



WILTSHIRE POLICE

Force Disclosure Unit

Police Headquarters
London Road
DEVIZES
Wiltshire
SN10 2DN

By Email

Date: 4th July 2023

Ref: FOI 2023/611

I write in connection with your request for information dated 10th June 2023 concerning Community Speedwatch.

I am required by the Freedom of Information Act 2000 to handle all requests in a manner that is blind as to the identity and motives of the requestor. Any information released as a response to a request is regarded as being published and therefore in the public domain without caveat.

Your request for information has now been considered and after having consulted the Community Speedwatch team – I am now able to respond as follows.

You wrote:

I would like to see the rules, operating procedures and training material for Wiltshire Community Speed Watch(CSW).

Our response:

Please see attached documents –

- CSW Handbook
- CSW Training
- Master Location Instructions

For more information, please see the Community Speedwatch pages of the website of the Police and Crime Commissioner (<https://www.wiltshire-pcc.gov.uk/the-pcc-and-you/get-involved/community-speedwatch/>)

I am satisfied that all the relevant information has been passed to me and been considered in the light of your request within the time constraints applicable under the legislation.

Wiltshire Police would like to thank you for the interest that you have shown in the Force.

Yours sincerely,
Force Disclosure Decision Maker

Proud to serve and protect our communities

Wiltshire Police offers a re-examination of your case under its review procedure.



Force Disclosure Unit

Wiltshire Police HQ, London Road, Devizes, Wiltshire SN10 2DN
Telephone 101

Freedom of Information Request Appeals Procedure

1. Who Can Ask for a Review

Any person who has requested information from Wiltshire Police, which has been dealt with under the Freedom of Information Act, is entitled to complain and request an internal review, if they are dissatisfied with the response they received.

2. How to Request a Review

Requests for review of a Freedom of Information request must be made in writing to the:

Force Disclosure Unit
Wiltshire Police Headquarters,
London Road, Devizes,
Wiltshire,
SN10 2DN

Email at disclosure@wiltshire.police.uk.

The reference number, date of the request and details of why the review is being requested must be included. Requests for review should be brought to the attention of the Force Disclosure Unit within 20 working days of the Force's response to the original FOI request.

3. Review Procedure

Receipt of a request for review will be acknowledged in writing to include confirmation of the reasons for the review. The review will be conducted by another Decision Maker, who is independent from the original Decision Maker. The Force Disclosure Unit will set a target date for a response. The response will be made as soon as is practicable with the intention to complete the review within twenty working days. In more complex cases the review may take up to 40 working days.

The Independent Decision Maker will conduct a review of the handling of the request for information and of decisions taken, including decisions taken about where the public interest lies in respect of exempt information where applicable. The review enables a re-evaluation of the case, taking into account the matters raised by the complaint.

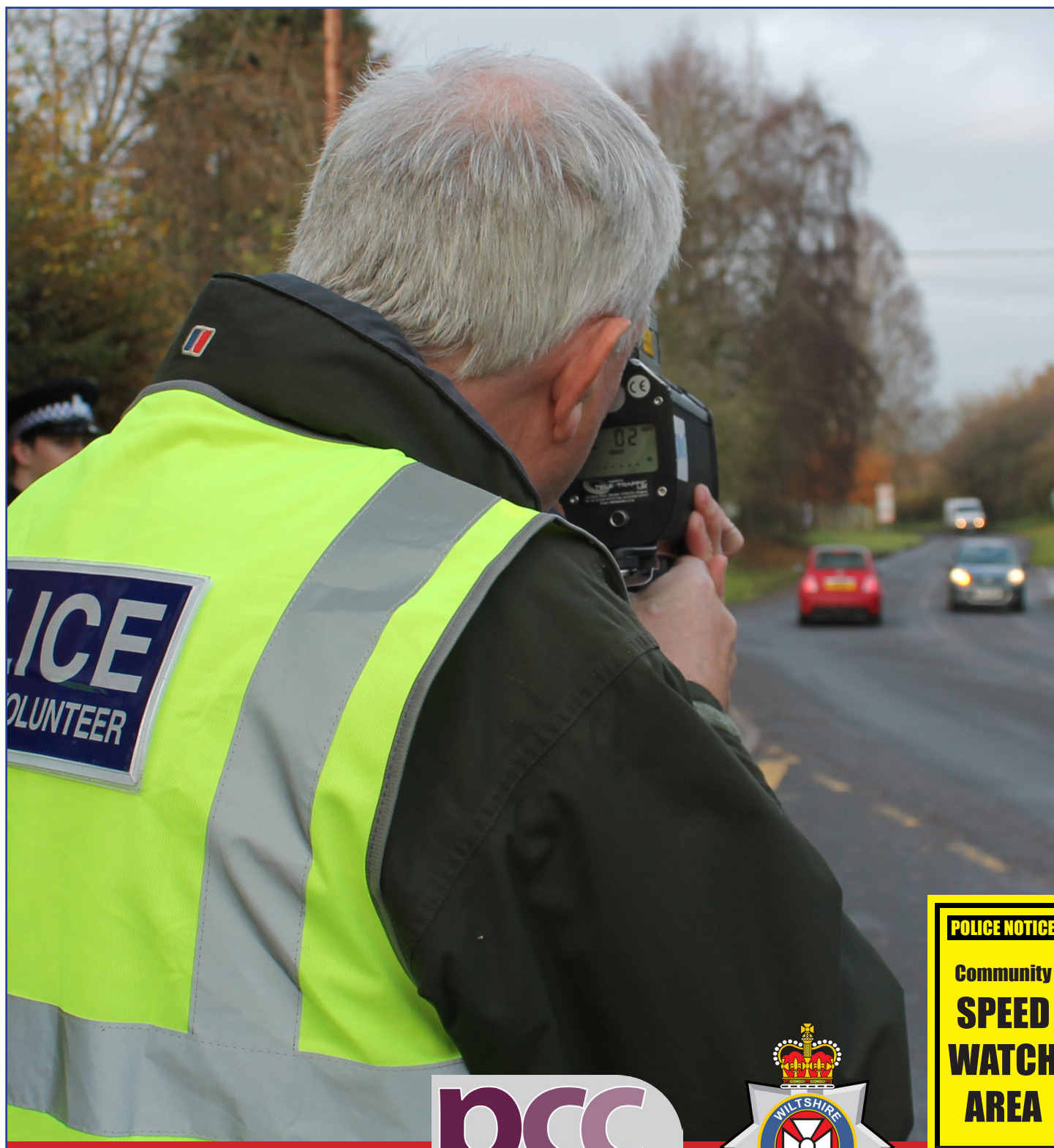
Proud to serve and protect our communities

