



Somerset Traditional Fingerposts

Maintenance, Repair & Restoration Handbook

Somerset Edition: Version 4
September 2017



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- a) Chapter 7. Wookey fingerpost refurbishment photos added.
- b) Appendix C. The history for Alfred Sheldon extended and footnote 64 corrected.
- c) Appendix E. Additional suppliers added.
- d) Appendix G. Highway Safety Awareness Training Workshop attendance and qualification questions divided.
- e) Appendix L. Notes 1. and 2. amended for additional information on the location and a change to the maximum completion period from 3 months to two weeks.

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- b) Section 4.11 (h). Amended with addition of TM 003a.
- c) Section 7.4. Amended.
- d) Section 9.6. Topographical error corrected.
- e) Appendix B. Type 024 updated.
- f) Appendix D. Third table updated.
- g) Appendix E. Supplier list updated.
- h) Appendix F. Table removed.
- i) Appendix H. TM 003a included in the table.

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- a) Sections 4.7 and 7.2. Text amended.
- b) Section 7.5. Layout amended.
- c) Section 7.10. Additional advice on tamper proof finial fixings added.
- d) Appendix B. Topographical errors in Type 002 and 025 corrected.
- e) Appendix H. Topographical error corrected.

Front cover: Four Ways Cross, Bishop's Lydeard.

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Foreword

Back in the 1960s, councils were advised to remove all fingerposts and replace them with the modern, standardised road signs which can now be found all over the country. In Somerset, this advice was ignored, and I for one am very glad that it was. The result is that Somerset still has a wonderful back catalogue of fingerposts, remaining as iconic landmarks in our countryside and offering a tantalising glimpse into the past. The first part of this handbook explores this rich history and sheds some light on the fascinating story of fingerposts.

Somerset County Council has cared for these unofficial highways signs for more than 60 years, but as our funding from Government continues to fall, it is becoming increasingly difficult to justify spending precious resources on non-mandatory services. Many road signs such as safety and hazard signs are mandatory, but fingerposts are still classed as 'nice to have' rather than essential.

That said, we continue to value the importance of fingerposts as part of our county's heritage. We also know there is great desire from within our local communities to make sure they are preserved for future generations to enjoy. We also know parish councils and community groups have proven extremely adept at mobilising volunteers and are also able to bid for grant funding.

The purpose of this handbook is to provide all the information required so community groups can consider if they would like to help.

The first part, following the history section and our guidance on conservation principles, is our guide to mapping fingerposts. At the moment there is no definitive list of all the fingerposts in Somerset and a key first job is to compile a record of how many there are, where they are located and what condition they are in.

The sections after that provide detailed information for anyone willing to help practically with restoring or maintaining fingerposts. Yes, this does mean an extensive section on health and safety guidance and training, but please don't let this put you off! The main purpose is to protect anyone working on the highway and road users – we'll help you understand what is required to keep yourselves and others safe.

The final sections of this handbook contain practical information for anyone looking to maintain a fingerpost – from how to clean signs without damaging them, to the right colours and paint schemes to reflect how fingerposts have changed over the years. Again, this is exhaustive, but only because we want to make life easy for volunteers while also protecting these historic landmarks.

I hope you find this handbook both interesting and helpful. Working together, I'm sure we can make sure fingerposts remain a permanent fixture for years to come.

Finally, I would like to thank the South West Heritage Trust and Exmoor National Park Authority for their help in pulling this handbook together.

Councillor John Woodman
Cabinet Member for Highways and Transport
Somerset County Council

1.1 Introduction

From the late 19th century cast iron fingerposts developed as part of a new era of mechanical road transport, and became a common feature of the town and countryside. This came to an abrupt end in the mid-1960s when the Government introduced the modernist road signage we are familiar with today, and advised councils to remove all their fingerposts.

Most councils heeded the advice but Somerset County Council was one of a small number of authorities that left them in place. They survive as an important legacy and an integral feature of the Somerset landscape.



An early fingerpost at Tynings Gate on the Mendip Hills. Restored by the Mendip AONB in 2012.

Somerset County Council has cared for the fingerposts as unofficial highway signs for over 60 years and is now looking for a new partnership with town and parish councils, community groups and volunteers to take their guardianship forward.

Below is a short description of the historic development of traditional fingerpost, followed by a step-by-step guide for communities on how to help care for these important local transport and heritage assets.

