



Creating a safer  
**Cambridgeshire**

# ***Speedwatch Guidance***

***January 2017***

## **Aims of the scheme**

*Community Speedwatch is a scheme to allow trained volunteers to address speed concerns in their communities.*

*This is achieved by:*

- 1. Undertaking high-visibility roadside operations to educate speeding drivers, by displaying their speed on a digital display with a view to improving driver behaviour.*
- 2. Reporting to the Police the details of speeding vehicles in specific areas where speed is of concern. These speed monitoring reports enable the police to*
  - a. Send advisory letters to the registered owners to confirm to them the speed at which their vehicle was travelling and that the speed was in excess of the speed limit.*
  - b. Use the data gathered to inform Police and others on the allocation of resources and general road safety issues.*
- 3. Delivering locally based feedback and problem solving schemes where speeding is of specific concern to the Community, operated by trained volunteers and supported by the Police.*
- 4. Speedwatch is not enforcement: **it is about raising awareness of speeding within communities and educating drivers.***

## **Roles and Responsibilities**

*The Constabulary will appoint an Operational Lead for Speedwatch across the county from within the Territorial Policing Command. This person is currently the Head of the Special Constabulary. This staff member will be responsible for policy and guidance development and liaison between interested parties. The Operational Lead will ensure that changes to policy or guidance are communicated to Police Service Volunteer (PSV) Speedwatch Area co-ordinators in good time. Wherever possible the views of volunteers will be taken into account prior to any changes being made. Guidance will be revised annually but can also be revised based on any emerging issue which need addressing.*

*The Police and Crime Commissioner has agreed to fund a Police Staff paid Force Watch Coordination Officer (FWCO) post and this post will, as a part of their duties assist the Operational Lead in supporting the various Speedwatch schemes throughout the county. The post holder will work with the Force Lead and the PSV Area Coordinators in developing operational guidance and good practice and will develop links between local policing teams, volunteer groups and Constabulary departments. The FWCO will oversee the registration of new groups and, along with the PSV Area Coordinators, will deliver training of new volunteers.*

*The Constabulary has appointed six (PSV) Area Coordinators to assist the Operational Lead in supporting Speedwatch groups.*

*Cambridgeshire's Traffic Management Officer will advise and carry out site assessments of proposed Speedwatch sites for location and operator safety.*

*The Business Support Unit of the Cambridgeshire Constabulary provides further administrative support for the scheme sending letters, ordering new equipment within budgets.*

*Local Policing teams and parish councils provide the direct link with the trained volunteers .The FWCO and PSV Area Coordinator's will assist with training teams, obtaining equipment and providing support. Local Police teams may from time to time assist by supporting them with enforcement activity when resources permit.*

*Trained volunteers plan, carry out and file reports on sessions that are carried out at, risk-assessed locations where speeding is of specific concern to the community and are required to deploy and operate in accordance with their training and these guidelines.*

### **Volunteers**

*Trained volunteers will operate on behalf of their respective communities .These volunteers are not employees or agents of the Constabulary.*

*Cambridgeshire Constabulary carries public liability insurance which covers Speedwatch activity and volunteers must therefore act in accordance with their training and the relevant Speedwatch guidelines for this cover to be valid.*

*Volunteers will not be paid or be able to claim expenses for travelling. The use of volunteers' private motor vehicles or other equipment in connection with SW operations is not covered under any Constabulary insurance policies.*

### **Communication**

*Each group of volunteers should appoint a Group or Village Co-ordinator who is registered on the Constabulary's Ecops system to receive Speedwatch updates. Contact from teams should be via your PSV Area Coordinator whose details will be provided. Contact with the FWCO can be made at [speedwatch@cambs.pnn.police.uk](mailto:speedwatch@cambs.pnn.police.uk).*

*Data submissions only should be sent to the Business Support Unit at [speedwatchreports@cambs.pnn.police.uk](mailto:speedwatchreports@cambs.pnn.police.uk) , no other correspondence should be sent to this address.*