4. Conclusion of the Appeal

On completion of the review the Independent Decision Maker will reply to the complainant with the result of the review. If the complainant is still dissatisfied following the review, they should contact the Information Commissioner to make an appeal. The Information Commissioner can be contacted via the following details:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 01625 545 700
Fax: 01625 524 510
Email: mail@ico.gsi.gov.uk

COMMUNITY SPEED WATCH HANDBOOK



POLICE NOTICE

Community
**SPEED
WATCH
AREA**

REDUCE
YOUR SPEED



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Introductions from Police and Crime Commissioner, Angus Macpherson



More than 1,400 volunteers, working across the Office of the Police and Crime Commissioner and Wiltshire Police, are playing an important role in modern-day policing, the criminal justice system and the wider community.

Volunteers support the Force in a variety of ways from Special Constables, Police Support Volunteers, Watch Schemes, Cadets and The Wiltshire Bobby Van Trust. They make a real contribution to keeping our communities safe.

The first priority in the Police and Crime Plan is to prevent crime and keep people safe. To achieve this goal, we must collaborate with partner agencies and local communities. I am committed to ensure that Wiltshire Police increase the numbers involved in helping to keep communities safe by taking part in watch schemes such as Community Speed Watch.

Community Policing Teams are encouraged to form a working relationship with Community Speed Watch volunteers in their area so that activity is co-ordinated and integrated within the Community Policing Team. I welcome this approach in our efforts to educate and deter drivers on speeding on our County's roads.

Introductions from Head of Crime Prevention, Sonja Leith

As the Head of the Crime Prevention Department for Wiltshire Police, I am acutely aware of increasing and ever-changing demands of modern day policing.

I fully recognise the invaluable contribution that volunteers make towards our Policing Service, helping to prevent crime and keep people safe. Wiltshire Police is a values based organisation in which our volunteers play a large part.

Community Speed Watch has continued to evolve over the past 12 months and our volunteers have been very much at the heart of that evolution. Every day, yourselves as volunteers give up your time to increase the capacity of Wiltshire Police, bringing vital skills and help us to respond to the rapidly changing demand that we face. You connect policing to communities and communities to policing.



On behalf of Wiltshire Police, I offer my thanks to you and your volunteer colleagues and hope that this guidance supports you in your role.

I very much look forward to working with you.

Community Speed Watch in Swindon and Wiltshire

Community Speed Watch is an education and prevention scheme, not enforcement and it is considered as the first response to address speeding issues. Where problem persists, Community Policing Teams (CPT) work in partnership with volunteers meaning that enforcement can be undertaken.

Wiltshire Police currently has over 110 CSW teams who are supported by 1000 dedicated and professional volunteers across Swindon and Wiltshire.

During the past 12 months CSW has undergone a significant change in terms of team and management structure. During the month of July, 2018 Wiltshire Police undertook a number of engagement sessions allowing both volunteers and Wiltshire Police to work in partnership to fully understand what was working and what needed significant improvement.

The first engagement session was a CSW team leader event in July, with a fantastic turnout of over 75 leaders in attendance.

The event was all about listening to our CSW volunteers and capturing those key observations as we continue to build on the solid work our volunteers have already achieved. The second engagement session involved inviting feedback from all the CSW volunteers by way of a survey. This valued feedback was collated and the common themes documented onto a Priority Action Matrix resulting in a Working Group being formed. The Working group is representative of the 5 Community policing team areas we serve.

The priority over the past 12 months is about building on and creating new infrastructures and ensuring that our CSW teams and volunteers are valued, engaged and indeed given the 'right tools to do the job'.

Wiltshire Police work within the The Competency and Values Framework (CVF) set by the College of Policing. The CVF aims to support all policing professionals, now and into the future. It sets out nationally recognised behaviours and values, which will provide a consistent foundation for a range of local and national processes. This framework will ensure that there are clear expectations of everyone working in policing which in turn will lead to standards being raised for the benefit and safety of the public.

Further information on CVF can be found on the College of Policing website:

www.college.police.uk/What-we-do/Development/competency-and-values-framework/Pages/Competency-and-Values-framework.aspx



IMPARTIALITY



INTEGRITY



PUBLIC SERVICE



TRANSPARENCY



Community Speed Watch Working Group

The purpose of the CSW Working group is to improve the day to day running of the CSW model, deliver the relevant areas of the CSW Priority Action Matrix, and to report and be accountable to our Communities, CSW volunteers and Wiltshire Police.

The Working Group provides an oversight of the relevant CSW work streams and either signs off or will roll over the action.

Improvement suggestions are made from both the CSW cohort and Wiltshire Police and fed back accordingly.

The board meets on a bi-monthly basis facilitated by a Wiltshire Police representative.

Any change requests effecting CSW within the CSW priority matrix plan must be presented and agreed by the Working Group.

Work streams will be created by the Working group and managed through the Operational lead/ Citizens in Policing Supervisor (Wiltshire Police employee) who will be responsible for providing updates at the six weekly meeting.

The working group will consider any significant activities not achieved within the priority matrix and agree any additional measures that need to be taken or escalate through Wiltshire Police governance structure.

Positive outcomes from group include the setting up of Speed Watch Administration & Notification (SWAN), DutySheet and the Communications plan. Details of these can be found within this document.