This document has been produced by Somerset County Council and the South West Heritage Trust and is intended to provide guidance to communities in the modern administrative county of Somerset.¹ Reference is made from time to time to Somerset fingerposts that now lie in neighbouring authorities as they are part of the historic legacy.

¹ The South West Heritage Trust is an independent charity formed in 2014 from the heritage services of Devon and Somerset County Councils. It provides heritage advice and services to Somerset County Council and other organisations.

1.2 Rising Need for Signs

Road signs normally direct travellers or encourage safe passage. Fingerposts are in the first category and are more formally referred to as guide or direction posts.

The history of the fingerpost can be traced to ancient wayside markers, crosses, cairns, standing stones and posts, but the first notable date for the modern fingerpost is 1697.² Legislation was introduced requiring local Justices of the Peace to place markers at remote crossroads to show the way to the nearest town.

The ancient ridge ways, hollow ways and pack horse tracks were often quagmires as parishes were responsible for road upkeep and tended to neglect the long distance routes used by strangers.³ There would be no improvement until the growth of manufacturing in the eighteenth century increased the traffic of raw materials and finished goods on these inadequate roads.⁴ The Government identified turnpike trusts as the means to upgrade the road network without public funding.⁵

From 1766 turnpike trusts had to erect milestones, and from 1773 guide posts; distance and direction being important information for the toll paying traveller and vital for the timetables of the stage coaches.^{6,7}

The introduction of tall posts was in response to the coach and wagon traffic, as posts allowed a driver to see the information without having to stop, get off the vehicles and read often illegible stones.⁸ The posts were likely to have been in timber and, unlike stone and metal milestones, none survive today.

In the mid nineteenth century turnpike trusts folded rapidly under mounting debt and the expansion of the railways. The Highway Act of 1862 placed the responsibility for 'disturnpiked' roads, those that ceased to be maintained by a trust, in the hands of the local



An early 19th century milestone of the Minehead United (turnpike) Trust at Quarme Wood on the A396. Retained alongside a mid 20th century fingerpost.

² Oddy (Undated).

³ Bentley & Murless (1985) pp. 8 to 10.

The Highway Act of 1555 placed the burden of road maintenance on the parish vestry. Parishes were supervised by the Justices of the Peace, who could report a parish to The Court of Quarter Sessions for not fulfilling this duty.

⁴ Somerset County Council (Accessed December 2016).

⁵ A good history on the development of local roads is provide in Hunt and Seeman (1973).

⁶ Bentley & Murless (1985) pp. 8 to 11,

⁷ General Turnpike Act, 1766 and the General Turnpike Act, 1773.

⁸ Murless (2016)

Highway District, and provided compulsory powers for their establishment. A Highway District covered a group of parishes and was governed by a Highway Board. It was a merger of vestry highway responsibilities in an effort to provide more effective administration. This arrangement now covered most parts of Somerset, although Boroughs and towns with a Local Board of Health were exempt from this measure.^{9,10}

From 1878 disturnpiked roads were deemed to be 'main roads' for which half the maintenance expense would be met by the county authority; the Justices of the Peace in Quarter Sessions until 1889, and thereafter the new County Councils or County Borough Councils with full responsibility for the cost.¹¹

Highway Districts and Local Boards continued until they were either superseded by Sanitary Authorities (predecessors in some areas to District Councils) or when their powers were transferred to the new Rural and Urban District Councils established by the 1894 Local Government Act.¹²



An early 19th century W & F Wills fingerpost in Pedwell, on the Taunton Road, Pedwell Hill and Nythe Road junction. Today superseded by a Sheldon foundry cast iron fingerpost opposite the Pedwell Hill turning. The car in the picture is likely to have belonged to the Wills family. Image courtesy of The Wills Collection.

By the late nineteenth century the road network was on the brink of a new era; the

⁹ Bentley and Murless (1985) p12.

¹⁰ Provision for a Highway District was first introduced by the 1835 Highway Act, but on a voluntary basis for rural parishes and uptake was limited. Highway District was governed by a Highway Board.

¹¹ Bentley and Murless (1985) p12.

The Highways and Locomotive (Amendment) Act, 1878.

English county councils and county borough councils were established under the reforms of the Local Government Act, 1888, and came into existence in the following year. Independent county borough councils administered larger municipal areas. The only county borough in Somerset was Bath C.B.C.

