
- 7.5 In addition a site must: -
- 7.5.1 Be in a 30 mph speed limit.
 - 7.5.2 Be at least 300 metres from the point where the 30 mph speed limit commences.
 - 7.5.3 Not be near any power cables, large metal signs or anything else that could interfere with the Speedar device. All sites will be assessed with the device for all of the above.
 - 7.5.4 Be on a straight stretch of road.
 - 7.5.5 Have a safe pavement or similar from which volunteers can safely conduct speed checks. Where possible there should also be an escape route, should a vehicle lose control. E.g. A pavement against a brick wall may not provide an adequate escape route.
 - 7.5.6 A trained police officer from the SNT, or the Roads Policing Unit will meet with the scheme's coordinator and visit each site to assist with safety advice for each particular site. Signage and team positioning will be agreed.

8 How to undertake a Community Speed Watch check

- 8.1 Once a scheme has been set up and the sites assessed volunteers can commence Community Speed Watch (CSW) checks. It is recommended that the Safer Neighbourhood Team (SNT) point of contact is present at the first check to answer any questions and assist in setting up the check.
- 8.2 Site to be assessed for obstructions, change in roadside furniture etc, if in doubt cancel check and ask for it to be assessed again.
- 8.3 Prior to commencing a check, signs will be placed approximately 30* metres either end of the site on the side of the road facing on coming traffic. (*Unless agreed otherwise by Suffolk Constabulary).
- 8.4 All volunteers must wear their long sleeved high visibility jackets.
- 8.5 One member of the team will be in possession of a mobile phone in the event that they require assistance, but this must be turned off during the check as it may interfere with the Speedar device.
- 8.6 The Speedar uses a Doppler effect – a pulse of laser light is emitted and timed until a reflection is received this gives a measurement from of distance from the laser to the reflecting object. This potentially means that the beams could reflect off objects, which include road signs, telephone boxes, metal hoardings, bus shelters, park railings, etc. To avoid this please ensure that the vehicle being checked will, throughout the check period, be in sight of the operator, remain near the centre of the beam and that no obstructions such as hedges, fences or buildings come between it and the Speedar.

To remove any doubt, always check thoroughly by searching with the Speedar throughout 360. Do this by holding the Speedar in the normal way and rotating in a complete circle. Repeat this with the Speedar held above and below the normal angle of sight. If any readings not due to traffic appear on the radar display, or if the **RF Interference** legend appears, then move to a location with no interference.

Check the area ahead of the Speedar. Avoid positions near possible reflections from road signs, telephone kiosks, metal bus shelters, metal hoardings, and large metal doors on factories, sheds, metal fences, railings or similar objects.

- 8.7 For standard working practices the two key issues are: -

8.7.1 *Identification of vehicles*

Checks to be carried out with three people; one person to shout out the vehicle registration, the second to confirm this whilst the third writes it down. If there is more than one vehicle in the vicinity then abort that check, and go onto the next one.

8.7.2 *Crossing (the movement of two or more vehicles)*

If crossing takes place, do not enter the details of the vehicle on the checking sheet. If however, they start to record the registration of the vehicle, they will stop as soon as crossing effect takes place and mark with " * ". They will leave all the info on the sheet to prove honesty and transparency.

If you have any questions please do not hesitate to make contact with your Safer Neighbourhood Team.

- 8.8 Device speeds will be corroborated by a second volunteer as shown on the device. This means that at least two of the volunteers need to have seen the speed as shown on the speed detection device. For this reason schemes may find it easier to conduct speed checks with three volunteers, two operating the speed detection device and one to record the details. Note that the full registration number also needs to be corroborated by a second volunteer.
- 8.9 **Recording of vehicle details should be restricted to those travelling at 35 mph or more in a 30 limit.**
- 8.10 One member of the scheme will be responsible:
- 8.10.1 for completing the paperwork (as a Word document, template supplied) and emailing it to the scheme's designated Safer Neighbourhood Team (SNT) ASAP after the check takes place;
 - 8.10.2 for storing all paperwork for a period of four months from date of the check; and
 - 8.10.3 ensuring that all volunteers comply with CSW guidelines.

9 Documentation

A Microsoft Word document needs to be completed each time a speed check is undertaken; the ‘Community Speed Watch Survey Form’. Details of each form are given in 9.1.

The form should be emailed (as Word documents version 2000 or lower) to your designated Safer Neighbourhood Team (SNT) on a weekly basis by the scheme’s co-ordinator, or the deputy co-ordinator. Blank forms will be emailed to the scheme’s co-ordinator prior to the scheme commencing.

9.1 Community Speed Watch Survey Form

SUFFOLK CONSTABULARY - COMMUNITY SPEED WATCH SURVEY FORM (version 3 25-9-09)															
CSW Scheme or SNT if PCSO check:				Site Location:		Parish:		Site No/name (CSW pl use no from list supplied, PCSO pl slate):							
Name of volunteers/PCSOs:			1.			2.			3.						
If PCSO check please put 'X' in box <input type="checkbox"/>				Date:		Day:		Time:		From:	am/pm	To:	am/pm		
Equipment Used: <input type="checkbox"/> Speedrad <input type="checkbox"/> Other (pl state)				Built in Check (n/a to the Speedrad device):				Before:		After:					
Please ensure that index marks you record are clear, paying particular attention letters that could be mistaken for numbers and vice versa. E.g.- Is it a....															
1 or l		2 or Z		0 or O		5 or S		D or O		I or L		V or U		Y or V	
TIME	INDEX MARK	MAKE <i>(if possible, else as much detail as possible, e.g. small car, 4X4, transit type van & so on)</i>	MODEL	COLOUR <i>(if not sure of colour stating light, dark, metallic etc will help)</i>	BODY SHAPE <i>(insert X in appropriate box)</i>			SPEED >=36 mph	COMMENTS	FOR POLICE USE ONLY					
					Estate/ hatchback <i>(no boot)</i>	Saloon <i>(obvious boot)</i>	Van			Send letter	No Traces/ Errors	Police discretion			

- 9.1.1 The ‘Community Speed Watch Survey Forms’ are fundamental to the scheme as accurate returns reflect the success and influence that the scheme is having in the area of concern. It is essential that the data is accurate and recorded properly. There is a risk of public complaint if recording is inaccurate.
- 9.1.2 Each ‘Community Speed Watch Survey Form’ entry should be signed off, timed and dated by the persons monitoring the traffic.
- 9.1.3 If there is any doubt to the accuracy of any details, the registration number MUST NOT be recorded.

