

Community Flood Signage Scheme Policy: Version 3.4

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 and/or to help protect motorists.

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

2. Flood Wardens

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

(N.B Individuals shaded in grey have not yet received the necessary training to take part in the signage scheme)

Name	Address	Telephone No.	Mobile No.	Date Training Completed		
				Water awareness	Risk control / manual handling	Highways on-site
Steve Blagg	3 Harrow Lane, Collingham, NG23 7RX		07484 144930	16/1/24	16/1/24	16/1/24
Sue Gray	Brough House, Stapleford Lane, Brough, NG23 7QD			26/7/22	26/7/22	26/27/22
John Wilson	Vine Farm, High Street Collingham NG23 7LB		07581 101707			
Jane Wilson	Vine Farm, High Street Collingham NG23 7LB		07973 254519			
Rosemary Fabian	Millfields, Low Street, Collingham NG23 7NN		07596 994043	01/03/24	01/03/24	01/03/24
Mark Humble				24/07/24	24/07/24	24/07/24
Harriet Prior						

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John Harrison						
Phil Salathiel	10 The Poppyfields, Collingham, Newark, NG23 7SE		07789 788 005	26/7/22	26/7/22	26/27/22

3. Location details and triggers

The identified signage must only be placed on roadsides when there is a significant risk of flooding to properties due to flooded roads, or risk to motorists. 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):

Triggers (when policy needs to be activated)	Location (where signs need to be set-up)	Agreed Signage
When flood water reaches a depth of 3 inches at Low Street (by All Saints Church)	Low Street - junction Church Lane Closure Point A (see map in Appendix A)	<ul style="list-style-type: none"> • Road Closed sign (including road safety barrier behind road closure)
	On approach to north of road closure	<ul style="list-style-type: none"> • Road Ahead Closed sign • Flood Warning sign
When flood water reaches a depth of 3 inches at Low Street (by All Saints Church)	White Hart Lane – junction with Low Street Closure Point B (see map in Appendix A)	<ul style="list-style-type: none"> • Road Closed Sign (including road safety barrier behind road closure)
	In the area of White Hart Lane – junction with High Street	<ul style="list-style-type: none"> • Road Ahead Closed sign • Flood Warning sign
When flood water reaches a depth of 3 inches at Low Street (by All Saints Church)	Baptist Lane – junction with Low Street Closure Point C (see map in Appendix A)	<ul style="list-style-type: none"> • Road Closed sign (including road safety barrier behind road closure)
	In the area of Baptist Lane – junction with High Street	<ul style="list-style-type: none"> • Road Ahead Closed sign • Flood Warning sign

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Triggers (when policy needs to be activated)	Location (where signs need to be set-up)	Agreed Signage
When flood water reaches a depth of 3 inches at Low Street (by All Saints Church)	Temperance Lane – junction with High Street Closure Point D (see map in Appendix A) <i>(N.B. no room to turn car around down Temperance Lane – therefore closure must be placed at junction with High Street)</i>	<ul style="list-style-type: none"> • Road Closed Sign (including road safety barrier behind road closure)
When Trent Lane/Carlton Ferry begins to flood.	Trent Lane /Carlton Ferry -junction with Low Street Closure Point E (see map in Appendix A)	Road Closed Sign (including road safety barrier behind road closure)/ Flood Warning Sign
When Low Street begins to flood near its junction with Trent Lane	Low Street, junctions of Church Lane and White Hart Lane Closure points A&F	Road Closed Sign (including road safety barrier behind road closure)/ Flood Warning 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 flood water has receded so that Highways can inspect the road surface before opening the closure and can make the necessary arrangements to clear / cleanse the road.

4. Alert Procedure

When the pre-identified triggers have been reached, the Flood Warden must first inform Nottinghamshire County Council Emergency Planning Duty Officer (24/7) before they erect the signage; the duty officer will then alert the necessary NCC Highways / Via 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:
Collingham Fire Station

6. Health & Safety

The designated Flood Wardens are only permitted to erect road signage after the agreed triggers have been met and agreement has been confirmed via Nottinghamshire County Council Emergency Planning / Highways personnel. Flood Wardens can only partake in this scheme upon completing all of the training identified below.

- Manual handling / risk control training
- Flood water awareness/safety training
- On-site road signage Highways training

A record of training attended by the identified Flood Wardens is included in section 2 of this document.

