

## Community Flood Signage Scheme Policy Version 2

### 1. Introduction

This document details the agreed procedure for identified Flood Wardens to set-up flood warning road signage on pre-identified roads / locations when properties are at risk of flooding.

This policy is specific for the area of: **Collingham**

### 2. Flood Wardens

The flood warning road signs can only be established on the roadside by the following Flood Wardens within the community that have received the appropriate training:

1. Rosie Scott  
Chatwood, 69 High Street, Collingham NG23 7LB  
01636 893380/0754 597 4906    rosie.scott1@btinternet.com
2. David Scott  
Chatwood, 69 High Street, Collingham NG23 7LB  
01636 893380/0775 931 1131    dhscott40@btinternet.com
3. Tim Sheldon  
Larksfield, Newark Road, Collingham NG23 7RD.  
01636892952/- 07836277899  
anna.sheldon@lineone.net.
4. Gareth Milner  
2 Peterborough Road, Collingham NG23 7SP  
01636 893342/0793 267 8592 mr\_mrs\_milner@hotmail.co.uk
5. Michael Davies  
26 The Hemplands, Collingham NG23 7PE  
01636 892911/0783 142 4739    mb257@btinternet.com
6. Brian Townsend  
The Hemplands  
01636 892300/0793 947 5478briangtownsend1947@gmail.com
7. Caron Ballantyne  
2 Peterborough Road, Collingham NG23 7SP  
01636 893342/0793 267 8591 caronwi@hotmail.co.uk  
ParishClerk@Collingham-Notts.org.uk

### 3. Location details & triggers

The identified signage must only be placed on roadsides when there is a significant risk of flooding to properties due to flooded roads. Driving through flood water can cause water to surge across pavements and into properties.

The signage should be set-up on the road at the agreed locations when the pre-identified triggers are met (see below table):

<b>Triggers (when policy needs to be activated)</b>	<b>Location (where signs need to be set-up)</b>	<b>Agreed Signage</b>
When flood water reaches a depth of 3 inches at Low Street (by All Saints Church)	Low Street - junction with Bell Lane / Church Street  Low Street (opposite turning for Lunn Lane) Bell Lane	Road Closed sign  <ul style="list-style-type: none"> <li>• Road Ahead Closed sign</li> <li>• Flood Warning sign</li> </ul>
When flood water reaches a depth of 3 inches at Low Street (by All Saints Church)	Baptist Lane – junction with High Street  Baptist Lane – junction with Low Street	<ul style="list-style-type: none"> <li>• Road Ahead Closed sign</li> <li>• Flood warning sign</li> </ul> Road Closed Sign
When flood water reaches a depth of 3 inches at Low Street (by All Saints Church)	Temperance Lane – junction with High Street  (no room to turn car around down Temperance Lane – therefore closure must be placed at junction with Main Street)	Road Closed Sign
When flood water reaches a depth of 3 inches at Low Street (by All Saints Church)	White Hart Lane – junction with High Street  White Hart Lane – junction with Low Street	<ul style="list-style-type: none"> <li>• Road Ahead Closed sign</li> <li>• Flood warning sign</li> </ul> Road Closed Sign

#### Removing signage

Once the flood water has subsided and there is no longer a threat to property the signs must be taken down only if the road is clear of debris (including mud).

Nottinghamshire County Council must be notified that the signs are being taken down. If there is debris / mud on the road the signs must be kept in position and the condition of the road should be reported to Nottinghamshire County Council.

#### **4. Alert Procedure**

When the pre-identified triggers have been reached, the Flood Warden must first inform Nottinghamshire County Council Emergency Planning Duty Officer before they erect the signage; the duty officer will then alert the necessary NCC Highways personnel. Nottinghamshire County Council must also be notified when signs are to be taken down, and / or if there is debris / mud on the roads.

The Emergency Planning Duty Officer must be called on:  
**0115 977 3674**

*Please note that this number is not for public dissemination, and is only to be used by the Flood Wardens listed in this document.*

#### **5. Storage of Signs**

When not in use the road signs are stored at:  
Resilience store - Burial Ground, South End, South Collingham

#### **6. Health & Safety**

The Flood Wardens named in this document attended the required training courses on the following dates:

- Manual handling:
  - August 2014 EA Offices - RS,DS,TS
  - November 2014 Thurgarton. - GM,MD,BT,CB
- Flood water awareness/safety training :
  - August 2014 EA Offices – RS, DS, TS
  - November 2014 Thurgarton. - GM,MD,BT,CB
- On-site road signage Highways training – 13<sup>th</sup> Dec 2014, All

The designated Flood Wardens are only permitted to erect road signage after agreement has been confirmed via Nottinghamshire County Council Highways personnel, and upon completing all of the training identified in part 6 of this document. Signage must only be erected at locations that have been pre-identified in conjunction with Nottinghamshire County Council Highways. Upon participating in this scheme the identified Flood Wardens must refer to the risk assessments attached to this document and Appendix F.

