

# PITSTONE PARISH COUNCIL

## mVAS Policy & Procedures

### 1. Policy

Pitstone Parish Council (PPC) made the decision to invest in two mobile vehicle activated speed (mVAS) cameras for dedicated use within the parish. Most local communities share a common mVAS which rotates around the villages, however, given that we have 4 through-roads to monitor, and the unit stays in situ for approx. 6 weeks at a time, the parish council felt that our own units would provide more frequent coverage.

An mVAS can only be situated in locations that are pre-approved by Buckinghamshire Council and meet all the Buckinghamshire Council VAS Policy requirements and comply with The Traffic Signs Regulations and General Directions 2018 (TSRGD).

In Pitstone, we have locations approved on Vicarage Road, Westfield Road, Cheddington Road and Marsworth Road. Our 2 units swap between these locations, on average every 6 weeks (depending on battery life). Occasionally, if a particular issue is identified, we may be granted permission from Buckinghamshire Council to leave a unit for a longer period. mVAS may not be utilised in a single location on a permanent basis and studies show that this would not reap ongoing benefits as drivers tend to ignore them after a while.

No locations in Pitstone meet the requirements for a permanent Vehicle Activated Sign which are controlled more strictly and require a higher level of collision history, excessive speed of traffic and other more suitable means of controlling traffic speeds to have been exhausted.

More information relating to managing vehicle speeds can be found on the Buckinghamshire Council website here: <https://www.buckscc.gov.uk/services/transport-and-roads/road-safety/managing-speed/>

### 2. What does the mVAS record?

The mVAS will record speed and volume data (not individual registration plates). This may be utilised by Thames Valley Police to effectively target their speed enforcement activity or by Buckinghamshire Council when considering requests for speed mitigation measures. Both these bodies normally request evidence of traffic speeds before they will investigate or approve activity by their own organisation.

The data is recorded at the point that the vehicle comes into the line of sight for the mVAS. If the vehicle is travelling at over 35mph, the mVAS will flash a warning to the driver. Speed data is recorded for all vehicles whether or not the MVAS flashes. It is set to 35mph to allow for tolerances within both the vehicle and unit recording equipment etc. The unit cannot record any remedial action taken by the vehicle i.e., it will not show if that vehicle slowed down once the flash was triggered.

### 3. How is the unit installed?

Our units are mounted onto hinged posts, which mount into pre-installed ground sockets. This improves the health & safety aspects for our contractors who do not need to climb ladders holding heavy equipment. We own one lamp post mounting kit, which can be utilised if Buckinghamshire Council grant permission for one of our mVAS to be utilised in a temporary location if a specific traffic issue arises.

Contractors must possess suitable public liability insurance and hold the necessary certification for working near the highway. They must be trained in the lifting and using heavy equipment and possess suitable vehicles to safely relocate the units between sites.

#### **4. Where is the data published?**

Details of the latest data for each site is published to our website.

The table shows the "Average Speed" which is the mean average calculated for all vehicles. The '85th Percentile Speed' shows the speed at, or below, which 85% of vehicles were travelling. The 85<sup>th</sup> Percentile is used by the Department for Transport (and other organisations around the world) as a measure of the 'actual' speed of the road as compared to the speed limit. Unlike the mean it is not skewed by vehicles travelling below the limit.

The latest full reports are provided as attachments. Each report contains raw data as well as summary tables and can be over 100 pages long, so take care if printing.

#### **5. Scope of procedures**

These procedures are intended for use at all Moveable Vehicle Activated Sign (MVAS) sites in the Parish of Pitstone.

Pitstone Parish Council (PPC) are deemed to be the Management, and the Operatives are deemed to be J Leonard & Son (current contractors) who physically move and set up the MVAS unit. If other contractors are interested in quoting for this work, please contact the parish council.

Any description reference made in the text concerning males will equally apply to females.

#### **6. Use of procedures**

These procedures are intended for use, as a means of ensuring that the correct health and safety and legal requirements are met. Guidance is provided to meet Health and Safety issues to establish good practices and procedures.

Operator training sessions have been undertaken and will be repeated as and when changes occur in legal requirements or practice. Operators have been provided with a copy of the SWARCO "Handbook for Mobile Vehicle Actuated Sign".