Road closure points must only be established 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.

7. Legal disclaimer

The designated Flood Wardens, named in section 2 of this document, are only permitted to erect road signage after agreement has been confirmed via Nottinghamshire County Council Emergency Planning / Highways personnel, and upon completion of all of the training identified in section 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 during the participation in this scheme should be reported to the Emergency Planning Duty Officer immediately: 0115 977 3674

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 completed log sheet must be sent to the Nottinghamshire County Council Emergency Planning Team.



We will process your personal data in accordance with the **General Data Protection Regulations 2018**. We may share it with other organisations such as Via East Midlands, the Environment Agency, emergency services and local authorities in our administration of this scheme and in response to a flood emergency. For more information about how we manage your personal data please refer to Nottinghamshire County Council's volunteers privacy statement <https://www.nottinghamshire.gov.uk/media/1739600/volunteeringwiththecouncil.pdf>

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.

Print Name:

Signature:

Date:

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:

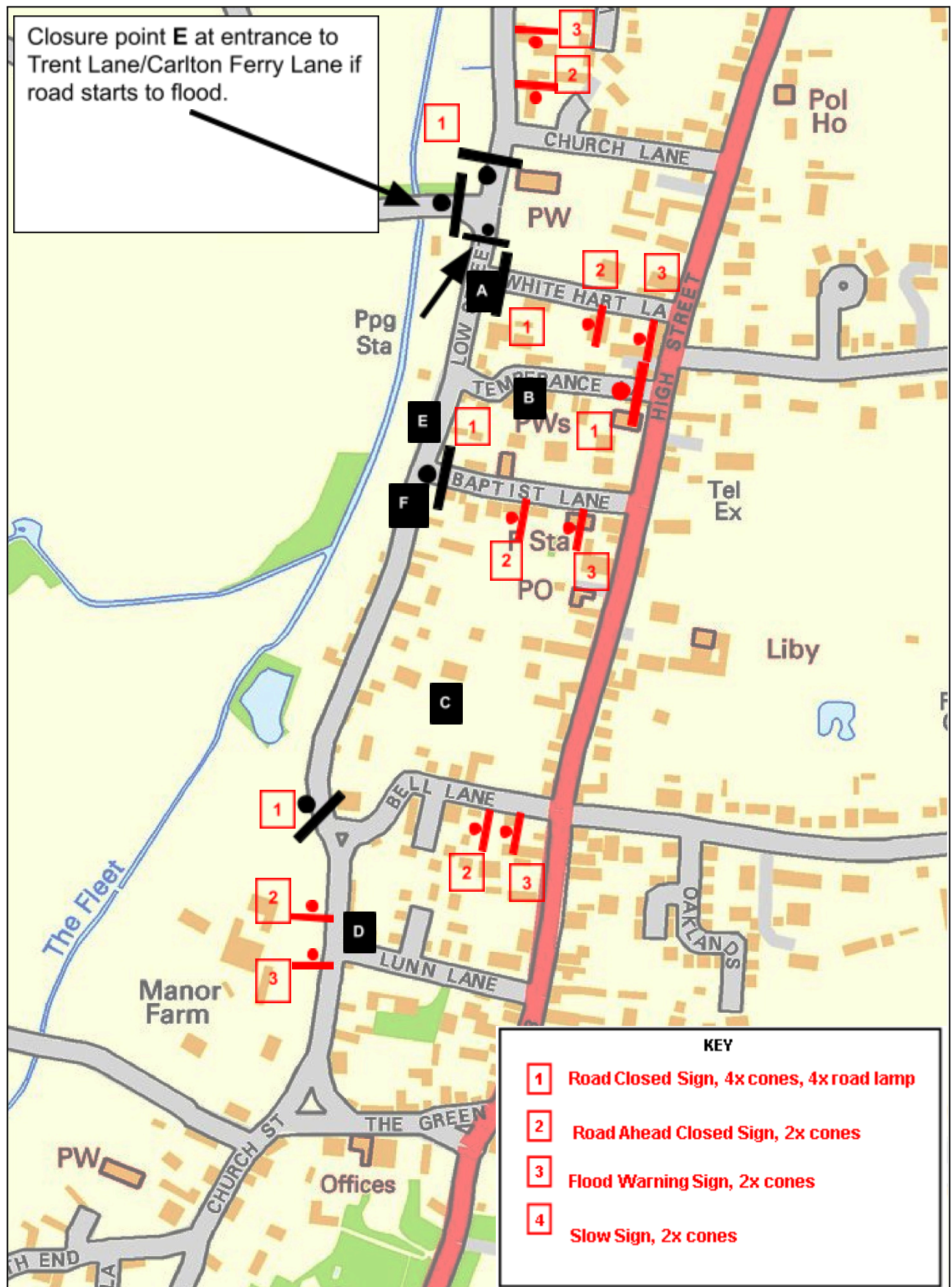
Date:

11.04.2022

Martin Carnaffin on behalf of Gary Wood, Group Manager for Highways

- 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

F45-1: Risk Assessment Record

Operations/Work Activities covered by this assessment:	COLLINGHAM - SETTING OUT OF ROAD CLOSURE, ROAD SAFETY BARRIERS AND WARNING SIGNS AT NOMINATED SITES DURING PERIODS OF SEVERE FLOODING.					
Site Address/Location:	Low Street, Carlton Ferry Lane, Baptist Lane, White Hart Lane, Temperance Lane	Department/Service/Team:		Flood Risk Management		
Assessment Date:	13/9/24					
Authorised By:						
Who Might Be Affected	Employee <input type="checkbox"/>	Contractor <input type="checkbox"/>	Visitor <input type="checkbox"/>	Pupil <input type="checkbox"/>	Volunteers <input checked="" type="checkbox"/>	Member of Public/Third Party <input checked="" type="checkbox"/>
Note: A person specific assessment must be carried out for young persons, pregnant employees and nursing employees						

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Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required/ Action No.
			Li ke li h oo d	Sev erity	R i s k R a t i n g	
1. Traffic – working on or near to public highways	Risk of road traffic collision	<ul style="list-style-type: none"> Only trained volunteers to be utilised for this task Provision of Hi Vis clothing – To be worn at all times during this activity. Long sleeve class 3 Hi vis to be worn on 60mph roads. Volunteers instructed to remain off the highway unless carrying out works which requires access. Volunteers are not to try to manage any other locations other than that specified within the NCC flood signage policy. Be aware of risk associated with blind corners and narrow roads. Wardens not permitted to manage traffic in anyway other than stated in this document through the setting up of road signs. The appropriate road lamps should be set-up on cones at site of road closure signs so they are visible to motorists. 	R	Ma	M	
2. Flood Water – working near to pooling and flowing flood water. Risk of inspection covers becoming dislodged.	Risk of drowning	<ul style="list-style-type: none"> Only trained volunteers to be utilised for this task No volunteer is to enter pooling or flowing flood water. Inspection hole covers are present on site and could be lifted during flooding. Volunteers will not set out the signs if their safety is at risk. Dynamic risk assessment to be carried out. Volunteers should remain at least 2 metres away from flowing flood water especially in areas where the ground is uneven, slippery or poorly lit. No lone working 	R	Ma	M	
3. Road Closure - Setting out and taking down of road signs and road safety barrier	Risk of injury from equipment	<ul style="list-style-type: none"> Only trained volunteers to be utilised for this task Signs to be set out in accordance with NCC's flood signage policy and training Volunteers to wear Hi Vis clothing during the setting out of signs. No lone working 	P	Mi	M	
4. Hygiene – Working near/with water contaminated with biological hazards i.e. Sewage	Risk of disease and prick injury	<ul style="list-style-type: none"> Only trained volunteers to be utilised for this task Volunteers to ensure they maintain good levels of personal hygiene. Smoking, eating and drinking should not be undertaken unless hands have been thoroughly cleaned. Waterproof gloves and clothing are provided within the resilience stores. Volunteers to provide and use hand-sanitiser. 	R	Mi	L	