- 9.1.4 **At least two of the volunteers must verify registration numbers** before they are recorded.
- 9.1.5 The Speed of the vehicle must be recorded and verified by two of the volunteers engaged in the check. Recording of vehicle details should be restricted to those travelling at **35 mph or more in a 30 limit.**
- 9.1.6 Any record completed with speeds outside the set parameters WILL be disregarded.
- 9.1.7 Other helpful items can be recorded on the sheet, relating to the colour, make, model and body shape of the vehicle: however these details may be difficult to record due to the short time the vehicle will be in view.
- 9.1.8 A new 'Community Speed Watch Survey Form' must be used for each new check/location.
- 9.1.9 The completed 'Community Speed Watch Survey Forms' must be emailed to your Safer Neighbourhood Team (SNT) (usually via your scheme's co-ordinator) ideally on a weekly basis, but no later than two weeks after the check has taken place. It is important that you send the forms to your SNT ASAP as they have to process them and send to the CSW administrator at police headquarters within four weeks of the check taken place in order that a warning letter can be sent out. We are not able to send letters out to offenders that arrive at police headquarters after the deadline.

10 Data protection

10.1 Data Protection Act 1998

10.1.1 The Data Protection Act 1998 (the Act) seeks to strike a balance between the rights of individuals and the legitimate interests of those processing personal data.

The Act bestows a duty on all bodies, when processing personal data to protect it from unauthorised use.

The eight principles of the Act set out the basic standards governing the processing of personal data relating to any living individual who could be identified from the data, or from any other information likely to be in the possession of the data controller.

It is not the aim of the Act to prevent disclosures being made, instead it puts in place parameters within which disclosures can be made.

All Community Speed Watch Volunteer MUST be alert to the eight enforceable data principles of the Data Protection Act 1998:

1. Personal data shall be processed fairly and lawfully.
2. Personal data shall be obtained only for one or more specified and lawful purpose, and shall not be further processed in any manner incompatible with that purpose(s).
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose(s) for which it is being processed.
4. Personal data shall be accurate, and where necessary, kept up to date.
5. Personal data shall not be kept for longer than necessary
6. Personal data shall be processed in accordance with the rights of the data subject under the Act.
7. Security - Appropriate measures taken to ensure against unauthorised or unlawful processing, accidental loss, destruction or damage to personal data.
8. Personal data shall not be transferred outside of the European Union (EU) unless the Country has adequate levels of protection in relation to processing of personal data.

10.1.2 What does processing of data mean?

Processing has a wide definition:

- ◆ Obtaining, recording, holding, carrying out any operation or set of operations on the information, including:
 - ◆ Organisation, adaptation, alteration
 - ◆ Retrieval, consultation or use
 - ◆ Disclosure by transmission, dissemination or making available,
 - ◆ Alignment, combination, blocking, erasure or destruction.

In fact it is difficult to find any process where information will not fall within the Act.

10.1.3 What is personal data?

Data (computerised or manual) which relate to a living individual who can be identified:

- ◆ From data; or
- ◆ From data and other information which is in the possession of, or is likely to come into the possession of, the data controller.

10.1.4 Why is data protection important?

It Protects YOUR:

- ◆ right to privacy;
- ◆ information from being viewed by those who do not have a legitimate right to view it;
- ◆ information from being used for non legitimate or non-lawful purposes;
- ◆ information from being mixed up with someone else's;
- ◆ information from being inappropriately destroyed; and
- ◆ information being stored unnecessarily.

10.1.5 Will data protection hinder your role?

NO - it will enhance your performance and provide you with reliable, timely and accurate information to effectively carry out your duties, providing YOU also ensure you are:

- ◆ Careful in the way you handle personal data;
- ◆ Only using the information for your Community Speed Watch volunteering duties which are in accordance with policies/procedures and on a 'need to know' basis;
- ◆ Following guidance documents; and
- ◆ Able to lawfully justify the connection between using/viewing the information and your Community Speed Watch volunteering duties.

10.1.6 Data protection **WILL** prevent you doing your role and subject you to removal from the Community Speed Watch scheme or criminal action if you:

- ◆ Obtain, access, view, browse... etc police/Community Speed Watch information for your own curiosity or personal reasons;
- ◆ Pass police/Community Speed Watch information onto friends/relatives/neighbours to satisfy their curiosity or for their/your personal reasons;
- ◆ Destroy or sell police/Community Speed Watch information outside of official police policies/procedures; and
- ◆ Fail to maintain and/or act responsible when using or managing police/Community Speed Watch information systems.

10.1.7 Data protection regulations

The Act creates criminal offences which can result in 'personal liability' if the principles are not adhered to including:

- ◆ Failure to notify.
- ◆ Unlawful obtaining, disclosure.
- ◆ Unlawful Selling.

10.2 Freedom of Information Act 2000 Purpose

- ◆ Designed to foster a culture of openness;
- ◆ Provide greater access to information about the workings of Government and Public bodies;
- ◆ Make Government and Public Bodies more accountable;
- ◆ Improve transparency and accountability and to limit complacency and mal-administration;
- ◆ Enhance public participation and discussion in Government and public body processes.
- ◆ S.77 of the Act makes it a criminal offence for any public authority or any person who is employed by the public authority to alter, deface, block, erase, destroy or conceal any record held by the public authority with the intention of preventing disclosure.

10.2.1 The basics you need to know

- ◆ Forward any request immediately to your designated Safer Neighbourhood Team (SNT).
- ◆ **DO NOT** alter, deface, block, erase, destroy or conceal any information, with the intention of preventing the disclosure of all or part of the information to which the applicant would have been entitled. **IT IS AN OFFENCE!**

NOTE: Under no circumstances are volunteers are not allowed to take photographs of any offending vehicles.