Setting up a Team

All CSW schemes are supported by Wiltshire Police. For people who are interested in becoming a CSW volunteer they can become involved through:

- Local CSW Team Leader
- Through the CSW team

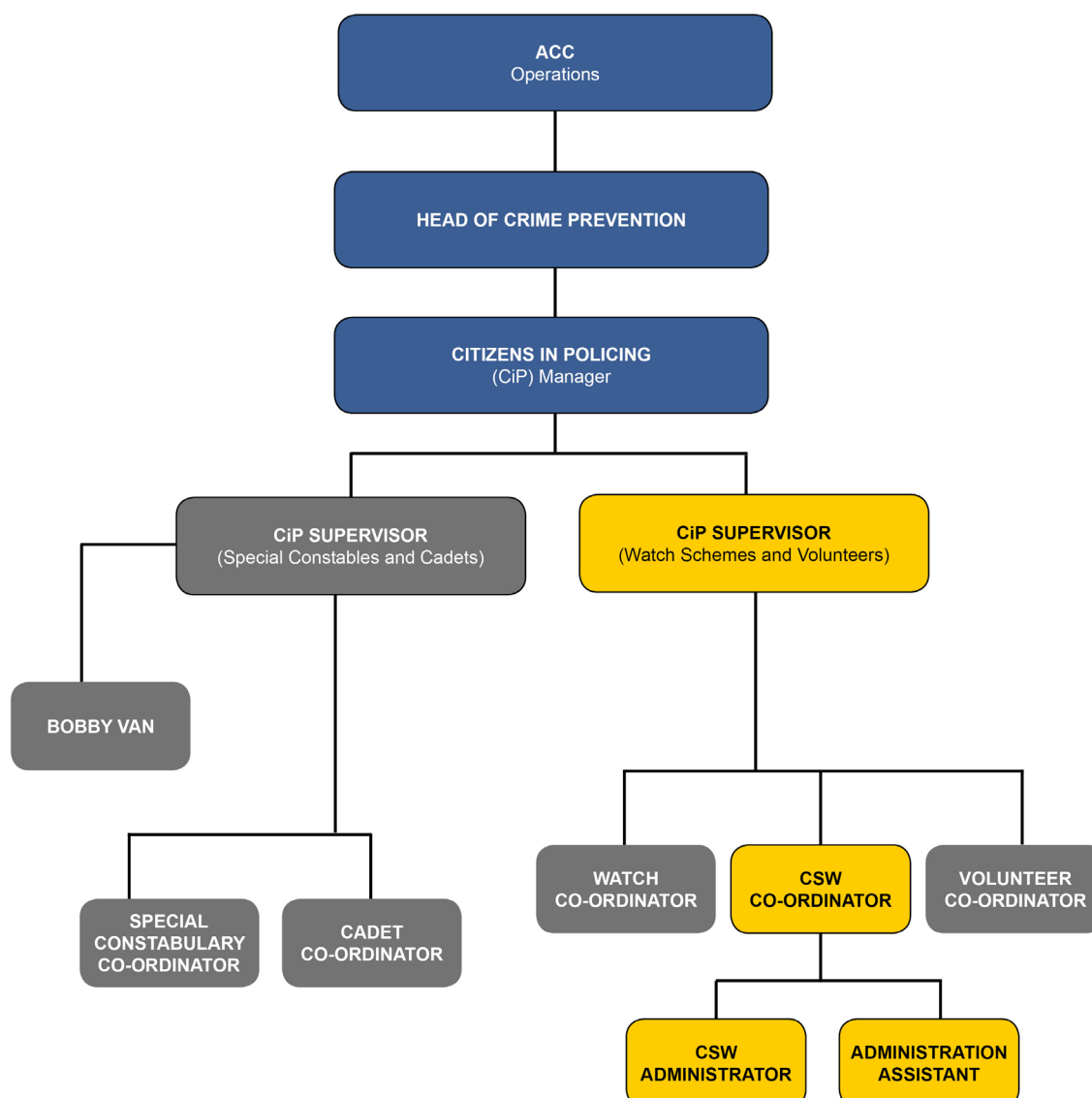
Further details can be found on our website - www.wiltshirepolice.uk

For more information on joining CSW you can email:
communityspeedwatch@wiltshire.pnn.police.uk