¹² Local Boards of Health were replaced by Sanitary Authorities under the 1875 Public Health Act.

dawn of increasing County or County Borough Council control, a rise in mechanical transport (first touring cyclists and then motor cars), and much improved road conditions with the introduction of tarred surfaces from the early 1900s.¹³

Greater speed on unfamiliar roads brought a need for new warning and direction signs. The response came from a mix of organisation, notably local cycling and motoring clubs, the AA and RAC, and County, County Borough, Urban and Rural District Councils.¹⁴

The Axbridge Highway Board minutes of 1880 records an estimate for fingerposts from the Mark iron founder Albert Day being accepted, and a resolution to place an order for ten posts.¹⁵ A cluster of four identical early fingerposts survive in the parishes of the former Axbridge Highway Board, which could relate to this historic document.¹⁶

1.3 Local Design

The rise in the number and variation of new signs provoked increasing government control. A series of acts and regulations in the first half of the 20th century steered the design and appearance of warning and direction signs, and brought a further transfer of control of the local road network from District to County Council.¹⁷

In 1903 the Motor Car Act handed the responsibility for warning signs to County and County Borough Councils. A year later the Government issued a circular establishing four advisory national warning signs, but no guidance was given for the design for direction signs.¹⁸ This remained a local concern; at both County Council and District Council level.

Further archive evidence from the 1913 to 1923 ledger of Albert Day & Co. identifies direction posts still being supplied to the Axbridge Rural District Council, the successor highway authority to the Axbridge Highway Board.¹⁹ Again, a small number of Day foundry fingerposts survive in this area, and these follow a Somerset 'standard' design.²⁰

In 1907 Somerset County Council approved a 'uniform pattern' for all future fingerposts on the 'main roads' under its jurisdiction.²¹ The measure included with

¹³ Bentley & Murless (1985) p. 13. Somerset started surface tarring main roads in 1908.

¹⁴ Urban and Rural District Councils were established under the Local Government Act of 1894.

¹⁵ Murless (2016).

¹⁶ See Appendix B, Reference 001

¹⁷ County councils gained increasing powers as the principal highway authority under the Local Government Act of 1929. They retained control of all main roads, now to be known as 'county roads', and obtained responsibility for all roads in the charge of rural district councils, and all classified roads vested in smaller urban district councils. Urban district councils continued to be responsible for unclassified roads in their areas. Under the Local Government Act of 1972 county council gained responsibility for the remaining roads vested with the former urban district councils.

¹⁸ The four warning signs were: open red hazard triangle; hollow white speed limit ring with the speed limit marked on a plate below; solid white notice diamond with the notice on a plate below; and solid red prohibition disc.

