

Essex County Council Protocol Covid-19 Measures on the Public Highway

Guidance on the placing of stencilling / tape / stick on / notices / posters



Introduction

This is a protocol identifying the procedure to be followed for placing stencilling/tape/stick on/ notices/poster on or over the public highway during the response to the COVID 19 pandemic.

It will give clear guidance to shop owners, high street management and Borough/City/District/Parish/Town Councils as to what Essex County Council (ECC) as highway authority will accept during these times, when the government are requesting that social distancing is facilitated.

Advertising should not be used on any treatment adopted but a “brand” may be used for example “Chelmsford City” the main purpose is to reinforce social distancing rules and the main priority is to maintain safety and safe distances for all highway users, and keep a 2 metre footway width at all times where possible. The following considerations should be followed:-

Stencilling

- Only used on the footways and not on the live carriageway.
- Stencilling may be used in accordance with this protocol on carriageway redistributed for pedestrian usage.
- No stencilling on drain covers as this may create a slip hazard.
- Maximum size of stencil should be limited to A3.
- Stencilling will not be allowed to promote shops or businesses or to advertise, it is only to remind members of the public of the 2 metre safety distances and in the correct circumstances where to stand if queueing.
- Consider if you want to place stencilling in a conservation area.
- Non-toxic and environmental paints only to be used.
- All colours are acceptable.
- Permanent paints should not be used.
- Risk assessments to be carried out before stencilling is carried out when undertaking the work.
- Works in the public highway should be carried out when pedestrian flow is at its lowest.
- PPE should be worn by operatives and the stencilling carried out in a safe manner.
- Where stencilling is being proposed to define a queue, only 2 markings will be permitted.
- The footway should be more than 1.5 metres in width and clear for queueing system to be implemented.

Prior to marking queueing locations consideration should be given to:-

- The need for Marshalls – these would be via arrangement by the business itself.
- Work with neighbouring premises to develop a plan for queues.
- Avoid creating long queues.
- Queue not to be positioned near live traffic.
- Placing a sign stating ‘do not join the queue’ at the appropriate location
- That all markings in Essex are consistent and in line with the government advice.

Tape/stick on messages

Consideration to be given to the following

- Tape/Stickers are anti-skid.
- When tape/stickers are removed, any damage to the public highway will be repaired/paid for by the organisation that implemented the measures
- Maximum size of sticker should be limited to A3
- If the tape/stickers provide a trip area the relevant council will take full responsibility of the claim.
- Consider if you want to place tape/stickers in a conservation area.
- Risk assessments to be carried out before tape/stickers is carried out when undertaking the work.
- Works in the public highway should be carried out when pedestrian flow is at its lowest
- PPE should be worn by operatives and the tape/stickers installation carried out in a safe manner.
- If tape/stickers is used for queueing purposes it should be a maximum of 2 locations to show pedestrians where to stand only.
- The footway should be more than 1.5 metres in width and clear for queueing stencilling

Prior to marking queueing locations consideration to be given to:-

- Businesses ensuring queue will be managed.
- Work with neighbouring premises to develop a plan for queues.
- Avoid creating long queues.
- Queue not to be positioned near live traffic.
- Placing a sign stating ‘do not join the queue’ at the appropriate location.
- That all markings in Essex are consistent and in line with the government’s advice.

It will be the relevant Councils responsibility to monitor the maintenance of the tape/stick on messages for safety/trip hazards/coming loose/lifting up etc



Notices

Notices will be placed on street lamp columns if:-

- They are no larger than A3
- They are made of a light weight correx
- They are installed with cable ties only
- They are placed parallel to the footway
- That there is no other signage on the street lamp column
- That all notices in Essex are consistent and in line with the government (the one shown above shows how the relevant council are sponsoring it, which allows for advertising)

Under no circumstances can any signage be placed on street lamp columns where it will be closer than 0.45 metres to the kerb edge.

Banners

Unless utilising sites where approval has already been granted then these will not be considered at this time, due to the fixings required and structural surveys of each lamp column that will need to be carried out. Resources need to be prioritised on other easier measures to implement.

Process for Notices and Banners

- Please forward a plan showing what you want to place where (approximately) use a key on the plan for simplicity and make sure the plan has a road name on it, the plan does not have to be to scale
- A list of street light columns being proposed
- Send to: licenses@essexhighways.org
- Once received, Network Assurance will contact Asset Management team with regards of getting consent for all the street light columns
- Once this has been received, applicant will be notified of what street lighting columns are allowed to be used and application passed through to Julian to be placed on a spread sheet

Stencilling and stickers may be installed in accordance with this protocol, and actioned immediately.