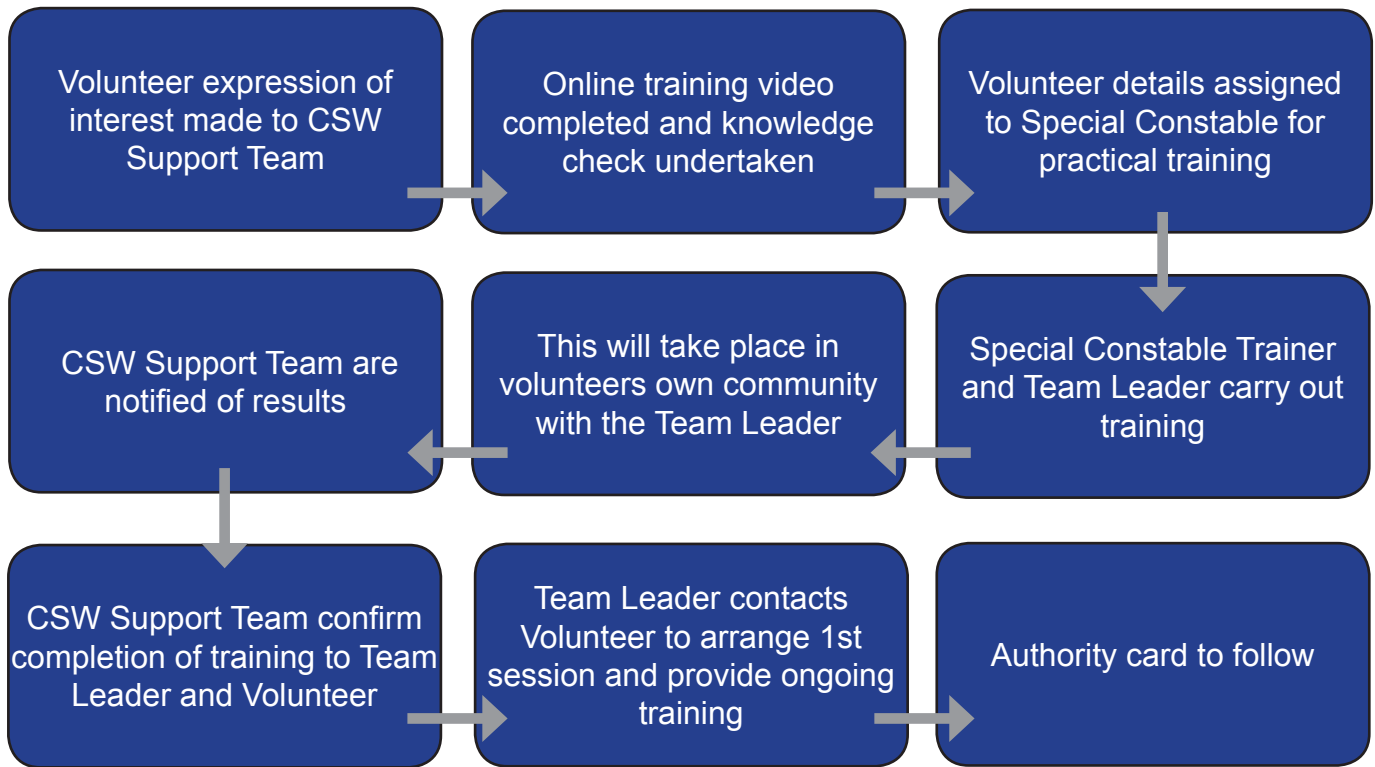
Citizens in Policing Structure

CSW now forms part of the Citizens in Policing (CiP) portfolio that is overseen by Assistant Chief Constable Gavin Williams. By restructuring CiP and investing in a new organisational structure CSW will be aligned and form part of 4 strands of CiP including, Watch Schemes, Volunteers/Bobby Van, Specials and Cadets.

In the new structure a new post has been developed for a CiP manager who will coordinate all activities of the Special Constabulary, Police Support Volunteers, Volunteers Police cadets and Watch Schemes. The CiP manager will work closely with the CiP supervisors who will be responsible for the effective delivery of the tactical plans and supervise the Coordinators. The coordinators will be responsible for handling day to day activities and supporting our volunteers.



Training and Development Process



Traffic Surveys

Where communities report issues of anti-social behaviour/speeding, in the first instance this is to be raised with Wiltshire Council via the Issue System (Area Board led) or via Swindon Borough Council and their Community Safety Team.

This request will result in a Traffic Survey being carried out over a period of time. The results of the traffic survey are sent to the CSW Support Team. Where the survey shows a speeding issue, CSW is offered or alternatively the information is passed to the relevant CPT.

Where no issue is identified, there is no further action for the Police. The Council will however progress further with the town/parish council.

This is the current process and is under review.



Wiltshire North

- Swindon North

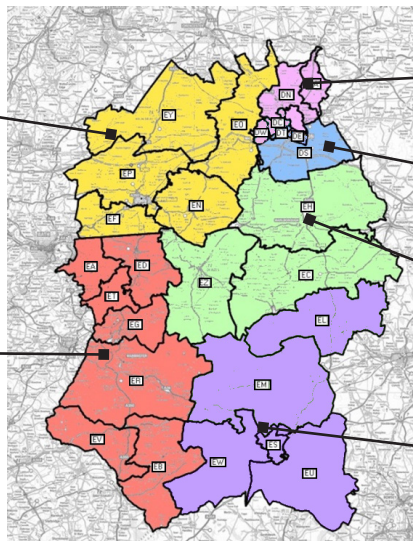
Swindon South

Wiltshire West

Wiltshire East

Wiltshire South

CPTSouthWiltshire@wiltshire.pnn.police.uk



A map of the Iberian Peninsula showing the 17 autonomous communities of Spain. Each community is labeled with a two-letter code and a distinct color:

- Galicia (GA):** Light blue
- Castile and León (CL):** Yellow
- Cantabria (CA):** Green
- Basque Country (PV):** Red
- Navarre (NA):** Orange
- Aragon (AR):** Light green
- Castile-La Mancha (CM):** Yellow
- Valencia (VC):** Light blue
- Balearic Islands (IB):** Light orange
- Andalusia (AN):** Red
- Extremadura (EX):** Yellow
- La Rioja (RI):** Green
- Madrid (MD):** Yellow
- Region of Valencia (VC):** Light blue
- Region of Murcia (RM):** Light green
- Canary Islands (CN):** Light orange

Ashton Keynes
Box
Burton
Calne - A4
Charlton
Chippenham - Hill Corner
Rd
Christian Malford
Compton Bassett
Corston
Cowbridge
Cricklade
Dauntsey
East Tytherton
Eastcourt
Filands
Gastard
Hilmarton
Kington Langley
Lutton
Leigh
Little Somerford
Luckington
Lydiard Millicent
Lyneham and Bradenstoke
Marston Meysey
Milbourne
Minety
Neston
Oaksey
Purton
Sutton Benger
Aldbourn

Alton Barnes / Priors
Beechingstoke
Bromham
Burbage
East Grafton
Easton Royal
Enford
Great Bedwyn



Speed Watch Administration & Notification (SWAN)

SWAN Stands for Speed Watch Administration & Notification (SWAN)

The main purpose of the computer application is to record, count and administer letters relating to vehicles recorded through the Community Speed Watch scheme.

In addition SWAN is a searchable intelligence database regarding locations, registered owners and vehicles. SWAN will provide additional reporting that will support Wiltshire Police and the Crime Prevention Strategy by quantifying a reduction in the threat, harm, risk and demands associated with crime and anti-social behaviour using a problem solving approach and in turn deliver prevention through communities.

How does it work? CSW Teams submit their data to the CSW Support Team which is fed into the SWAN system.

CSW support team will access SWAN and Police National Computer (PNC) to obtain the Registered Keeper (RK) and begin the process of sending out letters or requesting CPT to carry out words of advice or enforcement, dependent on the number of times the Vehicle Registration Marker (VRM) appears in the system.

Letters are sent direct from the system, with CPT requests processed via NICHE (the Police tasking system).

Why the change? The current process and data management system utilised is time consuming and long term will either restrict the number of CSW teams able to run on the scheme or require more staffing to support the administration

The new bespoke system can support the daily administration and the long term management and demand of administration for CSW and provides CSW Support Team with a full reporting capability which will increase stakeholder engagement.