It is important that ALL operatives are aware of the existence of these procedures, have access to it and are encouraged to read and understand its contents.

#### **7. Management policy statement**

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

The Management will:

- Carry out risk assessments and review them when necessary.
- Check arrangements for the use, handling, storage, and transportation of the MVAS unit and its associated equipment, which are safe and without risk to health and safety.

- Provide operatives with such information, instruction, training, and supervision as is necessary to secure their health and safety during the movement of the MVAS unit and that of others who may be affected by their actions.
- Ensure all equipment is maintained in a safe condition and monitor safety standards.
- Investigate accidents and dangerous occurrences in accordance with these procedures.
- Carry out health and safety audits to ensure the health and safety practices are being complied with.

Duties of Operatives:

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

## **8. Responsibilities of Management & Operatives**

The Management is responsible for ensuring that:

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

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

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

## **9. Operational Procedures**

Refer to attached appendix 1.

## **10. Accident Log**

Refer to attached appendix 2.

## **11. mVAS Equipment Checklist**

Refer to attached appendix 3.

**12. Risk Assessment**

Refer to separate document.

**13. Review**

The policy will be monitored and reviewed annually.

This policy was adopted by Pitstone parish council on ....24/6/21..... minute reference  
.....103/21.2.....

Signed on behalf of Pitstone Parish Council by:

*D Nicholls*

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Chairman

## Appendix 1

### Operational Procedures for Moving and Repositioning the MVAS Unit And / Or Changing the Battery And / Or SD Card

#### 1. Purpose

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

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

The parish council owns two MVAS units. Each MVAS unit should be moved, and the battery changed approximately every 4-6 weeks or when the battery is no longer operational. The Highways Authority does not permit MVAS to be retained in the same location. There are four approved locations in the parish (Cheddington Road, Marsworth Road, Vicarage Road and Westfield Road), and the MVAS units should rotate equally around them.

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

#### 2. Procedure

1. The two Operatives will take the necessary equipment (check using Equipment Checklist) and the MVAS procedures file.
2. The MVAS unit should not be moved during peak traffic flow to avoid traffic congestion and if the weather is unsuitable, the move should be postponed.
3. Before any checking takes place both Operatives will put on safety apparel (e.g., high visibility jacket or gloves).
4. It is imperative that the time that the Unit is switched OFF is recorded on the Equipment Checklist at this point to ensure that the data collected can be easily reconciled to that site.
5. The Lead Operative should take the weight of the top half of the pole whilst the Operative unlocks and removes the hinge padlock and both Operatives lower the pole.
6. To change the battery, unlock the face of the unit and open it, disconnect the two battery packs, and install replacements. Watch initialisation procedure and shut and lock unit.
7. Connect laptop using cable supplied and run 'Radar' software. Always synchronise radar clock to data clock. Select 'read traffic statistics from radar' and then 'save'. Once complete erase radar data. Now safe to disconnect cables. NB Should the sensitivity bar need adjusting for the next location, this should be done via the Radar software BEFORE disconnecting the laptop – must remember to click 'write to radar' if change this, or any, fields.
8. To remove the MVAS unit, unlock the padlock that secures the unit to the pole and slide it off.