#### **7. Legal disclaimer**

The designated Flood Wardens, named in part 2 of this document, are only permitted to erect road signage after agreement has been confirmed via Nottinghamshire County Council Highways personnel, and upon completing all of the training identified in part 6 of this document. Incidents that occur during the erection of flood road signage will be covered under Nottinghamshire County Council's insurance policy only if the procedures identified within this document have been adhered to by the named Flood Wardens. Any incidents that occur

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during the participation in this scheme should be reported to the Emergency Planning Team immediately.

For legal reasons it is important that the Flood Warden keeps a record of all decisions and communications made at the time of the incident (see attached log sheet). Log sheets must be kept for 5 years after the incident in case a public enquiry is launched. A copy of the log sheet must be sent to the Nottinghamshire County Council Emergency Planning Team.

I have read the terms and conditions listed in this document and agree to abide by them upon participation in the Community Flood Signage Scheme, as is confirmed by my signing of this document.

Signature of identified Flood Wardens:

<i>Rosemary Scott</i>	Date: 10-1-15
<i>A. Scott</i>	Date: 10-1-15
<i>G. T. Smith</i>	Date: 10/1/15
<i>C. R. Mark</i>	Date: 9/1/15
<i>Angela Hodgkins</i>	Date: 10/1/15
<i>B. Henderson</i>	Date: 17/1/15
<i>C. Balogh</i>	Date: 8/1/15

Signature of Nottinghamshire County Council Highways representative confirming the arrangements listed within this document and that the identified Flood Wardens are permitted to take part in this scheme:



**Name:** Chris Charnley, Nottinghamshire County Council Highways

**Date:** 3<sup>rd</sup> March 2015

**Appendix A – Map of signage locations**

**Appendix B – Risk assessment**

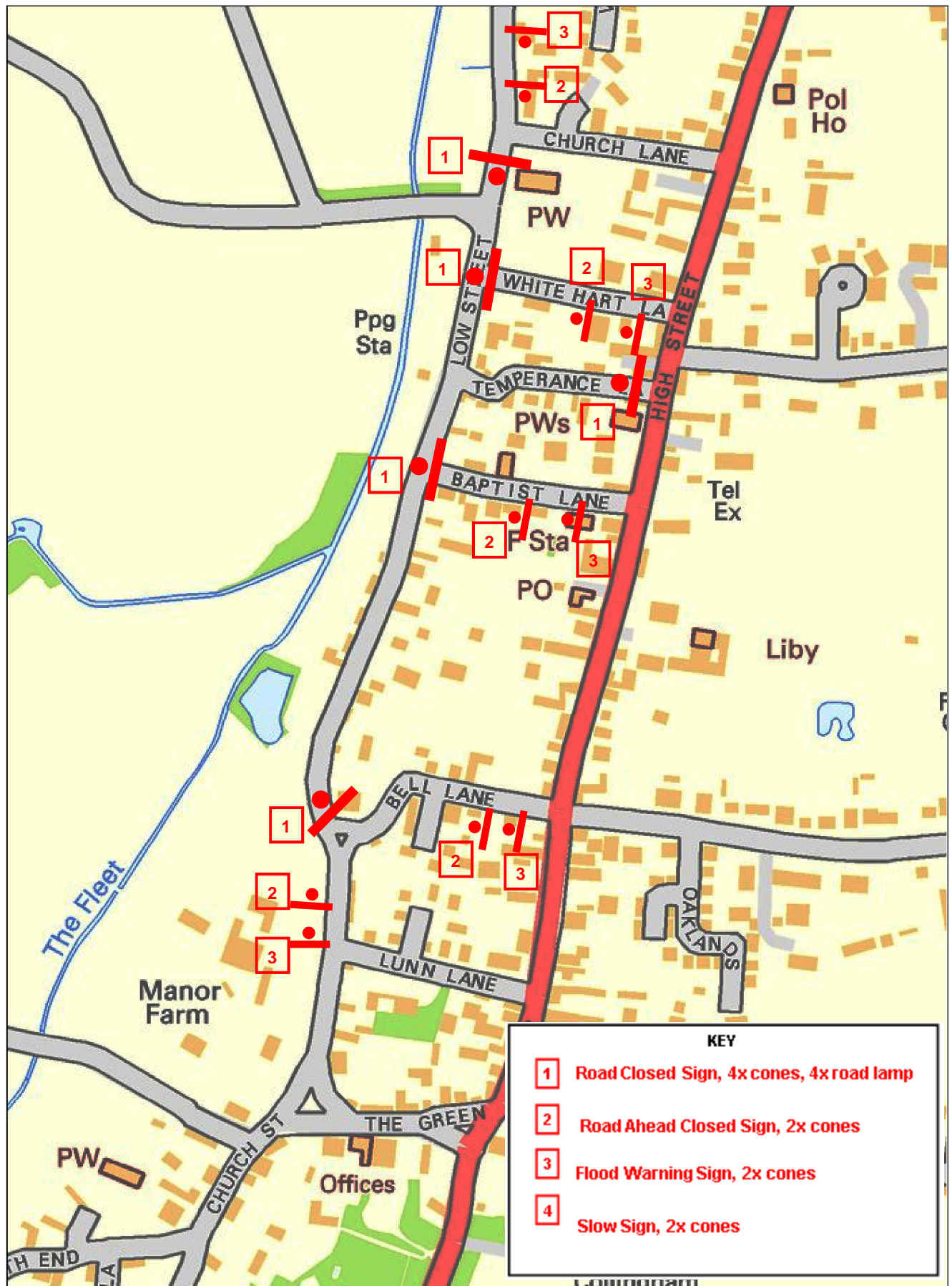
**Appendix C – Log sheet**

**Appendix D - Inventory of equipment**

**Appendix E – Signage layout diagrams**

**Appendix F – Setting out signs safety guidance checklist**

Appendix A – Map of flood signage locations in Collingham



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Appendix B – Risk Assessment

Description of task/ activity:		Collingham - Setting out of road closure, road diversionary and warning signs at nominated sites during periods of severe flooding.					
Flood risk locations		Low Street, Collingham					
Known specific site hazards/issues		<div><div><ul style="list-style-type: none"><li>Low Street, Collingham – narrow road, poor visibility in some areas with blind bend on the approach to junction with Bell Lane, pavement narrow in places, risk of displaced manhole covers, entrance to properties / driveways</li><li>White Hart Lane, Collingham - narrow road, pavement narrow in places, risk of displaced manhole covers, entrances to properties / driveways</li></ul></div><div><ul style="list-style-type: none"><li>Baptist Lane, Collingham- narrow road, pavement narrow in places, risk of displaced manhole covers, Fire Station may mean large &amp; fast moving emergency vehicles, entrances to properties / driveways</li><li>Temperance Lane, Collingham – narrow winding road, not possible for vehicles to safely turn, risk of displaced manhole covers, entrances to properties / driveways</li></ul></div></div>					
Persons at risk	Frequency of exposure to risks	Likelihood of hazards causing harm after existing control measures are adopted					
<ul style="list-style-type: none"><li>General public</li><li>Volunteers</li></ul>	During periods of severe flooding.	Likely to occur	(4)		Imminent hazard capable of causing death/illness		
		Probably will occur in time	(3)		Serious injury/illness (more than 3 days off)	(3)	
		May occur	(2)	X	Can cause injury but likely not to be serious	(2)	X
		Unlikely to occur	(1)	X	Minor first aid	(1)	X
		Overall risk conclusion/ score =likelihood x harm				1 to 4 – low to medium risk	
Significant hazards associated with the task/activity		Existing Control measures				Risk	Additional control measures required
1. Traffic – working on or near to public highways		<ul style="list-style-type: none"><li>Only trained volunteers to be utilised for this task</li><li>Provision of Hi Vis clothing – To be worn at all times during this activity</li><li>Volunteers instructed to remain off the highway unless carrying out works which requires access.</li><li>Volunteers are not to try to manage any other locations other than that specified within the NCC flood signage policy.</li></ul>				Med	