With the increased productivity, it will allow the CSW Administrator more time to focus on increasing training provision and CSW Co-ordinator to focus on scheme development and enhancements and will encourage collaborative working opportunities with Avon & Somerset, Devon & Cornwall, Dorset and Gloucester constabularies.

The ability to provide monthly reporting, the CSW Support Team will be able to work with the CSW Working Group to develop and monitor performance with the use of Key Performance Indicators more efficiently and effectively and engage with the local CSW projects, again increasing stakeholder engagement.



DutySheet

Concern was raised from the team leader events and a volunteer survey carried out in 2017, in relation to the ineffective deployment of CSW teams. As a result we needed to identify a computer system that is fit for purpose and has the capacity to grow with the demand. In essence, we need to share information between CSW teams – CSW Support Team and CPT to ensure everyone is able to keep informed of CSW activity to provide assistance and support at the roadside.

We have developed an accessible database to capture all the times and places where CSW operate increasing visibility of CSW to the Community Policing Teams.

The Special Constabulary, together with other Staff Volunteers already use the system known as DutySheet.

The benefits of 'DutySheet' allow us to monitor who is deploying, where, and more importantly it will save time for us and for yourselves.

This is an electronic system which will allow team leaders to update team placements onto a secure system. Teams began to use the system from September 2018.

DutySheet replaces the previous email schedule which was sent to the CSW Support Team and CPT's. This is no longer a requirement as CSW support and CPT's all access DutySheet on a daily basis.

Only the team leader needs to access and update DutySheet. Team members are not required to access DutySheet to add their duties but the whole team can utilise the messaging facility.

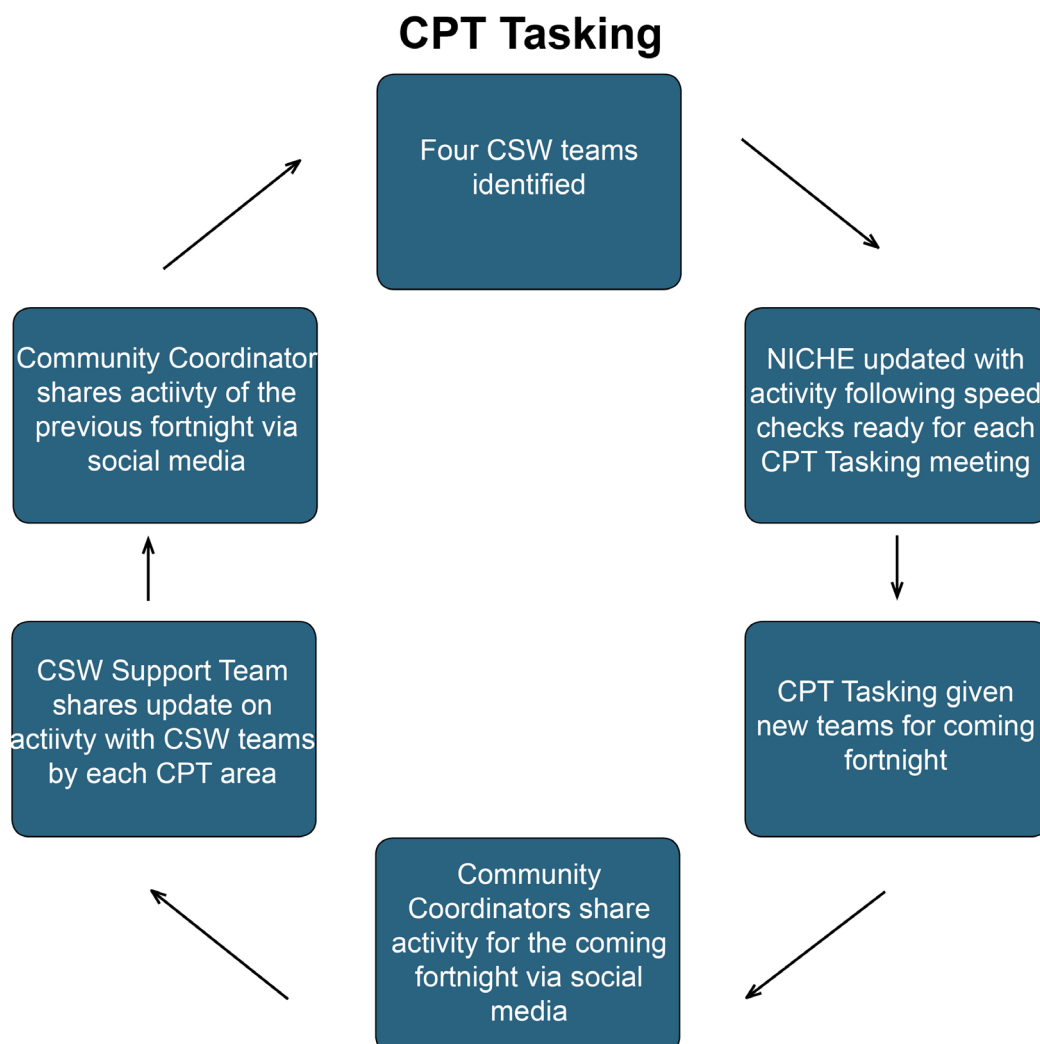
A helpful guide is available to assist you with the system and is available upon request from the CSW Support Team.

Partnership Working with Community Policing Teams (CPT)

As a minimum, at least once a year every CSW team's location can expect a visit from their CPT officers to conduct speed checks and enforcement at the roadside.

Every two weeks we review the data you have submitted to identify which locations need to be prioritised. Four locations will then be put forward for requiring support from their CPT officers. Priority is given to the team with the highest recorded individual speed and most recorded number of speeders.

The CPT officers will be tasked through the police NICHE system and record their enforcement activity over the following two weeks. At the end of the two week enforcement period a report is provided to the CSW team leader on the recorded activity by police and the outcomes.



Communications Plan

Communications officers are at hand to raise the profile of CSW and reinforce the educational ethos around CSW to the wider public.