11 Tactical communications

11.1 Components of communication

Words – Actual words spoken

- ◆ Phrase and content make up only **7%** of the total message.

Body movement – Body language – Gestures – Facial expression

- ◆ Make up majority of the total message at **55%**

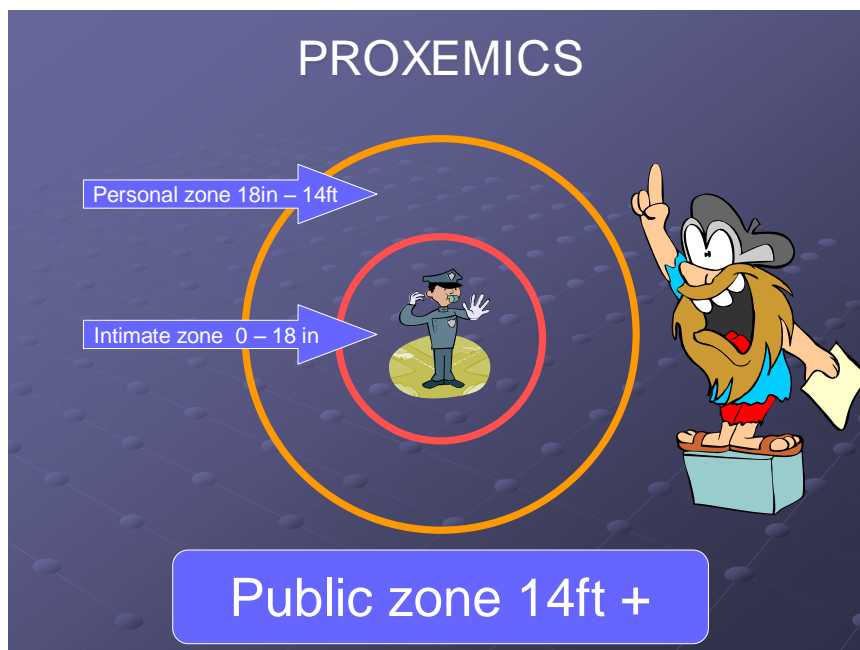
Vocal – Tone, volume, pitch and pace

- ◆ Make up the remaining **38%** of the total message.

11.2 Warning and danger signs

WARNING Signs	DANGER Signs
Prolonged eye contact Facial colour darkens Standing tall – head back Ground kicking Large movements with hands Breathing rate accelerates Shouting	Fists clenching and unclenching Facial colour pales Stance changes from square to sideways Hand raised above the waist Lips tighten over teeth Head drops forward to protect throat Eyebrows drop to protect eyes Shoulders tense Identifies body target

11.3 Proxemics



12 Dealing with offenders

- 12.1 On receiving details from the Community Speed Watch (CSW) scheme, Suffolk Constabulary will identify the registered keeper of offending vehicles and cross-reference against previous submissions. Where it is a first offence, a warning letter will be sent, for a second offence a final warning letter will be sent in which the registered owner will be advised that further action will be considered. Examples of the letter can be found in appendix A1 and A2.
- 12.2 Persistent offenders may be targeted for police enforcement. It is therefore important that details of times and days of offending are recorded so that subsequent action can be identified.

13 Publicity

Publicity for CSW schemes must be organised in liaison with the scheme's local Safer Neighbourhood Team (SNT), the SNT Communication Officers at Police Headquarters and the Police Support Volunteer Co-ordinator.

Note all Community Speed Watch Co-ordinators and their members must not speak to the media without authorisation from the above mentioned. For example schemes are not permitted to participate in radio interviews without prior consent from the Constabulary.

14 Other Agencies - How can they help?

- 14.1 If you require further assistance from Suffolk Roadsafe, please contact them via their web site www.suffolkroadsafe.net

They are also contactable via their contact centre which is open: 8.30am to 6.00pm Monday to Friday and 9.00am to 1.00pm on Saturday.

Telephone: **0845 606 6067**

Email: **customerservice@csduk.com**

Fax: **01449 677695**

- 14.2 You may wish to make contact with the Suffolk County Council Road Safety Team who can discuss ways of helping you with other road safety issues in conjunction with CSW. Contact details as above.

15 List of contacts

In Emergency dial 999

Safer Neighbourhood Team

Please make contact with the Safer Neighbourhood Team for your area by telephoning 01473 613500, and ask for YOUR LOCAL Safer Neighbourhood Team, OR E-mail your team at the address below:

Further contact details and information can be found via the Constabulary's website www.suffolk.police.uk

Safer Neighbourhood Team (SNT):	
Address:	
Tel:	01473 613500
Email:	
Sgt in charge:	
CSW contact for the SNT:	

Roads Policing Unit

Inspector Bruce Gent

Tel: 01473 613500

Email: bruce.gent@suffolk.pnn.police.uk

Sergeant 248 Clare Mowson

Tel: 01473 613500

Email: clare.mowson@suffolk.pnn.police.uk

Police Support Volunteer Co-ordinator

ONLY contact for enquiries relating to the Community Speed Watch volunteer application form and vetting process or general enquiries about the Police Support Volunteer Scheme. Any other CSW enquiries should be directed to your designated Safer Neighbourhood Team.






Police Support Volunteer Co-ordinator

Tel: 01473 613524/3570

Email: communityspeedwatch@suffolk.pnn.police.uk

Appendices

Appendix A1 - First warning letter

	<p>SUFFOLK CONSTABULARY</p>	<p>RESTRICTED</p>
<p>Police Headquarters, Martlesham Heath, Ipswich IP5 3QS Tel: Ipswich 01473 613500 Fax: 01473 613737 (24 hrs) Calls may be monitored for quality control, security and training purposes. www.suffolk.police.uk</p>		
<p>Private and Confidential</p>		
<p>26 April 2010</p>		
<p>Dear</p>		
<p><u>COMMUNITY SPEED WATCH – FIRST WARNING</u> VEHICLE REGISTRATION: XXXXXX</p>		
<p>The above vehicle was monitored by volunteers or Police Community Support Officers exceeding the 30 mph speed limit in Location at 10:30 on 26 April 2010 traveling at a recorded speed of 37 mph.</p>		
<p>Suffolk Constabulary is committed to reducing the number of road traffic casualties and collisions each year, while also addressing anti social use of the road. We are working with the local community and other statutory organisations to achieve this aim. Reducing speed will directly contribute to saving lives and will improve the quality of life for people within the area concerned and throughout Suffolk.</p>		
<p>Speeding is not simply about fines and endorsements on a driving licence, it is a key contributory factor to road traffic collisions and a major concern in towns and villages across Suffolk.</p>		
<p>The local community ask that drivers respect the speed limit through their village, as you would wish for it to be complied with in your own community. Speed enforcement will take place on a regular basis.</p>		
<p>No further action will be taken in respect of this incident, however we ask that you comply with the speed limit in future. Failure to do so may result in prosecution.</p>		
<p>Yours sincerely</p>		
		