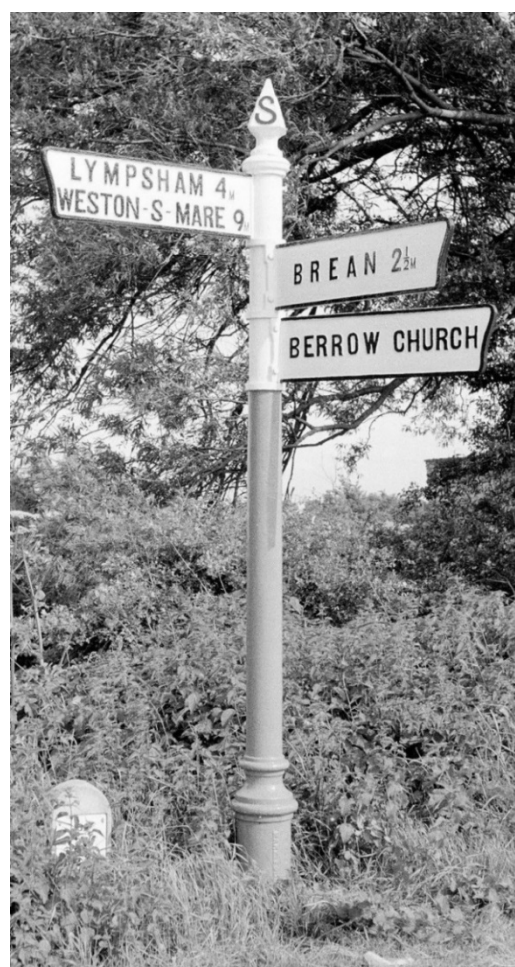
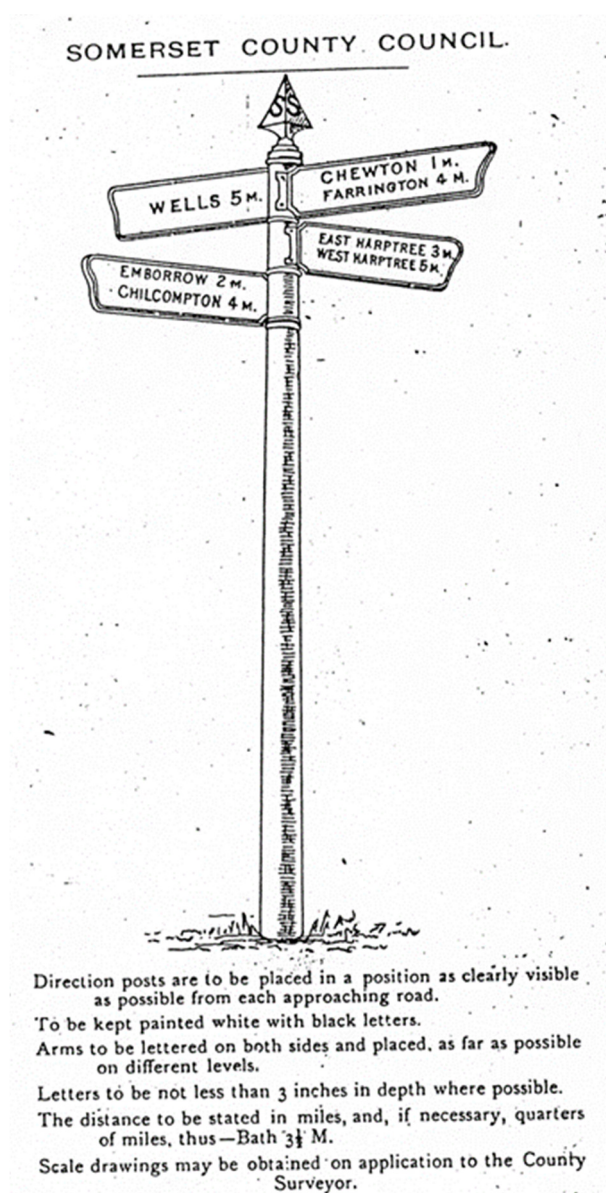
¹⁹ Somerset Industrial Archaeological Society (2014) pp. 12-14.

²⁰ See Appendix B, References 011 and 012.

²¹ Somerset County Council (1906-1908). On 1st January 1907 the Somerset County Council Works Committee recommended adopting a uniform fingerpost pattern, which was recorded as being adopted at the Works Committee meeting of 2nd August 1907.

instructions on placement, colour, position of the arms, size of the letters and the units of measurement.

The cast iron fingerpost was an improvement on the wooden post, as captured occasionally in early photographs and illustrations. Wooden fingerpost posts with pyramid caps are depicted in local scenes by Taunton artist Harry Frier (1849-1921).²² The replacement of wooden posts continued into the 20th century. The 1921 minutes of the County Council Main Roads Sub-Committee reports funding approval for a three-armed post at Hungerford Cross, half a mile south of Washford, “being at the junction of the main road to Wiveliscombe, and the district road to Roadwater”, to replace a broken wooden post for the cost of £20.²³



Left: Drawing of the 1907 'standard' design fingerpost from the Somerset County Council Works Committee Minutes 1907.

Above: A late 19th fingerpost at Berrow. Photographed in 1980 before being lost. Image courtesy of B. Murless.

The variation in the early fingerpost design reflects the numerous iron foundry and engineering workshops across the county. Many had their origins in the smithy shop. They developed in scale and expertise to offer a range of services and

²² Jones (2002) pp. 49 and 101. Bathpool 1890 and Joe Frost 1903.

²³ Somerset County Council (1914-1933). Main Roads Sub-Committee 28th May 1921.

innovative products including iron founder, millwright, industrial plant, agricultural machinery, tools and implements, steam engines, boilers, and early automobiles. Surviving cast iron fingerposts are a rare reminder of the enterprises that enabled the increasing mechanisation of agriculture and local industries in a rural county in the eighteenth and early nineteenth centuries. Further information is included in Appendix C.

1.4 National Control

In 1921 the Government Committee on Traffic Signs reported on both warning and direction signs. Its findings were issued to local authorities in a Ministry of Transport circular with a recommendation to extend the use of traffic signs and to introduce a standard format for direction signs. It also introduced A and B road numbering for Class I and II roads. Somerset County Council's response is recorded in the minutes of its County Works Committee, 21 March 1921:

"The Ministry of Transport has forwarded a Memorandum containing recommendations for the standardisation of road direction posts and warning signs, with illustrations of the type of signs recommended. The Ministry does not at this stage desire to do more than place the scheme before highway authorities with a strong recommendation that the proposed standard forms for direction posts and warning signs should be introduced by them as and when opportunities arise, with due regard to economy, and, in particular, whenever they may propose to erect new direction posts and warning signs on the roads under their control.