Strategies have been written alongside the CSW Coordinator to ensure information is correctly displayed on the Force website, intranet and social media pages.

CPT team coordinators are now using the phrase *"In support of our Community Speed Watch Volunteers our Community Policing Teams (CPT) will be carrying out speed checks within the following areas..."* This mindset is used as a deterrent for speeding and educational tool.

Support in national campaigns such as Road Safety week can be given in relation to organising media support and sending press related material.

Teams are encouraged to share good news stories which will support in raising the CSW profile. Information can be sent to: internalcommunications@wiltshire.pnn.police.uk





Overview of Roles and Responsibilities

CiP CSW COORDINATOR

- To work as part of a team to promote volunteering within Wiltshire Police.
- Providing support to events as directed by the CiP Supervisor.
- To liaise with interested organisations promoting volunteering opportunities within Wiltshire Police.
- To compile and produce statistical data on the effectiveness of the Wiltshire Police volunteers.
- Work with Corporate Communications to promote Volunteers contribution towards the strategic priorities of the force to both internal and external stakeholders.
- Support skills matching volunteers to roles.
- To act as day to day point of contact for telephone, email and postal correspondence and respond to enquiries as appropriate.
- To circulate details of all activities/operations to Community Policing Teams and other key stakeholders.
- Ensure volunteers contribution is recognised through reward and recognition.

CiP CSW ADMINISTRATOR/CSW ADMINISTRATOR ASSISTANT

- To be responsible for answering all telephone and written enquiries.
- To provide support and administration to CPTs Wiltshire Council Area Boards, Swindon Borough Council and the volunteers in their speed watch groups as appropriate.
- To be responsible for collating the Speed Watch results and processing the appropriate offenders through the system, including the timely completion of letters to registered keepers of vehicles.
- To assist with the training and administration of new volunteers.
- Assist the scheme's co-ordinator with other project work.



Overview of Roles and Responsibilities Continued...

CiP MANAGER

- To be responsible and accountable for the tactical development of CiP policies and procedures which enable Wiltshire Police to use volunteers effectively and efficiently.
- Produce, manage and oversee tactical plans linked to key business areas identifying how CiP will contribute to the overall force performance.
- Maintain up to date knowledge of the current best practice in volunteering, including awareness of the national CiP agenda.
- Work with Head of Crime Prevention and CiP colleagues to ensure effective tactical delivery of Wiltshire's CiP strategy.
- Represent the force at regional and national CiP meetings and events.
- Develop and maintain working relationships with external parties such as local voluntary and community groups to identify opportunities to work together.
- Identify gaps to maximise volunteering opportunities within Wiltshire Police.

CiP WATCH/VOLUNTEERS SUPERVISOR

- To act as a single point of contact for Wiltshire Police on matters relating to Watch, CSW and Police Support volunteers.
- Maintain up to date knowledge of the best practice in volunteering, including awareness of the national CiP agenda.
- First line supervision of Watch, Community Speed Watch and Volunteer Coordinators in line with their job/role descriptions.
- Promote a progressive and inclusive culture towards Watch schemes, CSW and PSV's.
- Maintain working relationships with Community Policing Teams (CPT's) and relevant local voluntary sector organisations.
- Oversight of the equipment required by Watch schemes, CSW and PSV's.
- Develop and maintain working relationships with external parties such as local voluntary and community groups to identify opportunities to work together.



Helping to raise awareness of speeding on Wiltshire's roads





CSW online training notes



Wiltshire Council
Where everybody matters



Community Speedwatch



Welcome to this online training session which is the 2nd and last part of the training required to join you CSW team.

By the end of this session you should be familiar with the device, overview of how works and how to operate it together with site information and risk assessments.

Wiltshire police use the Unipar SL700 for CSW and police officer enforcement work, so its the same device used by your local Community Policing Teams (CPTs).

Its government approved and has been used by forces country wide since April 2005.

Its accuracy is to within + or - 1 mph, calibrated yearly for enforcement work by officers and 3 yearly for CSW activity.



It works using a LASER which stand for:

Light Amplification by Stimulated Emission of Radiation not something I or many others remember. You do not have to retain this piece of information so don't worry.

On activation the device sends out a series of predetermined pulses from the top lens which are invisible to the naked eye.

When the receiver in the bottom lens detects the reflection of the beam a timer inside stops

This will determine how long the pulses took to travel to the target and back and will calculate the speed of the moving vehicle.



Community Speed Watch:
Driving down speed, driving up safety

CSW online training notes



You will find it's quite a heavy device (just under a kilo) so it's very important to ensure you secure the strap to your hand. Within the carrycase there is a neck strap which you can choose to use.

It's powered by two C cell batteries which we provide, long enough for approx. 50 hours of operation. Make sure there are two spare batteries in the carrycase before you start your check

It doesn't have an auto switch off facility so you will always need to turn the device off.

Device overview



Here is the visual representation of what you will see in the HUD.

You will see a red dot when conducting the alignment checks and targeting a vehicle and large numbers when a speed measurement is acquired. These numbers will flash up in the HUD and disappear. The speed recording will then appear on the main display.



Turning on the device



To turn the device on you press the fire button and then the device will run through some basic internal checks. If there is anything wrong with the device an error number will appear in the main display and will turn off.

Please inform the CSW HQ team of the issue and they will swap it out for you.

Confidence checks

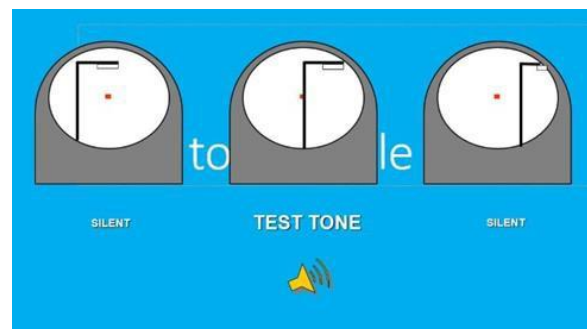


After the internal checks are done, you will need to carry out confidence checks, usually at the team leaders' home, with the device to ensure it is operating properly.

The first is an alignment check.