<p>Inspector Bruce Gent Roads Policing Unit Tel: 01473 613500</p>		
<p>NB: if you are no longer the registered keeper of this vehicle please inform the DVLA. If you were not the driver at the time, please pass this letter on to the person concerned.</p>		
		
<p>RESTRICTED</p>	<p>www.suffolk.police.uk</p>	<p>Document1</p>

Appendix A2 - Second warning Letter



SUFFOLK CONSTABULARY

Police Headquarters, Martlesham Heath, Ipswich IP5 3QS
Tel: Ipswich 01473 613500 Fax: 01473 613737 (24 hrs)
Calls may be monitored for quality control, security and training purposes. www.suffolk.police.uk

RESTRICTED

Private and Confidential

26 April 2010

Dear

COMMUNITY SPEED WATCH – SECOND WARNING
VEHICLE REGISTRATION: XXXXXX

The above vehicle was monitored by volunteers or Police Community Support Officers exceeding the 30 mph speed limit in Location at 10:45 on 26 April 2010 traveling at a recorded speed of 37 mph.

This is the second occasion that the vehicle has been observed exceeding the speed limit.

Suffolk Constabulary is committed to reducing the number of road traffic casualties and collisions each year, while also addressing anti social use of the road. We are working with the local community and other statutory organisations to achieve this aim. Reducing speed will directly contribute to saving lives and will improve the quality of life for people within the area concerned and throughout Suffolk.

Speeding is not simply about fines and endorsements on a driving licence, it is a key contributory factor to road traffic collisions and a major concern in towns and villages across Suffolk.

The local community ask that drivers respect the speed limit through their village, as you would wish for it to be complied with in your own community. Speed enforcement will take place on a regular basis.

Given that on two occasions in the past 12 months your vehicle has been monitored exceeding the speed limit I must advise you that the details of your vehicle will be passed to our Speed Enforcement Officers. Officers will be targeting vehicles that are monitored consistently exceeding the speed limit.

This letter is the final written warning you will receive in relation to excess speed (in the past 12 months). Should you continue to disregard the speed limit, further action will be taken by means of a fixed penalty or Court Summons.

Yours sincerely

Inspector Bruce Gent
Roads Policing Unit Tel: 01473 613500

NB: if you are no longer the registered keeper of this vehicle please inform the DVLA.
If you were not the driver at the time, please pass this letter on to the person concerned.



www.suffolk.police.uk

RESTRICTED

Document2.1

Appendix A3 - Roadside letter



SUFFOLK CONSTABULARY

NOT PROTECTIVELY MARKED

Police Headquarters, Martlesham Heath, Ipswich IP5 3QS

Tel: Ipswich 01473 613500 Fax: 01473 613737 (24 hrs)

Calls may be monitored for quality control, security and training purposes. www.suffolk.police.uk

Dear Motorist

COMMUNITY SPEED WATCH

Local residents are currently undertaking community Speed Watch. This is supported by Suffolk Constabulary, Suffolk County Council and the local Parish Council with the aim of reducing speeding and improving driver behaviour in this area.

Whilst the volunteers have no powers to sanction a prosecution, details will be passed on to Suffolk Constabulary so that the Police can write to the registered keeper of the offending vehicle. The driver will be asked to respect local speed limits in the same way as they would wish for them to be respected within their own communities.

Suffolk Constabulary Roads Policing Unit will target persistent offenders.

Suffolk Constabulary and its partners are committed to reducing road casualties and addressing anti-social use of the road. Communities are empowered to assist in this commitment, making neighbourhoods safer and improving residents' quality of life.

Yours faithfully

Inspector Bruce Gent
Roads Policing Unit
Tel: 01473 613500

NB: if you are no longer the registered keeper of this vehicle please inform the DVLA.
If you were not the driver at the time, please pass this letter on to the person concerned.



www.suffolk.police.uk

NOT PROTECTIVELY MARKED

Community Speed Watch Roadside letter v2.1 (26-4-10)

Appendix A4 - Equipment

Each scheme is required to purchase the speed detection device, signs and high visibility jackets. Suffolk Constabulary undertakes training and administrative tasks at no cost to the scheme.

A4.1 Speed detection device (Speedar)

A4.1.1 The speed detection device that the Suffolk Constabulary advises Community Speed Watch (CSW) Schemes to use is the Speedar SR1 Radar device. If you wish to purchase a different device please contact the Police Support Volunteer Co-ordinator for guidance.

A4.1.2 The Speedar is a hand-held radar speedmeter intended for the measurement and display of the speed of vehicles approaching or receding from the operator.

A4.1.3 One supplier of the Speedar device is Road Runner TCA Ltd. They currently charge £1223.18 inc VAT per device (includes carriage correct at September 2011). The device comes complete with a case and spare battery. Note Road Runner can often supply by return, should they be out of stock delivery would normally be within 3-4 weeks. Please note that parishes do not have to purchase the Speedar device from Road Runner TCA Ltd; schemes are free to research the market and source the device from another supplier, though please ensure you order the correct Speedar device.

Contact details for Road Runner TCA Ltd:

Road Runner TCA Ltd
50 Chelmsford Road
Southgate, London N14 5PT

Tel: 0208 882 2749

Fax: 0208 886 6936

Email: info@roadrunner-tca.co.uk

A4.1.4 Speed detection devices should be calibrated annually at the schemes expense. Road Runner TCA Ltd. Currently charge £85 for calibration and £16 for carriage plus VAT. The scheme's co-ordinator is responsible for ensuring devices are calibrated on time, by manufacturer or approved company and maintaining records.