9. Replace the blanking plate over the MVAS unit ground-screw hole and secure. Drive to next location. Once at the new site, the blanking plate can then be removed, and the pole inserted so that the top half rests at 45 degrees.
10. If utilising the lamp post mounting kit, operatives must take extra care working up ladders, especially when also handling the heavy mVAS unit.
11. The MVAS unit can now be slid into place and secured using the padlock.
12. The Operative can then lift the top half of the pole into an upright position and whilst the Lead Operative steadies the weight the operative can lock the hinge padlock.
13. The Lead Operative should then run the test to ensure the MVAS unit is working correctly.
14. It is imperative that the time the unit is switched ON is recorded on the Equipment Checklist at this point to ensure that the data collected can be easily reconciled to that site.
15. Details of how to manually lift loads can be found in the MANUAL HANDLING OF THE MVAS UNIT section of this manual.
16. All operatives should take care to protect themselves for any bacteria or infectious diseases. The council recommends operatives utilise hand sanitiser immediately after contact with equipment and thoroughly washing hands with soap & water upon return. Operatives must follow any government guidelines in place at the time.
17. Once the MVAS unit has been relocated the two operatives will fully complete the Equipment Checklist.
18. The discharged batteries can then be connected to their respective chargers.
19. The data download should be emailed to [parishclerk@pitstone.co.uk](mailto:parishclerk@pitstone.co.uk) along with a completed Equipment Checklist.
20. In the event of an accident the relocation of the MVAS unit will be suspended and re-scheduled for a later time. In the event of an accident, the Lead operative will take responsibility for all actions unless he is unable to. The PRIORITY is to deal with the accident, the SECOND priority is to remove the MVAS unit and return it to a secure location together with any ancillary equipment.
21. If the accident is limited to the Operatives, the Lead Operative will decide what action to take based on the incident. If in doubt, an ambulance must be summoned.
22. If the accident involves traffic call the Police and an ambulance if necessary.
23. All accidents WILL BE RECORDED on the Accident Log Sheet IMMEDIATELY.
24. The Accident Log Sheet also has the phone numbers of the persons who the Lead Operative must notify immediately, once the accident has been dealt with. If there is no response, a message must be left giving the details.

### **3. Accident Reporting and Investigation**

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

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

### **4. Manual Handling of the mVAS unit**

It is necessary to take steps to reduce the risks involved in the manual lifting and handling of the MVAS unit and its associated parts.

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

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

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

- **Stance**  
Keep back straight and face direction of travel. Stand over the weight with feet about 300mm (12 in) apart with one slightly in front of the other. This allows you to keep your balance.
- **Heavy Loads**  
Heavy Loads depend on the individual however the rule of thumb is to get help if you think it is too heavy for you.
- **Chin In**  
Before lifting the item, raise your head slightly and tuck your chin in. This helps you to keep your back straight.
- **Proper Grip**  
Take a proper hold. Gripping with the palms of the hand and the roots of the fingers. Do not try to lift with the fingertips.
- **Arms Close to Your Body**  
Keep your arms close to your body. The body then takes the weight instead of the arms and the hands.
- **Other Points**  
When carrying the equipment, you should always have a clear view and a clear path. Plan your steps beforehand and remove any obstacles.

## **5. Contact Telephone Numbers**

Pitstone Parish Council	01296 767261	Laurie Eagling, Parish Clerk
Transport for Bucks	0845 3708090	Matt Whincup, Local Area Technician
Swarco Traffic Ltd	01748 824624	Manufacturer

## Appendix 2

### mVAS Accident Log Sheet

Name and Age of Injured Person(s):

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Address

.....

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Phone No

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Date and Time of accident

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

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

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

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

.....  
.....  
.....

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

.....  
.....  
.....

Names and addresses/phone numbers of any witnesses:

.....  
.....  
.....

Probable cause of accident giving reasons:

.....  
.....  
.....

Name & Signature of person completing this form and Date:

Name:.....

Signature: .....

Date:.....

## Appendix 3

### mVAS Equipment Checklist

Date .....

Name of Lead Operative .....

Name of Other Operative .....

Location Unit being removed from .....

Time Unit Switched Off.....

Location Unit being installed at .....

Time Unit Switched on.....

Please complete the table as appropriate:

	YES/NO	COMMENTS
Mobile phone (charged and working) available whilst on site.		
Safety clothes worn (hi-vis jackets, gloves)		
Take key for pole-hinge padlock and pole-unit padlocks.		
Take key for mVAS unit.		
Use traffic cones to create protective zone around work area if necessary.		
Take 2 x fully charged batteries for new location.		
Recharge spent batteries x 2.		
Take blanking plate and spanner.		
Collars for poles should remain on the pole.		
Pen to complete forms		
Take laptop and cable supplied.		
Take mVAS Policy document, blank mVAS accident sheet and this mVAS equipment checklist		
Take SWARCO Handbook for Mobile Vehicle Actuated Sign in case needed for reference. Mobile number for Sean O'Brien of SWARCO 07793 652208 in case of problems.		