ALIGNMENT check: - Press TEST button once. PRESS AND HOLD DOWN fire button. Aim the red dot at a narrow vertical post, e.g. a lamppost, without a solid object behind it. The target acquisition tone will activate. Pan off and the tone will cease. Turn the device through 90 degrees and carry out the above operation again.

The next is the range check



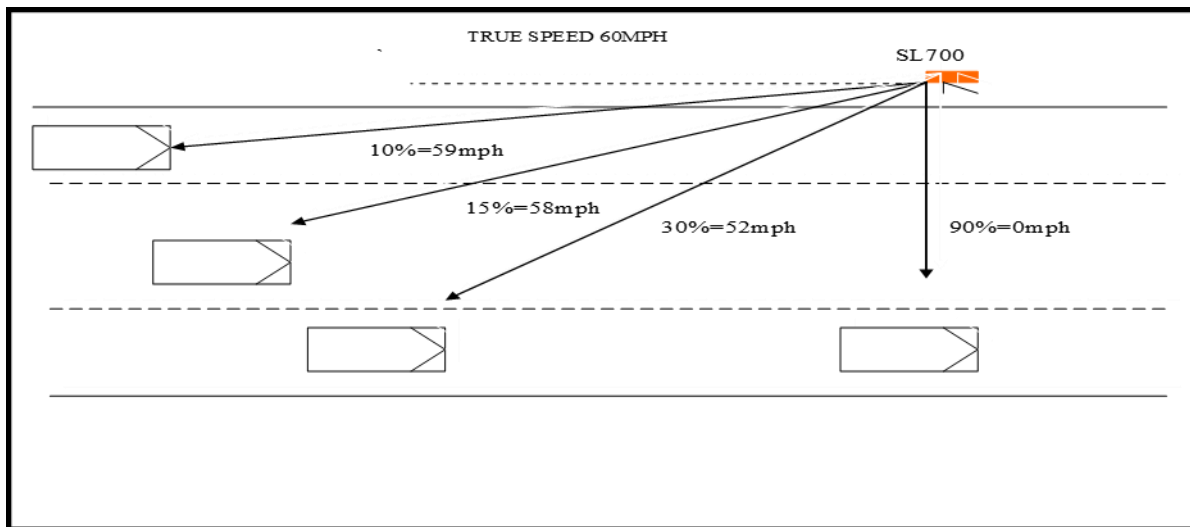
RANGE check: - Press TEST button once. Point red dot at a vertical surface, e.g. a wall or road sign, and press the FIRE button. When the distance measurement is calculated the device will emit a beep and display the reading in the main display. Repeat the process two more times, ensuring the measurements are within a meter of each other



CSW online training notes

If you are happy with the confidence check press the test button twice for normal operation. You will see the large 000 appear in the main display. You will need to turn the device off and return to the Pelli case for transport to your operating site location. When you reach your check site to put the device into operational mode press the fire button twice.

Cosine effect

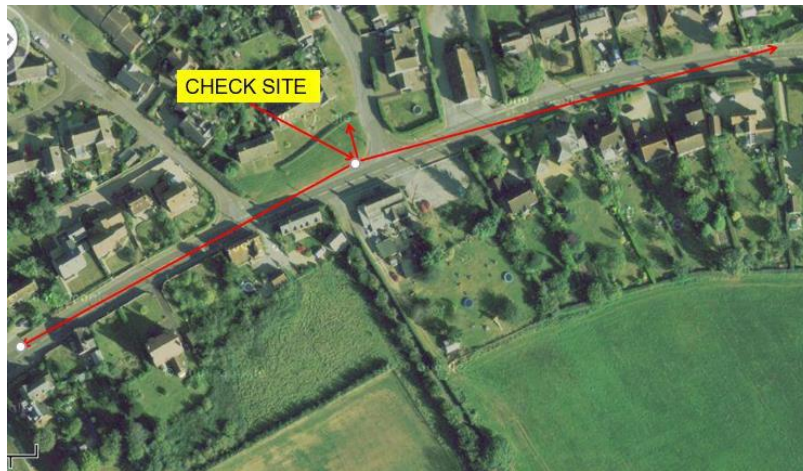


One detail we need to make you aware of before you operate is to minimise the angular or cosine effect.

This is the difference between the measured and true speed depending upon the angle between device and the point the vehicle is targeted.

Effectively the larger the angle the lower the measured speed. Therefore, this effect always works to the advantage of the driver of the vehicle.

Operating sites



Now we will move onto site locations and risk assessment.

Any site use by CSW is fully risk assessed before any activity can be carried out. It's very important to become familiar with not only the generic risk assessment for CSW activity but also the operational risk assessment for the site being used. We are now using a platform called what3words in order to pinpoint precise locations.

As you can see from this photo that there is clear line of sight both directions and no obstructions at this time to obscure your visibility for oncoming traffic. There is also a clear escape route should you be faced by an out of control oncoming car



Here is another angle showing a site and a clear escape route. No parked cars or bins to obscure you. No ice or fog which you cannot operate in. No rain or drizzle as this can compromise the laser accuracy as it could pick up rain drops instead of a car.

Top Tip.

If operating within sight of the speed limit sign an object or location will be identified in the site risk assessment which will be inside the speed limit. You will wait for the car to reach this point before you check its speed. This way you will ensure the car is inside, not still outside, the speed limit



CSW online training notes

Risk assessments

WILTSHIRE CONSTABULARY OPERATIONAL RISK ASSESSMENT

Form 808
September 2006
Page 1 of 8

This risk assessment is made in accordance with Regulation 5 of the Management of Health and Safety at Work Regulations 1999 and reflects the reasonably foreseeable and significant risks associated with Operation Community Speed Watch Scheme – Team Site

Name of Assessor	BARNEY APPLETON	Rank and No.	PC 155	Date	03/02/15
Activity being assessed	COMMUNITY SPEED WATCH	Site	A3102 HILMARTON		
Signature		Date of assessment	02/02/15	Review Date	01/02/18