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<b>2. Flood Water</b> – working near to pooling and flowing flood water	<ul style="list-style-type: none"> <li>○ Only trained volunteers to be utilised for this task</li> <li>○ No volunteer is to enter pooling or flowing flood water</li> <li>○ Volunteers will not set out the signs if their safety is at risk</li> <li>○ Volunteers should remain at least 2 metres away from flowing flood water especially in areas where the ground is uneven, slippery or poorly lit.</li> <li>○ No lone working</li> </ul>	Med	
<b>3. Road Block/ Diversion -</b> Setting out and taking down of road signs	<ul style="list-style-type: none"> <li>○ Only trained volunteers to be utilised for this task</li> <li>○ Signs to be set out in accordance with NCC's flood signage policy and training</li> <li>○ Volunteers to wear Hi Vis clothing during the setting out of signs.</li> <li>○ No lone working</li> </ul>	Med	
<b>4. Hygiene</b> – Working near/with water contaminated with biological hazards i.e. Sewage	<ul style="list-style-type: none"> <li>○ Only trained volunteers to be utilised for this task</li> <li>○ Volunteers to ensure they maintain good levels of personal hygiene. Smoking, eating and drinking should not be undertaken unless hands have been thoroughly cleaned.</li> <li>○ Waterproof gloves and clothing is provided within the resilience stores.</li> </ul>	Low	
<b>5. Slips, trips and falls</b> – Pooling water, poor visibility, etc may hide obstructions. In addition inspection covers may have been removed/dislodged.	<ul style="list-style-type: none"> <li>○ Volunteers shall not enter pooling or flowing flood water.</li> <li>○ Volunteers will notify NCC immediately if they notice or become aware of removed or dislodged inspection covers, or of any incidents during erection of signs as per NCC flood signage policy.</li> <li>○ No lone working</li> </ul>	Med	
<b>6. Adverse weather conditions -</b> Poor light, visibility, cold, wet, etc	<ul style="list-style-type: none"> <li>○ Only trained volunteers to be utilised for this task</li> <li>○ Volunteers are instructed to ensure they have appropriate clothing and equipment for the conditions. This should include suitable footwear and waterproof &amp; thermal clothing.</li> <li>○ Torches will be utilised in areas of poor lighting.</li> <li>○ No lone working</li> <li>○ The appropriate road lamps should be set-up on cones at site of road closure signs so they are visible to motorists.</li> </ul>	Low	
<b>7. Manual Handling</b> – Handling of equipment to nominated site	<ul style="list-style-type: none"> <li>○ Only trained volunteers to be utilised for this task. These persons should be suitably fit for the task and have no underlying ill health conditions which may be exacerbated by this physical operation.</li> <li>○ Resilience stores are provided with 4 wheeled trolleys to remove the need to manually handle large or cumbersome signs over great distances.</li> </ul>	Low	
<b>8. Violence</b> – Road users may be aggressive when their route is blocked. There is also a danger that conflict may arise between	<ul style="list-style-type: none"> <li>○ Volunteers instructed not to confront aggressive persons or road users that appear not to adhere to the road block notification.</li> <li>○ Volunteers instructed to notify the Police of persons who are aggressive or who be putting others at serious risk. Police presence can be requested via the NCC Emergency Planning team, as per NCC signage policy.</li> </ul>	Med	

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road users, residents and volunteers if road users do not adhere to the road sign instructions.	<ul style="list-style-type: none"> <li>○ Volunteers are not permitted to work alone. Must always be at least 2 persons during each set up.</li> <li>○ Volunteers carry their own mobile phones</li> </ul>		
<p><b>Comments</b></p> <ul style="list-style-type: none"> <li>• Volunteers are not to take it upon themselves to produce a road block or divert traffic without the express permission from NCC Highways, via Emergency Planning. This must be sought each and every time and prior to the installation of a road block/diversion.</li> <li>• All road blocks/ road diversions shall be implemented in accordance with this risk assessment, the specific agreed traffic management plan produced by Notts County Highways and any associated safe systems of work.</li> <li>• Only trained and authorised volunteers shall undertake this task.</li> <li>• Trained volunteers responding to flooding incidents via the erection of signs, as per the NCC signage policy, should ensure that regular breaks are taken. It is recommended that no volunteers 'response shifts' are longer than 4hrs. An assessment should be made at the start of each incident as to how long each 'shift' will be, depending upon weather conditions and requirements of the volunteers. Lone working should be avoided at all times. Adequate, warm clothing with the appropriate Hi-Vis equipment should be worn at all times, in accordance with weather conditions.</li> <li>• Volunteers are not required to carry out any function which puts themselves or others at risk. If there is any doubt regarding their safety they should seek immediate advice from NCC or Newark &amp; Sherwood District Council.</li> </ul>			
<p><b>Assessor:</b> Katie Harrison-Sharer (Nottinghamshire County Council Emergency Planning)</p> <p><b>Date:</b> June 2016</p>		<p>Review Date: June 2017</p>	