### **Training**

*To ensure consistency of operations all volunteers must be 18 or over and will have to undergo training with a suitably Police-approved trainer. All new volunteers will sign an indemnity (as at Annex B) confirming that they have received an initial health and safety briefing before they are allowed to participate in Speedwatch activity. No other forms or administrative procedures are required from individual volunteers, nor should be introduced by groups.*

*There is no plan to submit volunteers to any form of Police checks or to exclude anyone who has been convicted or penalised for motoring offences. However volunteers can be rejected or removed from Speedwatch without explanation by the Police. Volunteers will be asked to declare any issue or circumstance that could bring the scheme into disrepute - and be given direction during training to ensure they do not act in an unacceptable manner whilst a member of Speedwatch.*

### **Equipment Allocated – Comprises:**

- *A tripod-mounted, free-standing Speed Indicator Device (SID). Only this speed detection device should be used by volunteers.*

- *Portable Community Speedwatch warning signs. No other signs are permitted. The portable signs must be deployed whenever a scheme operates, even where fixed signs have been installed near a check location.*
- *High visibility Orange or Yellow tabards for volunteers.*
- *Click counters may be issued to assist in recording and later for verifying the session information gathered.*

*The device has been calibrated/set by the manufacturer to a specific level and, as it is not being used for enforcement purposes, there is no requirement for further calibration unless there is reason to suppose it is faulty. Report suspected faults to the FWCO or your allocated PSV Area Coordinator.*

*A number of parish councils have purchased equipment for use within their area. In order to participate in the scheme the equipment must be approved by the Constabulary. The Constabulary will not be liable for costs/repairs/insurance for equipment owned by third parties.*

*No other type of speed detection equipment is to be used during Speedwatch checks.*

*No video recording or stills photography of vehicles is to take place.*

*No changes or additions to equipment are to be made without the prior agreement of the FWCO or Force lead.*

### **Health & Safety**

*Team Location: The personal safety of the trained volunteers is a primary consideration. The operation of Speedwatch has been designed to encourage teams to function as passive observer/recorders of vehicles as they pass. Deployment locations should be:*

- 1. Safe for volunteers to operate in.*
- 2. Able to accommodate the equipment.*
- 3. Highly visible to motorists to maximise educational impact and reduce risk of sudden reactions.*
- 4. Have been approved by the FCWO or a Traffic Management Officer*
- 5. Have a Police Issued Location Code (Note: A single code may cover more than one location)*

*If these principles cannot all be adhered to then a location is not suitable for deployment.*

*Cambridgeshire's Traffic Management Officer (TMO) should be consulted whenever a new Speedwatch Site is proposed and will conduct initial site assessments for road and operator safety.*

*Confrontation: Volunteers are instructed that in the event of any confrontation, they should simply explain that they "are engaged in a community initiative with the full support of the Town/Parish Council and the Police". A letter of explanation about the scheme is attached at Annex A which can be handed to motorists.*

*Personal safety is paramount and in the event of any risk to personal safety, volunteers are instructed to secure themselves, leave the equipment and contact the Police. Report any threats at the time to the Force Control Room by ringing 999. Whilst it is still fresh in your mind, write down the Index No of the vehicles, a description of the person(s), the names of any witnesses and what was said by whom.*

*Risk Assessments: A full risk assessment has been agreed by the Force Health & Safety Officer at Annex C All Speedwatch locations and intended direction of detection or alternative signage need to be risk assessed by the TMO and must be registered with the Constabulary before being used for deployments by volunteers.*

## **Deployment**

*Community Speedwatch will only operate in 20, 30 and 40 mile per hour areas during hours of daylight. Speedwatch teams will only be deployed to areas where the Town/Parish Council (or similar) or the Police have identified a Community concern.*

*Speedwatch operations in 20 MPH zones are not to be undertaken unless agreed by the Force Lead. Applications for 20mph Speedwatch operations will be submitted via PSV Area Coordinators*

*The Speedwatch team will be expected to bring one or more personal mobile telephones so that in an emergency, relevant assistance can be obtained by ringing 999 and speaking with a police operator. The Village or Group Coordinator will also ensure that data is submitted to the Business Support Unit in the required format on completion of the check and no later than 48 hours after the date of the check*