THIS SITE RISK ASSESSMENT TO BE READ IN CONJUNCTION WITH THE CSW GENERAL RISK ASSESSMENT

OVERALL RISK LEVEL*		Severity			
		L - Minor (< 3 days off sick)		M - Serious (> 3 days off sick but not hospitalised)	
Likelihood	L - unlikely	T Trivial	L Low	M Medium	H - Major injury (hospitalisation)
	M - possible/likely	L Low	M Medium	H High	
	H - very likely	M Medium	H High	I Intolerable	

Person at risk E=Employed P=Public CSW=Community Speed Watch

SPECIFIC HAZARDS

No.	Activity / workplace	Hazard	Person at Risk Insert E, P, V, C, V as key above	Potential Risk Level Insert T, L, M, H or I (See table above)	Control Measures / Comments	Residual Risk Level Insert T, L, M, H or I (See table above)	In place Insert Yes, No or N/A
1.	CSW Scheme – Unsuitable site	Risk of ill health and injury due to lack of suitable site for CSW operation	E, P CSW	H	SITE TO BE USED: - Pavement immediately to the north of bus stop opposite the Duke PH. in front of lamp post 1E. Using this area keeps CSW operators away from the carriageway and potential conflict with passing traffic. This site can be used for checking vehicles travelling in both directions. Due to operators having line of site to the speed limit signs to the south vehicles are not to be checked until they are adjacent to the driveway to Glebe House. Operators to be mindful of persons using pavement/bus stop.	M	

The CSW role has a Generic Risk Assessment (GRA) and every site your team operates has a Operational Risk Assessment (ORA) and will look similar to this. These are very specific and for your safety

You will be asked to sign and confirm you have read and understood by your team leader

REMEMBER if you are not in the correct place, you're NOT INSURED

Hi-Viz tabard to be worn always when operating

No sitting allowed



Community Speed Watch:
Driving down speed, driving up safety

MASTER LOCATIONS FORM INSTRUCTIONS

Date of issue : 10th November 2020

Revision No : 44145

1 Use the supplied master location form Version 44145 (Listed in Cell G1) for all your team locations

An example has been included as “completed example”

2 Enter the device number from the back of your usual Unipar device into cell B2.

There is no need to enter the letters “SL” just the device number.

If you do not currently have the device contact your sharing team for this information.

Example attached 87564

3 Enter the device calibration date from the back of the device listed above in cell B3.

Please use the format DD/MM/YYYY

Example attached 10/11/20

4 Enter your team name in B4

Please be very accurate and precise as all future returns must exactly match the team name you enter.

If the return is submitted with a non-matching name it will be rejected by the new system and will result in the return being sent back to you.

Example attached Avebury

5 Cells A7 to G24 are for your site locations (As per your risk assessments) and need to be completed one line for each location based on the following example:-

A7 – location as you currently know it **Example attached The Red Lion SN8 1RF**

B7 – What three words for that location.

You can find this at <https://what3words.com/riverbank.budgeted.pace> and enter a location near where you run your CSW watches then click on the precise location for the three words. Please do not enter the /// marker as some excel versions do not accept this

Example attached riverbank.budgeted.pace

Cells C7, D7, E7 and F7 – all cells must be completed based on the information in section 1 comments of your risk assessment. You will need to enter “y” or “n” In the attached **example CSW only operates with vehicles travelling from North or South so C7 and D7 are marked y with E7 and F7 marked n**

Cell G7 – enter the speed limit without MPH

Once all data is correctly entered the red message will change from

“errors on sheet do not send until complete”

to

“Safe to send in to commsw@wiltshire.pnn.police.uk”

Submitted forms saying **“errors on sheet do not send until complete”** will not be accepted.

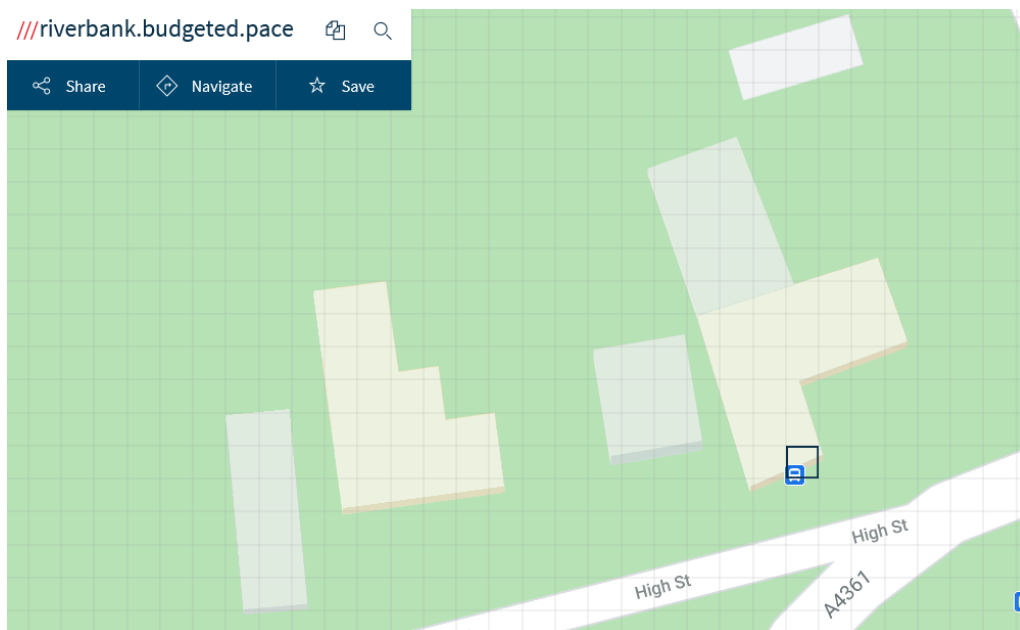
Additional Info

What three words (W3W) is very accurate and is used widely by the police where as postcodes can cover very large areas. We therefore will be using W3W when tasking officers to come and assist your teams so that they can find you much more easily.

Compare the location of the Red Lion (Avebury) in this image to the postcode location



Against the W3W location for the same location (see black square)



Don't worry too much about which square you choose so long as it is very close to where you stand on watch but do reference the same square every time. New risk assessments will also use this format as will your watch returns.