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Appendix C –Incident Log

**INCIDENT LOG** (Nature of incident) NAME ..... DATE ..... SHEET No.

No.	Time	Name	Information	Done
		From / To		
		From / To		
		From / To		
		From / To		
		From / To		
		From / To		
		From / To		
		From / To		
		From / To		
		From / To		

## **Appendix D – Inventory of Equipment**

Delivered: 13<sup>th</sup> December 2014

The following equipment has been supplied to the Flood Wardens of Collingham identified in this document, for use as per procedures detailed in the policy:

6 x Flood Warning road signs  
(1x spare as no longer required for Temperance Lane)

6x Road Ahead Closed signs  
(1x spare as no longer required for Temperance Lane)

5x Road Closed signs

0 x Slow rectangular road signs

20x Traffic cones  
(4x spare as no longer required for Temperance Lane)

20x Reflective road lamps

20x Batteries for road lamps

## Appendix E - Road Sign Layout

The information below provides details on how signs should be positioned on the highway. After assessing weather conditions, it may be necessary to weight signs down by draping half filled sandbags over the cross bar on the back of each sign. The risk assessment (appendix B) should be referred to and followed.

### 1. Flood Warning sign



**Set-up Position:** grass verge, off road and footpath at the agreed locations where it is safe to do so in front of Road Ahead Closed / Road Closed sign so it is visible to motorists. (See Appendix A - Map of Signage Locations)

**Traffic Cones:** 1 cone placed **either side** of sign

### 2. Road Ahead Closed sign



**Set-up Position:** grass verge, off road and footpath at the agreed locations where it is safe to do so behind Flood Warning sign so it is visible to motorists. (See Appendix A - Map of Signage Locations)

**Traffic Cones:** 1 cone placed **either side** of sign

### 3. Road Closed sign



**Set-up Position:** middle of road, making sure the sign is clearly visible to motorists e.g. not on a blind bend, at the agreed locations, at a distance behind Flood Warning / Road Ahead Closed signage, where it is safe to do so. (See Appendix A Map of Signage Locations)

**Traffic Cones:** 2 cones placed **either side** of sign with **road lamp** on top of each cone.

### 4. Slow sign



**Set-up Position:** grass verge if possible, or half on footpath and half on road at the agreed locations so it is visible to motorists. (See Appendix A - Map of Signage Locations)

**Traffic Cones:** 1 cone placed **either side** of sign

## **Appendix F - Setting out signs safety guidance checklist**

1. If using a vehicle to transport signs, park vehicle in a safe place where it can be clearly seen by other motorists before unloading and setting up signs.
2. Ensure you are wearing a high visibility tabard / jacket and other protective clothing before exiting the vehicle / setting up signs. Exit vehicle on passenger side.
3. When setting up signs ensure that you can see the traffic and that traffic can see you. Face oncoming traffic at all times. Take care when crossing the road to place signs.
4. If possible place signs so that they do not obstruct vehicles, cyclists, pedestrians or other road users and where there is street lighting.
5. If it is necessary to place a sign on a footway ensure there is a 1m gap by which pushchairs / wheelchairs can pass without coming off the footpath. Where this is not possible, and there is no grass verge in which to place the sign, it may be erected half on the footpath and half on the road, shielded by a traffic cone on the road side.
6. As Road Closed signs are to be set up on the actual highway, ensure the following:
  - Sign is clearly visible to motorists e.g. do not place sign on sharp bend
  - Ensure the sign is placed in middle of the road with 2x traffic cones flanking either side. Each cone must have a road lamp placed on top of it, which should be turned on
  - Ensure motorists are sufficiently warned of the closure of a road by placing flood warning and Road Closed Ahead signs along the affected road in advance of the motorist reaching the Road Closed sign / road block.
7. Follow this guidance when taking signs down.

***(Safety at Street Works and Road Works; New Roads and Street Works Act 1991)***