A4.1.4 Basic specification: Speedar SR1 Radar: Catalogue Number (CA442)

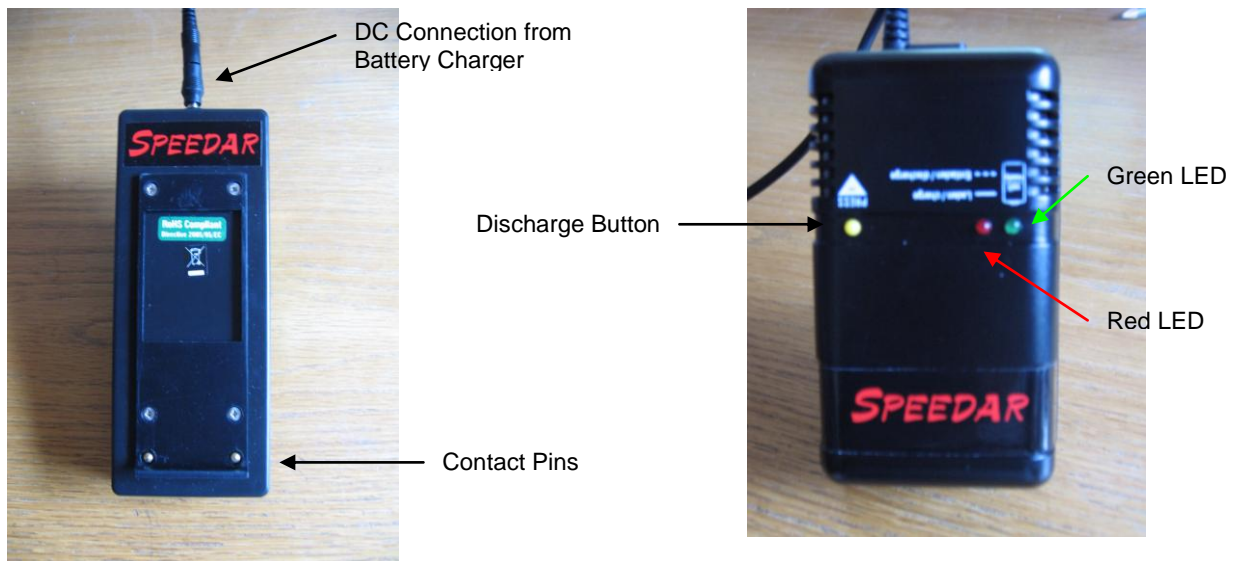
- ◆ Hand held speed and direction measuring Doppler Radar
- ◆ Large back-lit 128x64 dot graphic display
- ◆ Available in MPH, KPH, Knots and m/s
- ◆ Display messages available in any language
- ◆ Very lightweight, aluminium case finished in black
- ◆ Lanyard attachment on rubber handle
- ◆ Spare battery included



- ◆ Cordless operation allows maximum flexibility during surveys

A4.2 Addendum to Speedar handbook

Procedure for charging Speedar battery using SPTC 02



Battery Charging Unit

Plug Top Battery Charger

This procedure applies to the Plug top charger as shown in the photograph above. This is designed for use with rechargeable Ni MH battery packs as used by the Speedar SR1 Radar speed measurement unit.

The unit has been set to charge Speedar SR1 batteries and should only be used for this purpose.

A4.2.2 Connection Procedure

Connect the DC plug on the output lead from the charger to the DC socket in the battery charging unit. The polarity of the connection has been set at the manufacturing stage by Speedar limited.

Fit the battery into the mounting plate on the top of the charging unit, ensuring that it is correctly located and making contact with the contact pins. When fitting or removing the battery **ALWAYS** depress the double retaining clip on the end of the battery.

The charger can now be fitted to a mains socket. The charger is designed for international use and will accept 110v to 240v AC input.

A4.2.3 Charging Procedure

With the battery in position and the AC power 'switched on' the following sequence will occur.

- 1) The **RED** LED light will flash for a few seconds. This is the self-checking process that ensures the battery is correctly fitted, has the correct number of cells and the polarity of connection is correct.
- 2) The **RED** LED light will become continuous indicating that the battery is charging.
- 3) On completion of the charging cycle the **RED** LED will extinguish and the **GREEN** LED will light, indicating the completion of the main charging cycle and the change to trickle charge.
- 4) Pressing the **YELLOW** button on the charger will cause the battery to commence discharging. During the period of discharge the **RED** LED will return to flashing mode.

For new batteries, or for batteries that have not been used for sometime, the above procedure (1.0 to 4.0 inclusive) should be repeated three or four times to bring the battery to full capacity. By the third or fourth cycle the duration of the charge period should be 2 to 2.5 hours.

Also read the Charger manufacturers operating instructions supplied with the charger.

A4.2.4 General Battery Charging and Performance

- The 6V 1.2Ah Ni-MH batteries used by Speedar do not have memory and therefore can be charged at any time.
- Once mounted on the charger they should be charged to full capacity.
- They should not be topped up for short periods prior to use.
- Batteries that are left without use will discharge by themselves
- Batteries should be charged at least once a month to full capacity even if they are not being used.
- Batteries that have been left for a long period (a month or more) without use are in danger of 'going to sleep' and will need to be charged and discharged a number of times to bring them back to full capacity.
- Batteries that are not adequately charged will detract from the performance of the Speedar unit.
 - the range of the unit will reduce
 - the sensitivity will diminish
 - the unit may display odd speeds when there is no target
 - black lines will appear on the screen giving the impression the unit is not functioning correctly.

Note;- it is quite normal for black lines to appear on the screen momentarily when the unit is switched on. This is the display screen powering up.

- Batteries should be kept dry. The charger is for **INTERNAL** use only
- DO NOT short circuit – keys and coins in pockets will short circuit the battery, destroying the battery and could cause personal injury through burns.
- Switch off and remove batteries at the end of use. Batteries that are allowed to dissipate through the unit could burn out the pixels on the display screen.
- Like all batteries, they do have a lifespan after which they will not charge to anything like capacity and will give inferior and short-lived performance. We would expect the lifespan of a Speedar battery to be approximately three years.
- They should **NOT** be disposed of in normal waste or to landfill.
- Batteries that have loose cells (they rattle when shaken) should be discarded. They are liable to overheat and go on fire when charged.

