

# **GREAT HINTON PARISH COUNCIL EMERGENCY ROAD DIVERSION POLICY**

ADOPTED 2025

## **Background**

The village of Great Hinton is being used as a diversion when flooding occurs on the A361 and the A350 or when an accident closes these roads. This has created a road safety issue when vehicles are re-routed by Sat. Nav. and other agencies. The village's roads are unsuitable for such diversions.

## **Officers**

Chair

Clerk

Volunteer Co-Ordinator (VCO)

All other Councillors.

## **Procedure**

Item	Action	Outcome
1) Clerk to gain permission from all current Councillors to share their personal details with VCO for emergency contact purposes.	Clerk to share with VCO when received.	All Councillors live in the village so emergency points of contact.
2) Trigger for deployment <ul style="list-style-type: none"><li>• TRRO</li><li>• Social Media</li><li>• Weather Forecast</li><li>• Visual occurrence</li><li>• VCO</li></ul>	Agreement to deploy volunteers from <ul style="list-style-type: none"><li>• One Councillor</li><li>• Clerk</li></ul>	<ul style="list-style-type: none"><li>• Clerk to open dated incident file</li></ul>
3) VCO to be notified by Clerk and to deploy volunteers to erect 'unsuitable for diversion' signs	<ul style="list-style-type: none"><li>• Clerk to notify Volunteer Co-Ordinator</li><li>• Clerk to notify Keevil PC Clerk</li><li>• Clerk/Councillor to notify 101</li></ul>	<ul style="list-style-type: none"><li>• Clerk to update incident file</li></ul>
4) VCO to notify Clerk when signs are put away.	<ul style="list-style-type: none"><li>• VCO to notify Clerk of any incidents while signs are in place.</li></ul>	<ul style="list-style-type: none"><li>• Clerk to update incident file.</li><li>• Clerk to report to Chair.</li><li>• Clerk to report to next Parish Council meeting.</li></ul>

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**RISK ASSESSMENT FOR VOLUNTEER DEPLOYMENT OF TEMPORARY 'UNSUITABLE FOR  
DIVERSION' SIGNS FOR GREAT HINTON**

ADOPTED 09.01.2025

<b>Activity</b>	<b>Hazard</b>	<b>Risk</b>	<b>Likelihood</b>	<b>Mitigation</b>
Walking to and from the site	Queuing traffic/traffic attempting to turn	Volunteer being hit by a vehicle	Medium	<p>Wear Hi-viz clothing</p> <p>Exercise care especially in the dark</p> <p>Stay on the verge as much as possible</p> <p>Be aware of the vehicles around you</p>
		Accidental damage to a vehicle	Low	Ensure signs do not make contact with vehicles or cause an obstruction to the highway
		Volunteer being assaulted	Low	<p>Do not put oneself in a position where personal safety is compromised</p> <p>B Be aware of aggressive and difficult people</p> <p>☒ Withdraw rather than face conflict</p>
		Verbal abuse aimed at volunteer	High	<p>Non-confrontational approach</p> <p>Do not respond in like manner</p>

Installation and removal of sign(s)		Injury to volunteer e.g. back, sprains, cuts, limb, hand injuries	Low	<p>Sign to be stood vertical and rear legs pulled back towards body creating a pendulum motion</p> <p>Hands kept clear from pinch point at top of sign</p> <p>Gloves to be worn to minimise risk of nipping</p>
Installation and removal of sandbags	Carrying and placing the sandbags	Injury to volunteer e.g. back, sprains, limb, bacteria	Low	Manual handling guidance. Cuts and grazes washed and covered immediately
<b>Activity</b>	<b>Hazard</b>	<b>Risk</b>	<b>Likelihood</b>	<b>Mitigation</b>
Placing sign(s)	Incorrect placement location	Danger to people and traffic	Low	<p>Comply with any relevant Highways Authority's advice and briefing guidelines for location of signs</p> <p>Signs to be set on the verge, a minimum 450mm away from the edge of the tarmac carriageway</p>
	Signs or volunteer obstructing the highway	Danger to people and traffic	medium	ditto
	Signs blown over in high winds	Person or vehicle struck by, causing obstruction, trips and falls	Medium	Signs weighted down using sandbags as supplied
Presence at the site	Volunteer's aggressive behaviour	Reputational risk to PC	Medium	Non-confrontational approach at all times

				Ensure volunteers attend induction and know what is expected of them. Compliance at all times with any relevant advice and instructions from Highways Authority and from Police
<b>Notes:</b> Volunteer to have mobiles to call 999 if necessary. Defibrillator outside Village Hall main entrance. Nearest MIU is Trowbridge Hospital, Adcroft St, Trowbridge, BA14 8PH, tel 01225 711329. For x-rays out of office hours use RUH Hospital, Combe Park, Bath, BA1 3NG, tel 01225 428331				

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VCO Incident Feedback Report

Date of Incident	Details	Outcomes

VCO Completing form: \_\_\_\_\_

Date of completion: \_\_\_\_\_