

## Setting up a new scheme

**The minimum age for a volunteer to participate in a scheme is 18.**

Your local PCSO and/or Area Lead will make contact to discuss the process of setting up and running of a scheme in detail.

In the interim please find below guidelines to this process for information and for any supplementary questions that you may have.

**Select a name for your scheme i.e., road name, location, or village.**

## Identification of Suitable Site

Prior to any scheme becoming active we will firstly need to undertake an 85<sup>th</sup>ile speed monitoring session.

The 85<sup>th</sup>ile is for guidance and better understanding of the speeding issues at a desired location. This will be carried out by your local PCSO, and any interested parties who wish to attend may do so.

The preferred location will need to have a two-part risk assessment undertaken, this is carried out by both the PCSO and the Speed Enforcement Unit to ensure the location is safe and fit for purpose. The criteria for selecting a site are.

- It must be a safe place to stand and operate with escape routes.
- Minimum of 60 metres clear view
- Activity must not obstruct footpaths or cycle routes.
- Junctions and drivers' visibility must not be hindered.

We recommend, that in the initial stages no more than one monitoring location is identified.

Once the scheme is established you can arrange for additional locations to be assessed.

Should the initial location be deemed not suitable an alternative may be recommended.

## Changes to locations

As scheme coordinator, you will need to notify either your PCSO, Area Lead, SEU Officer, or contact the main Community SpeedWatch Office of any changes that have taken place ie reduction in speed limit, road layout, etc.

A request for a new site assessment can then be raised and the main system updated with the necessary changes, for continued insurance cover.

## Application Process/Insurance Cover

All interested parties who wish to participate in the scheme will need to view the information video from the dedicated Community SpeedWatch Web Page (link below)

[Community SpeedWatch | Avon and Somerset Police](#),

an online application form will then need to be completed (link below).

[Community SpeedWatch Volunteer Application Knowledge Check | Avon and Somerset Police](#).

Upon receipt the application will be logged and submitted for a PNC/Intel Check. Contact will then be made with applicant by e mail. Please note this can take up to 28 days.

We require a minimum of three volunteers to run a scheme for best practice. This is to have:

- (1) Increased visibility at the roadside and
- (2) Minimise errors with each volunteer having a single role – using the radar, spotting, and documenting vehicle details.

Please note the Application Knowledge Check form together with, confirmatory E mail sent from the Community SpeedWatch Office, and notification (Via PCSO/Area Lead) of successfully completed roadside training will form your insurance cover whilst participation in the scheme.

## Coordinator and Deputy Role

Prior to the scheme becoming active, a Scheme Co-ordinator and Deputy will need to be identified, the co-ordinator in addition to roadside activity will take on the role to oversee and co-ordinate the scheme and its volunteer members.

The Scheme Co-ordinator will also often be the one who submits session reports to the police and will be the link between the scheme and the police through the Neighbourhood Policing Point of Contact.

There is also an expectation that the Co-ordinator will represent their scheme at network meetings and/or provide feedback into the network steering/management group.

No access is required to police station.

A dedicated e mail account is recommended, an e mail address of **Location and Site code@(your preferred service provider).com**.

This will allow for correspondence to be sent to/from coordinators, promoting the scheme for new volunteers and away from personal e mail addresses and should at some future date the administrator wish to relinquish this role there is a smooth transition.

## Knowledge Update

As scheme coordinator you will need to ensure that all members undertake Knowledge Update Checks (as per the below link) this is to ensure that they are conversant with all the latest Community SpeedWatch updates and that their contact details are correct on the central records for insurance purposes. This needs to be done every 3 years.

[Refresher Community SpeedWatch Knowledge Check | Avon and Somerset Police](#)

## Equipment and Monitoring

All equipment will be provided by the Avon and Somerset Constabulary Road Safety Unit, and will be despatched to either your PCSO, Area Lead or directly to the Scheme Coordinator. The PCSO or Area Lead will then make contact to arrange for a mutually convenient date for the initial roadside training to be undertaken, and familiarisation with the equipment. Once the roadside training has been successfully completed the scheme becomes live.

It is recommended in the initial stages a minimum of one hour per week, however, you can, if you wish, monitor for longer periods. Monitoring can only be undertaken during the hours of daylight, at the approved location and in good weather.

Should there be any obstructions at the approved site ie parked vehicles or other obstruction you will need to cancel the session and reschedule for another day, **under no circumstances should any monitoring be undertaken at non approved locations.**

Additional equipment boxes, replacement batteries, stationery and ancillary items can be requested via the e mail below.

[communityspeedwatch@avonandsomerset.police.uk](mailto:communityspeedwatch@avonandsomerset.police.uk) .

## **Cessation of Scheme/Individual Not Wishing to Participate any Further**

If a scheme no longer wishes to continue the coordinator will need to contact either their PCSO/Area Lead or the Community SpeedWatch Office directly advising of cessation. You will need to collect all the equipment (Personal issue Jackets and Caps, and any Satellite Boxes). We can arrange for a driver to collect the equipment at a date convenient to yourself as per the e mail below.

Should an individual no longer wish to participate in the scheme, the coordinator will need to collect any personal issue equipment from the member and notify the Community SpeedWatch Office as per below e mail. An SAE will be sent for the return of the items and under GDPR our central database will be amended accordingly.

Kathleen Robinson on 07593519641 or [communityspeedwatch@avonandsomerset.police.uk](mailto:communityspeedwatch@avonandsomerset.police.uk)

**Please note**  
**Hi Viz Jackets, must be always worn at all times when**  
**monitoring.**