*Trained volunteers should not normally know the identity of drivers of speeding vehicles they report. However, it is now accepted that most volunteers operate where they live so some recognition is inevitable. In this event a professional attitude would be expected such that driver details should not be disclosed, and any personal information gathered should remain confidential.*

*Location Check locations should be overt and safe for volunteers and motorists. Teams should not deploy to locations where speeding is a concern if these principles cannot be adhered to. It is vital that, to prevent a negative dangerous impulsive or startled reaction from motorists, there should be no sudden appearance of a hi-vis tabard supplied, nor any rapid movement towards the vehicles being monitored. Locations should be highly visible for at least fifty metres and, ideally at least 100 metres by oncoming traffic.*

*Team Composition. An operational Speedwatch Team will comprise a minimum of three trained volunteers who have signed Indemnity Forms (Annex B). All trained volunteers will wear the supplied single-colour (orange or yellow) high-visibility tabards to allow the Team to be recognised.*

*Device positioning. Ideally and where possible, the device should be no closer than 3ft from the edge of the road and set to monitor the speed of all approaching vehicles. An upper limit of 60 mph is set on all devices to prevent dangerous drivers trying to get higher speeds displayed.*

*The tripod on which the device is mounted should not normally have its legs set less than 2 ft. apart nor extended so much that the mounting bolt is at more than waist height with the SID display unit mounted on it, otherwise the assembly becomes unstable, increasing the risk of it being blown over. Additionally, one leg of the tripod should be positioned to the rear (best with the levelling bubble at the front) to oppose the forces from the bow waves of passing HGVs.*

*Signage. The sign needs to be placed ahead of the detection device so that it is clearly visible to alert drivers being checked. In addition this provides the public with a means to identify Speedwatch activity. Fixed 'Community Speedwatch Operates Here' warning signs installed by the County Council should not be considered a replacement for the portable signs in each kit bag. The more conspicuous the activity, the greater the impact is likely to be. (See also Annex K)*

*In order for the educational impact of Speedwatch to be maximised any Speedwatch activity must be highly visible to the drivers we are seeking to educate.*

*Returns. Must include as a header:*

- *The Location (Town/Village, Road @ Junction or House No), Post Code*

- Date
- Time (From-To) using 24 hr clock;
- Total Number of vehicles that passed in the time period specified.
- Names of the Operators

And for each vehicle:

- Time of each speeding vehicle, using the 24hr clock (max 4 in the same minute)
- Vehicle Registration Number (without spaces),
- Make /Manufacturer if known
- Model if known or Chassis type (i.e. Car 4x4, van, HGV, MPV, Bus, Motorcycle)
- Colour (stick to base colours, Red Blue Black Silver etc.)
- Speed
- Where data has been missed or is not known the forms should be marked **NS**

The recording at session time should be manual (with voice recording as a backup where used) with the verified and finished return in csv file format provided no other format will be processed. If in any doubt about the accuracy of a registration number then please don't submit it. This will prevent administrative time being wasted trying to process it.

A suitable record sheet template for use at the roadside is shown at Annex H. **Nil returns also provide data and should be recorded.** At the end of the operation, and within 48 working hrs, this information should be passed to a designated Point of Contact in the Business Support Unit, ([speedwatchreports@cambs.pnn.police.uk](mailto:speedwatchreports@cambs.pnn.police.uk)) who in turn will arrange for its timely processing.

Submissions sent more than 48 hours after the session will not be processed. Paper forms should be retained for 28 days and then shredded. Copies of the submitted csv file should be deleted within 28 days as should any copies in your email sent folder.

The resources which the Constabulary can devote to the processing and sending of letters is not limitless. The Assistant Chief Constable has determined that a maximum of 2000 letters will be produced a month. Groups should be aware of the educational impact of their presence and that this alone will impact the occurrences of speeding and therefore reduce the need for recording and reporting deployments. . Feedback will be provided to groups where required.

**Notification Stage** The next stages of the operation will rest with the Police. An advisory letter will, in most cases, be sent to the Registered Keeper of those vehicles that are detected at or above 24, 35, or 46 mph in the relevant speed limit.