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Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required/ Action No.
			Li ke li h oo d	Sev erity	R i s k R a t i n g	
		<ul style="list-style-type: none"> Volunteers to be aware of symptoms of water borne diseases such as leptospirosis (wiel's disease). Be aware of the potential presence of sharps and other harmful debris in trash lines. 				
5. Slips, trips and falls – Pooling water, poor visibility, etc may hide obstructions.	Risk of injury	<ul style="list-style-type: none"> Volunteers shall not enter pooling or flowing flood water. 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. No lone working. Appropriate footwear to be worn. Mobile phone to be carried. Torches utilised in poor areas of lighting. 	P	Mi	M	
6. Adverse weather conditions - Poor light, visibility, cold, wet, etc	Risk of hypothermia	<ul style="list-style-type: none"> Only trained volunteers to be utilised for this task Volunteers are instructed to ensure they have appropriate clothing and equipment for the conditions. This should include suitable footwear and waterproof & thermal clothing. Torches will be utilised in areas of poor lighting. No lone working 	R	Ma	M	
7. Manual Handling – Handling of equipment to nominated site	Risk of back injury	<ul style="list-style-type: none"> 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. Resilience stores are provided with 4 wheeled trolleys to remove the need to manually handle large or cumbersome signs over great distances. 	P	Mi	M	
8. Violence – Road users may be aggressive when their route is blocked. There is also a danger that conflict may arise between road users, residents and volunteers if road users do not adhere to the road sign	Volunteers could be assaulted	<ul style="list-style-type: none"> Volunteers instructed not to confront aggressive persons or road users that appear not to adhere to the road block notification. Volunteers instructed to notify the Police of persons who are aggressive or who put others at serious risk. Police presence can be requested via the NCC Emergency Planning Team, as per NCC signage policy 	R	Ma	M	

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Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required/ Action No.
			Li ke lih ood	Sev erity	R i s k R a t i n g	
		<ul style="list-style-type: none"> Volunteers are not permitted to work alone. There must always be at least 2 persons during each set up Volunteers carry their own mobile phones. 				
9. Fatigue – Working unsocial hours and/or for long periods of time	Risk of injury from exhaustion	<ul style="list-style-type: none"> Take regular breaks. If fatigued, take an extended break and let others know. Consider welfare arrangements if needed. No lone working. 	P	Mi	M	
10. Risk of being struck by vehicle/ vehicle failed to stop at closure	Risk of injury from collision with vehicle	<ul style="list-style-type: none"> High vis Class 3 PPE to be worn at all times. Volunteers to be aware of traffic and no lone working. Volunteers are not to obstruct vehicles within the carriageway. Incidents to be reported to NCC. 	P	Ma	M	
Additional Notes						

Control Improvements/Developments				
Action No.	Recommended additional control measures	Responsibility	Target Date	Date Completed
			Click or tap to enter a date.	Click or tap to enter a date.
			Click or tap to enter a date.	Click or tap to enter a date.
			Click or tap to enter a date.	Click or tap to enter a date.

			Click or tap to enter a date.	Click or tap to enter a date.
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Signature of Assessor: J. Wells	Date:13/9/24
Signature of Person Authorising:	Date:

P o t e n t i a l S e v e r i t y o f H a	Major	Medium	High	High
	Minor	Low	Medium	High
	Negligible	Low	Low	Medium

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r m				
		Rare	Possible	Almost Certain
		Likelihood of Harm Occurring		

Definitions

High Take appropriate action within agreed period

Medium Monitor & Review

Review Situation Reviews of this assessment should be reviewed at intervals no greater than 12 months or if there are changes to the procedures, personnel, work environment or following an incident

Review Date	Comments/Amendments	Reviewed By	Signature	Review Date	Comments/Amendments	Reviewed By	Signature
Click or tap to enter a date.				Click or tap to enter a date.			
Click or tap to enter a date.				Click or tap to enter a date.			
Click or tap to enter a date.				Click or tap to enter a date.			
Click or tap to enter a date.				Click or tap to enter a date.			

The following table should be used for all staff to sign and date to confirm that the risk assessment has been read.

Print Name	Signature	Date		Print Name	Signature	Date

Appendix C: Log Sheet**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		

Appendix D: Equipment Inventory

The following equipment has been supplied to the Flood Wardens of Collingham (delivered on 13th December 2014) identified in this document, for use as per procedures detailed in the policy:

Current equipment

6x 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

0x Slow rectangular road signs

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

20x Reflective road lamps & batteries

10 x Road Safety Barriers

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 - Maps 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 - Maps 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 behind Flood Warning / Road Ahead Closed signage, where it is safe to do so. (See Appendix A Maps 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 1.1m 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 side of the sign that is on the road.
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)