A4.3 High visibility jackets

A4.3.1 CSW scheme members must be equipped with high visibility clothing that must be worn during any CSW speed check. The high visibility jackets will need to conform to EN471 Class 3, available from numerous industrial clothing suppliers.

Note jackets must have long-sleeved, and be of size medium or above, (sizes less than M often don't comply with EN471 Class 3). Short sleeve jackets and sleeveless vests are not permitted as they do not comply with EN471 Class 3.

A4.3.2 Some examples of high visibility jackets that comply with EN471 Class 3 are shown below. Those shown are available from ARCO, though parishes should research the market and purchase jackets from a supplier of their choice.



1874000 Arco 2 Band & Brace Hi-Vis Interactive Bomber Jacket

- Lightweight fabric, with PU non-breathable waterproof coating.
- Taped seams for extra protection.
- Two hand-warmer pockets.
- Pack-away hood in collar.



1870700 Arco Hi-Vis Coat Yellow

- Waterproof PU-coated polyester fabric.
- Fully taped seams.
- Polyester wadding for warmth.
- Internal poachers pocket and internal chest pocket.
- Roll-away hood.
- Elasticated storm cuffs.



1880700 Arco 2 Band & Brace

Hi-Vis Class 3 Long-sleeved jacket (thin like a waistcoat)

- 100% polyester fabric in high-conspicuity yellow.
- Tape - Reflective material.

Note only the long sleeved versions are allowed, the short sleeved versions do not conform to EN471 Class 3.

ARCO Ltd

ARCO House, Easlea Road, Moreton Hall Industrial Estate, Bury St Edmunds IP32 7BY

Tel: 01284 773030

Email: burystedmunds.branch@arco.co.uk

A4.4 Signs

- A4.4.1 Two freestanding signs will need to be positioned each side of the check area (please see example of a sign below).
- A4.4.2 Signs can be purchased from ‘the Parking Shop’ they have agreed to reduce their usual minimum quantity per order to two signs enabling parishes to buy direct from them. Contact details and costings below (correct January 2011).

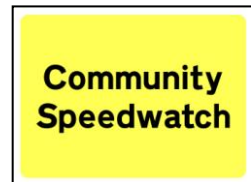
The Parking Shop Ltd
Scrivens Barn
Whiston Road
Castle Ashby
Northamptonshire
NN7 1LF

Tel: 01604 696800
Fax: 01604 696850
Email: sales@theparkingshop.com
www.theparkingshop.com

Minimum order for all signs is two (of the same sign and design). Signs are slightly cheaper if ordering 4 of the same sign. Please state relevant quote reference number when ordering:



Quote Reference 2898
Classic Rectangular Collapsible Sign 600 x 450 mm
2 colour print - black text/yellow background. Community Speed Watch set on two lines (as diagram with no logos rather than photo).



2 signs @ £74.14 + VAT each (Exc delivery)
4 signs @ £60.52 + VAT each (Exc delivery)



Quote Reference 29033
sided roll up sign system 600 mm
Red triangle/black text and symbol on reflective background on yellow backcloth



2 signs @ £60.71 + VAT each (Exc delivery)
4 signs @ £54.12 + VAT each (Exc delivery)

NB: Delivery charge for 2-4 signs £9.00 + VAT, F.O.C. for orders of 10+ signs

Container sleeves are also available to hold one sign £14.00 + VAT each. Contact The Parking Shop for further details.

- A4.4.2 Alternatively parishes can source their own signs, though approval of type of signs must be sought from the Suffolk Constabulary's single point of contact (SPoC) for Community Speed Watch (Inspector/Sergeant in Roads Policing Unit). Details on contacts page.

Appendix A5 - Risk Assessment

Form 70R

SUFFOLK CONSTABULARY – SPECIFIC RISK ASSESSMENT

Risk Assessment: Police Support Volunteer (PSV)	Applicable to Area/ Department: Community Speed Watch
Completed:	Location: Forcewide
	Other Relevant Risk Assessments:
	Review date:

CRITERIA FOR ESTIMATING RISKS (Hazard x Probability)	<p>LOW HAZARD - Slightly harmful- Less serious injuries could arise (e.g. injuries may not necessitate time off work or may involve time off for up to 3 days.)</p> <p>LOW RISK (Trivial)</p> <p>LOW RISK (Acceptable)</p> <p>MEDIUM PROBABILITY - Likely/Possible</p> <p>HIGH PROBABILITY - Most likely</p>	<p>MEDIUM HAZARD - More harmful Serious injury or ill health are likely to occur (e.g. people may be off work for more than 3days as a result but not hospitalised)</p> <p>LOW RISK (Acceptable)</p> <p>MEDIUM RISK (Moderate)</p> <p>HIGH RISK (Substantial)</p>	<p>HIGH HAZARD- Very harmful Death or major injury or serious illness is likely to occur</p> <p>MEDIUM RISK (Moderate)</p> <p>HIGH RISK (Substantial)</p> <p>VERY HIGH RISK (Intolerable)</p>
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*THE RISK REMAINING AFTER CONTROL MEASURES (HIGH, MEDIUM OR LOW) MUST BE NOTED IN THE RRR COLUMN (RESIDUAL RISK RATING)

Ref. No.	Description	Hazard	Risk (H-M-L)	Control Measures	In Place ?	Residual Risk Rating	Further Action (Yes/No)	What action and person responsible
1	CSW site selection		L	Trained police officers to carry out risk assessment and approve nearest safe site to be monitored. No sites to be monitored unless approved by trained police officer.	Y	L	No	
2	Moving vehicles	Risk of injury as a result of collision with moving vehicles.	L	All sites must be within 30 mph limits. All PSVs are advised to conduct their speed survey standing at least one metre (two paces) away from the kerb edge and that of the road and must not stand in the road at any time. PSVs are advised not to conduct any speed check in a position where they cannot achieve at least one metre away from the kerb edge.	Y	L	No	

Appendix A5 - Risk Assessment cond...