Should the vehicle come to notice again and it is the same registered keeper a second letter with a more direct message will be sent. If a vehicle with the same local keeper continues to be reported or drives at an excessive speed a personal visit will be arranged.

**Use of data** Information about speeding gathered through this process will be collated to facilitate appropriate conventional Police speed enforcement activity and shared with the Cambridgeshire and Peterborough Road Safety Partnership to assist in further initiatives. The data should not be used for any other purpose.

## Annex A



Creating a safer  
**Cambridgeshire**

# SPEEDWATCH

*Speedwatch is an initiative being run by Neighbourhood Police Panel Representatives, the Police and the Cambridgeshire and Peterborough Road Safety Partnership. Its purpose is to reduce speeding and subsequently injuries and deaths on roads.*

Local residents are currently undertaking community Speedwatch. This is supported by Cambridgeshire Constabulary, Cambridgeshire 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 Cambridgeshire Constabulary so that the Police can write to the registered keeper of the speeding vehicle. The driver will be asked to respect local speed limits.

Cambridgeshire Constabulary may target persistent offenders.

Cambridgeshire 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

*Ian Ford*

Ch. Inspector  
Cambridgeshire Constabulary

**Annex B**

**VOLUNTEER INDEMNITY FORM**

This records the understanding of indemnity to be signed by Community Speedwatch volunteers before their participation or before handling any Constabulary equipment.

Community Speedwatch Team members are volunteers, and there is no remuneration of costs or expenses incurred in carrying out Community Speedwatch operations.

All monitoring equipment supplied by the Constabulary will remain the property of the Cambridgeshire Constabulary. Team members must take reasonable care of such equipment, in operational use or in transport or storage. When in storage, it must be kept in a secure condition and batteries kept in a fully charged state. Instruction books and paper records will be kept securely. Any loss of or damage to equipment should be reported as soon as possible to Cambridgeshire Constabulary.

There must be a minimum of three trained and Indemnity-signed Team members to conduct an operation and single-colour high-visibility tabards must be worn at all times by all the Team.

On site, having setup their monitoring equipment, the Team should then place themselves in a position of safety with the equipment in full view. If confronted, Team members should explain that they are acting with the knowledge and support of both the Cambridgeshire Constabulary and the Cambridgeshire and Peterborough Road Safety Partnership, in conducting a non-enforceable, traffic speed monitoring /education session. Team members **must not** get into confrontation.

Cambridgeshire Constabulary carries public liability insurance which covers Speedwatch activities and volunteers who act within their formal training - and in accordance with the relevant risk assessment and Guidelines - will be indemnified in the event that a claim or legal proceedings are issued against them. The use of volunteers' private motor vehicles or other equipment in connection with operations is not covered under any Constabulary insurance policies or those of any agency within the Road Safety Partnership, and it is the responsibility of team members to ensure that they have motor insurance in place that covers this activity.

Personal safety is paramount. The Speedwatch operation has been risk-assessed by Cambridgeshire Constabulary and is considered to be an acceptable activity in terms of health and safety. However, Community Speedwatch Team members have personal responsibility and must always act in a manner that will maintain a risk-averse and safe operation.

**By signing below the volunteer acknowledges and agrees that he/she has received a formal, initial H&S Briefing from a Police-approved trainer and understands the above conditions, requirements and advice.**

:

Name			
Signature		Date	
Village			
Email		Mobile	

## Annex D

### Check list for setting up a check.

- Before attending a location do a thorough check of all equipment to ensure it is correct and in a working condition.
- Each kit comprises a warning sign, 4 tabards, a tripod, a cased SID display and a battery. A Counter (tally) may also be provided.
- Speedwatch, volunteers need to wear the high- visibility (hi-vis) 'SPEEDWATCH' tabards provided at all times; other forms of hi-vis are not approved and should not be worn. Hi-vis is especially important when setting up the equipment at the roadside or crossing the road.
- On arrival at the chosen location the speed limit signs from both directions should be checked to ensure they are clean and clearly visible to approaching traffic. If the location is well within a built up area away from the start of the speed limit, then checking the limit signs is not a requirement.
- Volunteers should make a note of their location (street name, village and postcode) and have ready access to a mobile phone in the event that they need to call 999 for assistance.
- The mobile 'Speedwatch' sign should be placed in a safe location within the speed limit on the verge and not blocking pavements, on the same side of the road as the approaching traffic. If it is unsafe to place the signs on the same side of the road as the traffic being detected, it is normally unsafe to carry out a Community Speedwatch activity (Check the Risk Assessment).
- Volunteers should always be aware of traffic flow when deploying and removing equipment and it is recommended that pairs work together having one watching traffic at all times to warn of approaching traffic risks.
- Volunteers are not permitted to conduct Speedwatch operations from inside vehicles or operate from cover that obscures them from sight of approaching drivers. When operating there should be no movement towards the traffic that may be construed as confrontational.
- Remember this is an educational initiative and not enforcement activity.
- The use of other speed measuring, video recording, photographic equipment or improvised signage not provided or authorised by the Cambridgeshire Constabulary is expressly forbidden.



## COMMUNITY SPEEDWATCH



### Annex E

*Community Speedwatch is an initiative run by Neighbourhood Policing Representatives and the Cambridgeshire and Peterborough Road Safety Partnership. Its purpose is to challenge speeding drivers to consider communities, slow down and reduce subsequent injuries and deaths on our roads.*

«Title» «Forename» «Surname»  
«Address\_Line1»  
«Address\_Line\_2»  
«Address\_Line\_3»  
«PostCode»

Dear Sir/Madam

The vehicle of which you are shown as the registered keeper has been seen exceeding the speed limit in one of our Community Concern areas.

The scheme's volunteers detected «**Vehicle\_Make**», «**Vehicle\_Model**», «**Vehicle\_Registration**» breaking the speed limit in/at «**Site\_Address**» at «**Time\_of\_Offence**» on «**Date\_Of\_Offence**».

The speed of the vehicle was unacceptable and would have resulted in a prosecution if a police officer had been present at the check. Stopping distances increase exponentially as speed increases. Please drive your vehicle within speed limits at all times.

If you were not the driver at the time, or the vehicle is registered to a company, please forward this letter to whoever was driving. If you are no longer the vehicle's registered keeper, then please inform the DVLA as soon as possible.

The Constabulary, Road Safety Partnership and our volunteers would like drivers of vehicles to slow down to save lives. On this occasion the vehicle driver was not stopped and this letter is a warning that enforcement activity may take place at this location in the future. Information gathered in relation to speeding vehicles will be used to inform speed enforcement campaigns, educational opportunities and other road safety initiatives in the future including the deployment of safety camera technology.

Yours sincerely (on behalf of our Community Speedwatch teams)

*Ian Ford*

Ch. Inspector  
Cambridgeshire Constabulary

**NO CORRESPONDENCE WILL BE ENTERED INTO IN RELATION TO THIS ADVICE.**

The personal data in this letter is subject to the Data Protection Act 1998. It is processed by the Police for policing purposes.



## COMMUNITY SPEEDWATCH



Creating a safer  
Cambridgeshire

### Annex F Letter for 20MPH Speed Limits

*Community Speedwatch is an initiative run by Neighbourhood Policing Representatives and the Cambridgeshire and Peterborough Road Safety Partnership. Its purpose is to challenge speeding drivers to consider communities, slow down and reduce subsequent injuries and deaths on our roads.*

«Title» «Forename» «Surname»  
«Address\_Line1»  
«Address\_Line\_2»  
«Address\_Line\_3»  
«PostCode»

Dear Sir/Madam

The vehicle of which you are shown as the registered keeper has been seen exceeding the speed limit in one of our Community Concern areas.

The scheme's volunteers detected «**Vehicle\_Make**», «**Vehicle\_Model**», «**Vehicle\_Registration**» breaking the speed limit in/at «**Site\_Address**» at «**Time\_of\_Offence**» on «**Date\_Of\_Offence**».

The speed of the vehicle was unacceptable and may have resulted in a prosecution if a police officer had been present at the check. Stopping distances increase exponentially as speed increases. Please drive your vehicle within speed limits at all times.

