SPEED INDICATOR DEVICE POLICY

Method Statement for the installation and rotation of Speed Indicator Devices ("SID")

1. Scope of Work

This method statement outlines the process for the installation, maintenance, and periodic relocation of a Speed Indicator Device (SID) at eight predetermined locations across the Old Basing & Lychpit Parish area. The SID will be rotated to a new location every month by the Council's appointed Grounds Contractors.

2. Objectives

- To monitor and deter speeding through visual speed indication.
- To enhance road safety in key areas of the parish.
- To ensure the safe and consistent relocation of the SID every month

3. Responsibilities

Parish Council

Overall responsibility for the SID programme and coordination with Grounds Contractors.

Grounds Contractors

Responsible for physically detaching, charging, transporting, and reinstalling the SID in accordance with their own Risk Assessment policies.

4. Equipment and Materials

- Portable Speed Indicator Device (SID)
- Lockable mounting brackets/posts at each location
- Battery pack and charger
- Step ladder (if required, subject to risk assessment)
- High-visibility PPE
- Relevant tools for attachment/removal (e.g., spanners, brackets)

5. Location Details

The SID will be installed at the following locations on a rotational basis:

- Hatch Lane, Old Basing (what3words location pages.whips.learns)
- Park Lane, Old Basing (what3words location chair.cube.hunter)
- Crown Lane, Old Basing (what3words location town.spun.cheat)
- Basing Road (south), Old Basing (what3words location circle.lined.rigid)
- Basing Road (north), Old Basing (what3words location remain.safety.discouraged)
- Great Binfields Road, Lychpit (what3words location also.empty.swing)
- Great Binfields Road, Lychpit (what3words location pulse.files.hooked)
- Great Binfields Road, Lychpit (what3words location entire.leaps.stump)

Each location will have pre-installed mounting infrastructure for ease of installation.

6. Method of Work

Initial Installation

- Confirm that bracket and pole are secure at the initial site.
- Attach SID securely using locking mechanisms.
- Test SID to confirm correct orientation and functionality.
- Photograph installation for records.

Monthly Rotation

Every month:

- Contractor visits current SID location.
- Switch off SID and detach it using appropriate tools.
- Transport SID to secure location for battery recharge.
- Recharge battery fully (typically over 24–48 hours).
- Transport to the next location on the rota.
- Reinstall SID using pre-installed bracket.
- Check battery connection, secure fixings, and orientation.
- Power on and confirm display is functional.
- Report completion to Parish Clerk with timestamp and photo.

7. Safety Measures

- Contractors to provide Parish Council with a copy of the appropriate risk assessment and to follow relevant guidance within it (traffic awareness training recommended for contractors).
- Avoid installation/removal during poor weather or low visibility conditions.

8. Record Keeping

A log will be maintained by the Contractor detailing:

- Dates of installation and removal.
- Battery charge cycles.
- Site condition notes.
- Any issues or faults encountered.

9. Emergency Procedures

In case of SID malfunction or damage, the contractor will notify the Parish Clerk immediately. The SID will be removed and inspected or returned to the supplier if required. The Parish Council reserves the right to suspend SID use at any location if safety or suitability becomes a concern.

10. Review and Update

This method statement will be reviewed annually or following any incident or major update to procedures or equipment.