

RISK ASSESSMENT RECORD

Service: Parking Operations and Enforcement **Assessor/s:** Zak Cusens/Helen Taverner **Reference:** Moving Traffic Enforcement

Activity assessed:
Moving Traffic Enforcement

Date: 11 Feb 2026

Review date: ongoing

Hazards identified	Who might be harmed and how	Existing control measures	Further Action Required		
			Action	By when	Person responsible
Installation of camera posts may create temporary risks to road users if works are not properly managed.	Pedestrians, cyclists, motorists, contractors, and other road users through collision risk, obstruction, or unsafe traffic management during installation works.	Installation works are undertaken in accordance with Chapter 8 of the Traffic Signs Manual and the New Roads and Street Works Act requirements, with traffic management controls applied by competent personnel or contractors.	Require site-specific traffic management arrangements and pre-start checks for each installation, including pedestrian routing, signage, barriers, and safe working practices. Monitor contractor compliance during works.	During installation	Neighbourhood Services Site Supervisor / External Contractor
Vehicles may lose control and strike posts on which cameras are mounted.	Drivers, passengers, pedestrians, and the Council through collision damage, injury, service disruption, and liability arising from poorly positioned street furniture.	Posts are positioned to reduce collision risk and are normally set back approximately 450mm to 600mm from the kerb edge where appropriate and feasible.	Confirm siting through site assessment and road safety review before installation, taking account of vehicle tracking, verge or footway width, visibility, and local conditions. Monitor any reported incidents and amend siting practice if required.	Before installation and ongoing	Scheme Designer/Road Safety Team Leader/Parking Manager

Pedestrian access may be obstructed if posts are poorly positioned on narrow footways.	Pedestrians, wheelchair users, people with pushchairs, visually impaired people, and other footway users through obstruction, reduced accessibility, and increased risk when passing the equipment.	Posts are positioned to minimise footway obstruction and a minimum usable width of 1.2 metres should be maintained where practicable.	Check siting prior to installation, consider accessibility needs and local footway constraints, and monitor complaints or site issues after installation. Reposition equipment where necessary to maintain safe and accessible passage.	Before installation and ongoing	Scheme Designer/Road Safety Team Leader/Parking Manager
Penalty Charge Notices may be issued incorrectly due to invalid or unclear Traffic Regulation Orders, inadequate signing or road markings, poor camera evidence, or procedural error.	Motorists, businesses, and the Council through cancelled PCNs, appeals, complaints, adjudication losses, and reputational damage.	Checks are undertaken on TRO validity, traffic signing, and site suitability before enforcement. Camera evidence is reviewed before PCNs are issued and a statutory representations and appeals process is in place.	Document a formal pre-enforcement site sign-off checklist covering TROs, signs, markings, exemptions, camera evidence quality, and legal review where required. Monitor appeal outcomes and rectify any recurring issues promptly.	Before go-live and ongoing	Parking Manager
Public perception may be negatively affected if enforcement is seen as punitive, revenue-driven, or introduced without clear justification and engagement.	Residents, businesses, elected members, and the Council through complaints, adverse media coverage, reduced confidence, and challenge to the scheme.	The scheme is intended to target problem locations and support road safety, network management, public transport reliability, and compliance with existing restrictions. Dorset Police retain enforcement powers.	Implement a communications and engagement plan for each site, including clear rationale, advance publicity, local engagement where appropriate, and messaging that income generation is not the objective. Keep site selection criteria and outcomes under review and publish information where suitable.	Before go-live and ongoing	Parking Manager / Communications Team
Enforcement may be introduced at locations where highway design, signing, lining, or other engineering measures would be a more appropriate first	Road users and the Council through avoidable contraventions, unfairness, legal challenge, and reduced public	Site assessment is undertaken before enforcement and restrictions must already be in place. Existing processes consider traffic management and road safety factors.	Adopt a documented site selection methodology that records collision history, congestion impact, complaints, compliance levels, visibility of signs, and whether reasonable highway	Before site approval and ongoing	Parking Manager

response.	confidence.		improvements should be made and monitored before enforcement is approved.		
Delay, failure, or underperformance of camera equipment, software, connectivity, or maintenance arrangements could affect implementation and evidential reliability.	The Council and road users through delayed delivery, reduced enforcement capability, cancelled PCNs, additional cost, and service disruption.	Procurement processes are in place and implementation will use compliant equipment and suppliers. Existing contract management arrangements can be applied.	Specify technical, evidential, cybersecurity, maintenance, and uptime requirements in procurement documents; test all sites before go-live; maintain service level agreements and contingency arrangements for outages or faulty equipment.	During procurement and ongoing	Procurement Team / Parking Manager / ICT / Supplier
Income from some sites may be insufficient to cover operating, maintenance, staffing, and lifecycle replacement costs, particularly as compliance improves over time.	The Council through budget pressure, inability to scale the service, or reduced value for money.	Financial modelling and monitored site data can be used to inform decision making. Surplus income is ringfenced in accordance with the statutory framework.	Use phased implementation, monitor site performance, avoid setting revenue targets, and keep staffing and contract arrangements proportionate. Review underperforming sites and confirm funding arrangements for any deficits from within existing budgets.	Before go-live and quarterly thereafter	Parking Manager / Finance Business Partner
Increased PCN volumes may create pressure on notice processing, representations, evidence review, correspondence, and appeals handling.	Service users and the Council through delayed responses, procedural error, staff pressure, poor customer experience, and increased complaints.	Existing Parking Services processes for statutory correspondence and appeals can be extended to moving traffic enforcement.	Forecast workloads by site, recruit or reallocate staff as volumes increase, define service standards, provide training and quality assurance, and report regularly on appeal volumes, response times, and cancellation reasons.	Before go-live and ongoing	Parking Manager / Senior Parking Development Officer

Use of ANPR and camera evidence creates data protection, privacy, retention, and information security risks.	Motorists and the Council through unlawful processing, data breach, complaint to the ICO, or loss of public trust.	The Council already operates camera-based enforcement in limited circumstances and has corporate data protection and information governance arrangements.	Complete and maintain a Data Protection Impact Assessment, ensure appropriate privacy notices and retention schedules are in place, restrict access to evidence, and include security requirements within supplier contracts and system design.	Before go-live and ongoing	Information Governance / Parking Manager / ICT / Supplier
Some groups may experience disproportionate disadvantage if signs, publicity, exemptions, or supporting information are not sufficiently clear, accessible, or well targeted.	Disabled people, older people, infrequent visitors, and other motorists who may be less familiar with restrictions or need accessible information.	Existing equality screening has been completed and enforcement relates to restrictions that are already legally in place.	Keep the Equality Impact Assessment under review, ensure signage and communications are clear and accessible, consider local mitigation where appropriate, and monitor complaints and representations for any emerging equality issues.	Before go-live and ongoing	Parking Manager / Equalities Lead