If you were not the driver at the time, or the vehicle is registered to a company, please forward this letter to whoever was driving. If you are no longer the vehicle's registered keeper, then please inform the DVLA as soon as possible.

The Constabulary, Road Safety Partnership and our volunteers would like drivers of vehicles to slow down to save lives. On this occasion the vehicle driver was not stopped and this letter is a warning that enforcement activity may take place at this location in the future. Information gathered in relation to speeding vehicles will be used to inform speed enforcement campaigns, educational opportunities and other road safety initiatives in the future including the deployment of safety camera technology.

Yours sincerely (on behalf of our Community Speedwatch teams)

*Ian Ford*

Ch. Inspector  
Cambridgeshire Constabulary

**NO CORRESPONDENCE WILL BE ENTERED INTO IN RELATION TO THIS ADVICE.**

The personal data in this letter is subject to the Data Protection Act 1998. It is processed by the Police for policing purposes.



## COMMUNITY SPEEDWATCH



### Annex G

*Community Speedwatch is an initiative run by Neighbourhood Policing Representatives and the Cambridgeshire and Peterborough Road Safety Partnership. Its purpose is to challenge speeding drivers to consider communities, slow down and reduce subsequent injuries and deaths on our roads.*

«Title» «Forename» «Surname»  
«Address\_Line1»  
«Address\_Line\_2»  
«Address\_Line\_3»  
«PostCode»

**Exceeding the «Road Speed» mph speed limit,  
contrary to Sections 81(1) and 89(1) of the Road Traffic Regulations Act 1984**

Dear Sir/Madam

It is with disappointment that I write to inform you that a vehicle registered to you at the above address has, *again*, been observed breaking the speed limit.

«Vehicle\_Make», «Vehicle\_Model», «Vehicle\_Registration» was seen driving at excessive speed in/at «Site\_Address» at «Time\_of\_Offence» on «Date\_of\_Offence», in contravention of the above road traffic legislation.

*Given that this is a repeat incident, I must advise you that this letter is your final written warning about speeding. Should you continue to ignore the speed limit, further action will be taken.*

I would take this opportunity to remind you that drivers who break the speed limit place themselves and other road users at risk of being injured or killed. They also risk potential court appearances and prison sentences.

If you were not the driver at the time, or the vehicle is registered to a company, please forward this letter to whoever was driving. If you are no longer the vehicle's registered keeper, then please inform the DVLA as soon as possible.

The Constabulary, Road Safety Partnership and our volunteers would like drivers of vehicles to slow down to save lives. **Please slow down.** Information gathered in relation to speeding vehicles will be used to inform speed enforcement campaigns, educational opportunities and other road safety initiatives in the future including the deployment of safety camera technology.

Yours sincerely (on behalf of our Community Speedwatch teams)

*Ian Ford*

Ch. Inspector  
Cambridgeshire Constabulary

**NO CORRESPONDENCE WILL BE ENTERED INTO IN RELATION TO THIS LETTER.**

The personal data in this letter is subject to the Data Protection Act 1998. It is processed by the Police for policing purposes.

## Annex H



Date: as personal visit

Dear Sir/Madam

You are being visited by a member of the Constabulary because a vehicle to which you are a registered keeper has been seen by Community Speedwatch Volunteers driving at an excessive speed / or seen on more than two occasions previously speeding.

Speed is a major factor in about a third of all traffic collisions. Each year, some 727 people die and more than 4,555 are injured nationally as a result of speeding.

Did you know that if you are driving at 40mph, it takes about an extra 43 feet to stop than if you were travelling at 30mph? If a vehicle strikes a child at 40mph, there is an 80% chance that they will die; at 30mph there is an 80% chance they will survive. If that happened when you were driving how would you live with that death on your conscience? The risks are even higher in 40 mph limits.

With the above in mind, I am sure you will appreciate why increasing road safety throughout Cambridgeshire is one of our top priorities.

I take this opportunity to remind you that those drivers who break the speed limit place themselves and other road users at risk of being injured or killed. They also risk potential court appearances and prison sentences. This visit is appropriate to remind you or the driver that your vehicle will be subject of further action if it continues to speed.