SUFFOLK CONSTABULARY – SPECIFIC RISK ASSESSMENT							Form 70R	
Ref. No.	Description	Hazard	Risk (H-L)	Control Measures	In Place ?	Residual / Risk Rating	Further Action (Yes/No)	What action and person responsible
3	Setting up of speed check.	Risk of injury to PSVs whilst approaching the site for the speed check.	L	All monitoring volunteers must wear a high visibility jacket at all times. Signage to be placed warning motorists of monitoring. Monitoring only to be carried out in daylight hours	Y	L	No	
4	Obstructing the footpath.		L	PSVs must not obstruct the footpath and must consider other pedestrians at all times.	Y	L	No	
5	Road users	<ul style="list-style-type: none"> ◆ Aggression ◆ Abuse ◆ Violent behaviour 	L	PSVs must not attempt to conceal their speed monitoring activities from passing motorists Monitoring to be undertaken by a minimum of 2 PSVs at anyone time. At least one PSV be in possession of a mobile phone PSVs are advised not to make any hand signals or gestures towards the drivers of any vehicles whilst conducting the speed survey thereby not attracting any unwanted attention. PSVs must not attempt to stop traffic	Y	L	No	

Appendix A5 - Risk Assessment cond...

SUFFOLK CONSTABULARY – SPECIFIC RISK ASSESSMENT							Form 70R	
Ref. No.	Description	Hazard	Risk (H-M-L)	Control Measures	In Place ?	Residual / Risk Rating	Further Action (Yes/No)	What action and person responsible
				Treat all drivers who stop politely and courteously. PSVs are advised not to engage members of the public in arguments about their activity but to provide them with a copy of the letter that has been produced by the Constabulary to hand to give member of the public an explanation. They should also refer them to the local SNT if further explanation is required. If confrontation occurs, abandon monitoring and if necessary call the police by dialling 999. Notify SNT of incident. Conflict resolution incorporated in Community Speed Watch training				
6	Recording of offender's vehicle details.	PSVs may be tempted to step into the road to obtain a better view of oncoming vehicles or vehicles travelling away from their position to secure vehicle information	L	PSVs are advised to adhere to the training given by the Constabulary. PSVs should be standing at least one metre from the kerb edge whilst conducting the survey and whilst recording any vehicle details.	Y	L	No	
7	Use of Equipment	Danger to health through inappropriate use of equipment.	L	PSVs are advised to use the speed detection devices as per the training given. PSVs are advised to also use the speed detection devices in accordance with the	Y	L	No	

Appendix A5 - Risk Assessment cond...

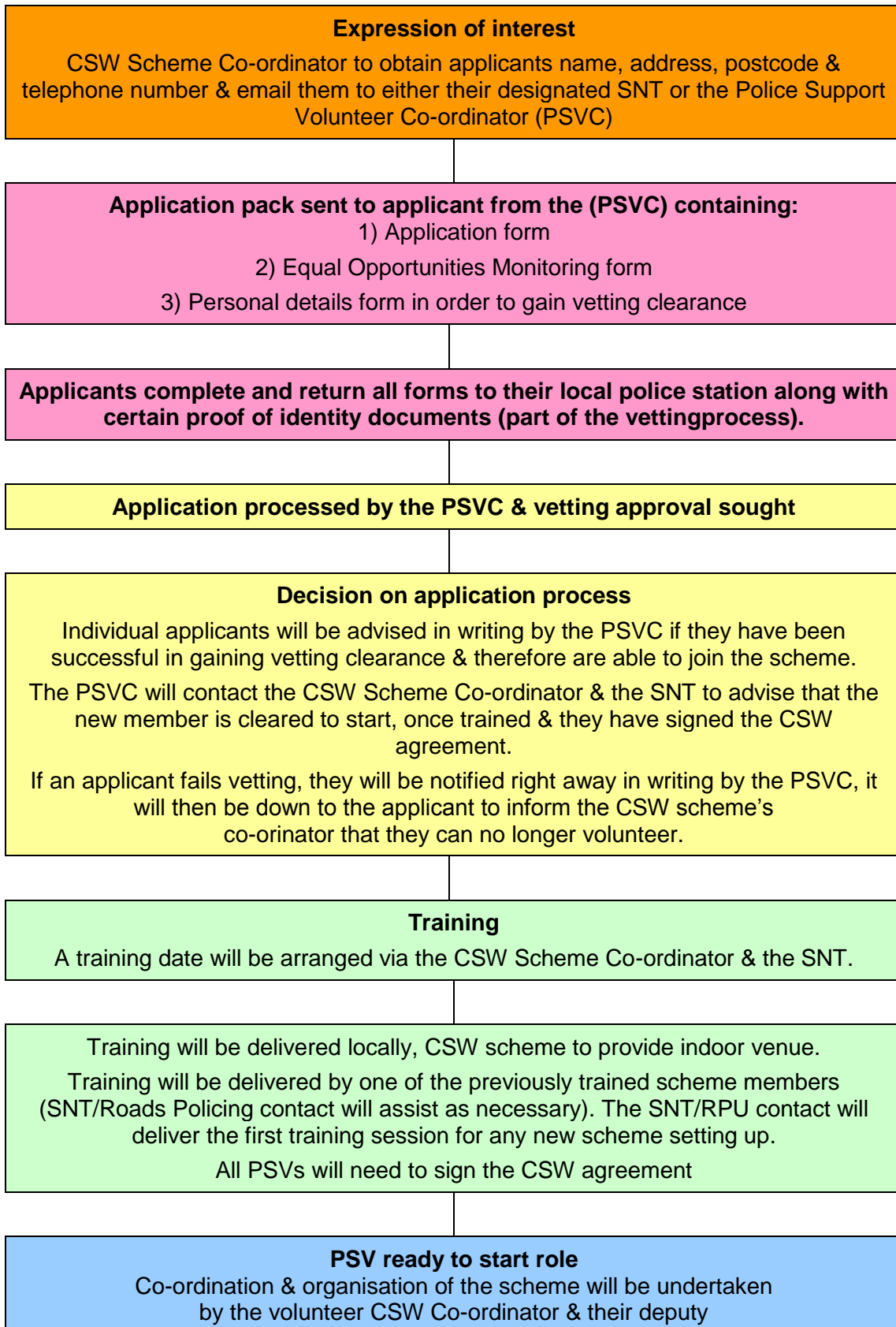
SUFFOLK CONSTABULARY – SPECIFIC RISK ASSESSMENT							Form 70R		
Ref. No.	Description	Hazard	Risk (H-M-L)	Control Measures	In Place ?	Residual / Risk Rating	Further Action (Yes/No)	What action and person responsible	
				<p>manufacturers instructions.</p> <p>Only those that have signed the Community Speed Watch Scheme Agreement are permitted to carry out speed checks.</p> <p>All members of the team to comply with the Suffolk Constabulary Community Speed Watch Safe Code of Conduct.</p> <p>All members of the team to comply with the operating procedures and instructions given by the Constabulary regarding the operation of the scheme.</p> <p>Only home office approved equipment to be used.</p> <p>All monitoring PSVs must be over 18 years old. No young people to be involved in the monitoring at any time.</p> <p>Battery charging of the Speedar must be carried out in accordance with the manufacturer's instructions and training.</p>					
8	Manual handling		L	<p>Training to be given on correct erection and dismantling of signs</p> <p>Monitoring device to be used in accordance with manufacturer's instructions and training.</p>	Y	L	No		