Yours Faithfully

*Ian Ford*

Ch. Inspector  
Cambridgeshire Constabulary



## **Annex J**

**Here are some useful common abbreviations you might encounter.**

ACPO Association of Chief Police Officers (they set the speed limits for prosecution)  
ANPR Automatic number plate recognition camera.  
ARV Armed response vehicle  
BSU Business Support Unit (the clerical support for all Police paperwork and systems)  
CAD Computer Aided Dispatch (a form of electronic messaging and reporting)  
EST Estate Car  
HCV or HGV Heavy goods vehicle  
LVA A light van. Normally car derived vehicle or transit size van  
MCY Motorcycle  
KSI Killed or seriously injured. How police record high risk accident sites.  
PNC Police National Computer (holds the records of all cars and owners)  
PSV Police Service Volunteer  
RPU Roads Policing Unit (Traffic Cops)  
RTC Road Traffic Collision. aka RTA Road Traffic Accident  
RO Registered owner of a motor vehicle  
SAL Saloon Car  
TWOC Taken without consent ie Stolen Car  
VASCAR Visual average speed recorder (speed recording equipment in Police car)  
VRM Vehicle Registration Mark (number plate)

## **Annex K**

**This is the phonetic alphabet used by Police.**

<b>A – ALPHA</b>	<b>J – JULIET</b>	<b>R – ROMEO</b>
<b>B – BRAVO</b>	<b>K – KILO</b>	<b>S – SIERRA</b>
<b>C – CHARLIE</b>	<b>L – LIMA</b>	<b>T – TANGO</b>
<b>D – DELTA</b>	<b>M – MIKE</b>	<b>U – UNIFORM</b>
<b>E – ECHO</b>	<b>N – NOVEMBER</b>	<b>V – VICTOR</b>
<b>F – FOXTROT</b>	<b>O – OSCAR</b>	<b>W – WHISKY</b>
<b>G – GOLF</b>	<b>P – PAPPA</b>	<b>X – X-RAY</b>
<b>H – HOTEL</b>	<b>Q- QUEBEC</b>	<b>Y – YANKEE</b>
<b>I – INDIA</b>		<b>Z – ZULU</b>

## Annex L Fixed Speedwatch notices.



As part of Cambridgeshire Road Safety Partnership, Cambridgeshire County Council can supply at cost, fixed, notices as shown above for locations where active Community Speedwatch teams operate on a regular basis.

The purpose of these notices is to give advanced warning and a fixed reminder that Community Speedwatch teams may be operating in this area. They will not be supplied as a visual deterrent without Community Speedwatch activity. Confirmation from the Speedwatch support team will be sought before an application is approved.

Since September 2014 the use of the portable signs in addition to permanent signs is mandated to promote awareness of the scheme (previous guidance indicated that their use was discretionary).

Approval and installation of the signs will be administered by Cambridgeshire County Council (the local highway authority and partners in CPRSP). Notices will normally be affixed at, or close to, the primary 20mph 30mph or 40mph speed limit notice at an entry point to the village. Any parish where the community undertake regular Speedwatch activity may request one or more of the notices for their village.

The cost of supplying and installing of any notices is to be met by the community. Cambridgeshire County Council will provide engineering assessment and manage the ordering and installation free of charge.

To enquire about this scheme get an estimate of cost or to apply for notices to be erected, please contact:-

[accident.investigation@cambridgeshire.gov.uk](mailto:accident.investigation@cambridgeshire.gov.uk)

The County Council reserve the right to remove the notices upon cessation of Community Speedwatch activity over a period of 6 months. Removal of the notices will also be charged by CCC.

## Speed Watch General Risk Assessment Form

<b>Work Activity being assessed:</b>	Community Speedwatch groups carrying out speed watch programmes in various villages and locations	<b>Overall Risk Rating</b>	Low
<b>Locations Involved:</b>	Road sides, pavements or verges	<b>Date of First Assessment:</b>	September 2016
<b>Special Groups of persons considered:</b>	Police support volunteers recruited for the task	<b>Review Date:</b>	September 2017
<b>Assessed by:</b>	Chris Savage / Vic Kerlin	<b>Signed off by:</b>	Fiona Nunn, BCH H&S Advisor

Work Task Activity assessed	Hazard (including description of potential severity)	Hazard rating: (severity) H M L	Likelihood			Likelihood rating: H M L	Overall Risk Rating: (Severity x Likelihood rating)
			Previous events recorded:	Groups Exposed Inc. numbers and pattern of exposure:	Existing Control Measures:		H M L
Preparation for deploying SID equipment	Manual handling of equipment into/out of vehicle, i.e. lifting, pulling. Risk of sprains, strains or musculoskeletal disorders	M	None	Volunteer	Carry only one or two bags/cases at a time. No twisting or stretching while moving equipment.	L	L2

<p>Installation and operation of SID equipment</p>	<p>Assembling/dismantling the speed check equipment before and after use. The head has to be lifted and fitted onto the bracket then locked in place. Risk of injury during activity.</p>	<p>L</p>	<p>None</p>	<p>Volunteer</p>	<p>None of the equipment is heavy or bulky and all can be easily lifted. The equipment comprises of a tripod, head bracket, electronic head and battery pack. It is quick and easy to assemble by one person in approx. 10 mins.</p> <p>Pre site/area checks are undertaken by Area Coordinators or the Traffic Management Officer to ensure the selected site/area to assemble the camera equipment in is safe and suitable for the activity.</p> <p>Equipment is assembled in safe position, i.e. away from moving traffic.</p> <p>PPE – High Vis jackets are worn at all times during the activity.</p>	<p>L</p>	<p>L1</p>
--	---	----------	-------------	------------------	--	----------	-----------

	Unsuitable equipment used; inappropriate location of equipment at roadside.	L	None	Volunteer	<p>The equipment is free standing, can be viewed from a distance and does not require the immediate presence of a member of the CSW.</p> <p>Only Police-authorized equipment to be used.</p> <p>No hand held equipment to be used.</p>	L	L1
	Not being identifiable as part of the CSW, risk of injury possible.	M	None	Volunteer	<p>The equipment will only be deployed in built up areas with street lighting</p> <p>Use of technical traffic survey equipment to confirm that Speed Watch Activity is justified.</p> <p>PPE – High Vis jackets are worn at all times during the activity.</p>	L	L2
	Coming into contact with conflict or aggression from members of the public. Risk of verbal abuse or physical injury.	M	None	Volunteer	<p>SW members will wear a high visibility tabard.</p> <p>. If at risk the equipment is to be left and they are to leave the area immediately.</p> <p>Letter provided to give to MOP if they approach CSW member.</p>	L	L2

Further Actions required:	Person responsible. Date of completion.	Re-evaluated risk rating: (once control measure in place)
The actual location/sighting of the equipment is at the discretion of the CSW team but will be in accordance with Standard Operating procedures and training parameters. In windy conditions consideration need to be taken regarding risks to motorists should kit or signage blow into road. In adverse weather equipment would need protection.	Volunteer	No change

**Assessment agreed and authorised by the following department Managers / Heads:**

Department:	Name, date and collar number:	Department:	Name, date and Warrant number:
Partnerships and Operational Support	Vic Kerlin September 2016		

**H&S Risk Matrix**

Severity V Likelihood	1L	2M	3H
3H	M3 Moderate	H6 Substantial	H9 Intolerable
2M	L2 Acceptable	M4 Moderate	H6 Substantial
1L	L1 Trivial	L2 Acceptable	M3 Moderate

**Severity**

- 3, High – Death, major injury or serious illness could result
- 2, Medium – Serious Injury or ill health could result
- 1, Low – Other less serious injury could occur

**Likelihood**

- 3, High – More likely or certain
- 2, Medium – Possible, Likely to occur
- 1, Low – Highly unlikely, seldom occur

**Action Plan**

Risk Level	Action
LOW	No immediate action is required and no documentary records need to be kept
MEDIUM	Implement control measures. Monitoring and auditing is required to ensure that the controls are maintained.
HIGH	Activity should NOT be started or continued until the risk has been evaluated, hazards removed or reduced and controls implemented.