Appendix A5 - Risk Assessment cond...

SUFFOLK CONSTABULARY – SPECIFIC RISK ASSESSMENT						Form 70R		
Ref. No.	Description	Hazard	Risk (H/L/L)	Control Measures	In Place ?	Residual Risk Rating	Further Action (Yes/No)	What action and person responsible
	Signature of Risk Assessor:			Signature of Safety Rep:				
	Print Name:			Print Name:				
	Date:			Date:				
	Signature of Assistant Health & Safety Advisor:			Signature of Area Commander/Head of Dept:				
	Michelle Bates			Date:				
	Date: 27/5/09							

Appendix A6

The application process to become a member of a CSW scheme



Appendix A7

Suffolk Constabulary Community Speed Watch Scheme Agreement

NOTE this is a sample of the agreement. DO NOT COMPLETE THIS FORM. The actual agreement will be sent to each volunteer once their application has been successful.

Each Community Speed Watch member (“The Team”) will be sent an individual copy of this agreement when they join their local scheme.

AGREEMENT

Between The Chief Constable of the Suffolk Constabulary and the members of the Community Speed Watch Scheme (“The Team”).

The members of the team have read this agreement jointly and severally and agree that:

1. All members of the team will comply with the Suffolk Constabulary Community Speed Watch Safety Code of Conduct, Operating procedures, the Community Speed Watch Scheme Briefing Pack and/or instructions given by the police regarding the operation of the scheme, which may be amended from time to time by the Suffolk Constabulary.
2. Only the signatories to this agreement are permitted to conduct speed checks and may only do so once they have been trained (by either a member of the Suffolk Constabulary or another team member who has been trained by a member of the Suffolk Constabulary) in the proper use of the equipment and the operation of the scheme. Part of the training includes reading the latest version of the Community Speed Watch Briefing Pack.
3. The team are responsible for maintaining confidentiality and must adhere to Information Privacy Laws including the Data Protection Act 1998, Misuse of Computers and Official Secrets Act, at all times and following their departure as a PSV for Suffolk Constabulary. Any information that comes into the team’s possession whilst undertaking Community Speed Watch should be treated as confidential. It should not be used for personal benefit or divulged to other parties except for a lawful policing purpose. The team should also treat any information about Constabulary policy and operations as confidential. Any breach in confidentiality may result in an individual being asked to leave the scheme and result in a civil or criminal procedure.
4. Any letters issued to offenders or action taken under the scheme (as described in section 11 of the Community Speed Watch briefing pack) from information collected by team members and supplied to the scheme’s designated Safer Neighbourhood Team will be at the discretion of the Suffolk Constabulary.
5. The members of the team will not hold the Suffolk Constabulary responsible for any loss or damage caused to them or to their property that arises as a result of their failure to comply with the provisions of Clause 1.
6. Each member of the team accepts that in operating the Community Speed Watch scheme they do so at their own risk and the Suffolk Constabulary assumes no liability for any harm or loss to such person(s) resulting from their failure to comply with the provisions of Clause 1.
7. The members hereby jointly and severally indemnify, defend and hold harmless the Suffolk Constabulary from and against any claim, loss, damage, complaint and any expense suffered or incurred by the Suffolk Constabulary as a result of their failure to comply with provisions of clause 1, except where such liability results from the action/omissions of the Suffolk Constabulary.
8. Whilst operating the Community Speed Watch scheme the members of the team will treat all third parties and their fellow team members fairly and with respect and dignity.

9. Review - Both parties agree to review the terms of this agreement annually each March. Any amendments will be agreed by both parties by April 30th each year to be implemented by 31st May that same year.
10. Termination – This agreement is subject to termination by either party upon at least 30 days notice to the other.
11. No notice is required if an individual member of the team wishes to leave the scheme. Although, if a member is able to give any notice, they are advised to notify their scheme’s co-ordinator as soon as possible.
12. The team acknowledges that failure to comply with this agreement will result in the team no longer being accepted as a ‘Community Speed Watch’ scheme. If at any time a team member of the scheme is found to be in breach of any clause in this agreement, the Suffolk Constabulary reserves the right to remove an individual team member from the scheme without notice.

Dated:	
Signed by:	
Print name & job title:	Rachael Thacker (Police Support Volunteer Co-ordinator)

For and on behalf of the Chief Constable of the Suffolk Constabulary

Please complete the boxes below (Community Speed Watch Scheme Volunteers):

Signed by:	Date:	Print name:
Address:		
Postcode:	Telephone:	
Please tick one box: <input type="checkbox"/> I am a member of the ‘Team’ <input type="checkbox"/> I am the scheme’s Co-ordinator <input type="checkbox"/> I am the scheme’s Deputy Co-ordinator (NB not all schemes have a deputy co-ordinator)		