We have resolved to adopt the standardised designs for road direction posts and warning signs recommended by the Ministry of Transport for all new signs which may be erected in the future".

All direction posts were to be painted white and to include on the post the name of the authority responsible for its maintenance. The destination names on the arms were to be 2½ or 3 inches high in upper case lettering and on a white background. This legislation is a useful '*terminus post quem*' dating tool as fingerposts embossed with 'SOMERSET' are likely to follow the date of this legislation.

In 1930 the Road Traffic Act granted powers to the Ministry of Transport to secure a uniform system of traffic signs, and in 1933 The Traffic Signs (Size, Colour and Type) Provisional Regulations, enacted under the Road Traffic Act 1930, changed the font and changed the post colour from white to black-and-white stripes.

Fingerpost at Cow Square, Somerton, retaining the post 1930 black-and-white livery.



1.5 Demise and Survival

Following the outbreak of WWII the Ministry of Transport ordered the removal of all direction signs in 1940 with concerns that they would aid an enemy invasion.²⁴ This work was undertaken across the country by councils and motoring organisations.

Two striking images in local history books illustrate the outcome from this order: a pile of timber fingerposts stored in the Somerset County Council Barlynch Quarry, near Dulverton, in 1940; and a cast iron fingerpost stripped of its arms and finial.²⁵ The effect was to baffle British soldiers looking for remote camps and the signs were reportedly reinstated when American troops started to arrive in the west.²⁶ Further information on the impact of the war on the fingerposts would be useful.

After the war Somerset County Council embarked on a programme of renewing the fingerposts. It's unknown when this work commenced but would likely have been constrained by materials shortages. The evidence of the surviving signs suggests that production was undertaken solely by the Sheldon Foundry of Wells.



By the mid 1950s Sheldons employed three men full time producing posts, arms, finials and spacers; all to work time schedules.²⁷ One man could cast five or six arms a day, or one post a day. These were all in the style of the typical Somerset fingerpost (Appendix B, Type 26).

A typical Somerset fingerpost at Elworthy Cross (Appendix B, Type 26); the most prolific of the two familiar patterns.

²⁴ Lawrence (2014) pp. 3 and 4.

²⁵ Hurley (1978) front cover and p. 4. All the fingerposts are of timber with pyramid shaped post tops and ogee tipped arms, and no 'Somerset' indicator.

Hebditch (2005) p. 47.

²⁶ Brown (1999) pp. 33 and 35, and Hebditch (2005) p. 47.

²⁷ Collins (2017). The account of production at the Sheldon's Foundry is from an interview with David Collins of Worth, Wells, former foundry foreman and company owner.

The 'master' patterns for all the components were made in wood, from which a metal pattern would be taken for everyday use.²⁸ These patterns were 1/8th inch per foot larger than the intended casting to allow for shrinkage. Top and bottom moulds were taken from a pattern. They were aligned by dowels, and then bolted together to resist the pressure of the molten metal. Moulds for hollow castings have a bonded sea-sand casting core, held in position by core prints.



*The master pattern from the Sheldon Foundry for the typical Somerset fingerpost finial, and the foundry's pattern for an arm.
Images taken with the permission of D. Collins.*

Three lengths of post were produced: long (with clamped base plate); medium (with integral base); and short (with the base as the medium post).²⁹ Three sizes of arms were also produced. Chevron points were added at the time of casting to the square ended mould. The chevrons were sometimes left off to reduce the length. Aluminium letters were tacked to the wooden pattern board at the time of casting.

Production at Wells was to be curtailed by Government intervention. In 1963 the Worboys Committee was established to review the 1933 regulations following criticism of the chaotic and old fashioned nature of British road signs. Chaired by Sir Walter Worboys, the Committee produced a handbook setting out a modern standard for UK road signs. It used the new symbols and 'Transport' typeface developed by graphic designers Jock Kinneir and Margaret Calvert.

The 1964 Traffic Sign Regulations enacted the Worboys Committee recommendations. Existing traffic signs had to be replaced and the erection of new cast iron fingerposts was no longer permitted. Local authorities were encouraged to remove their existing posts, although not compulsory.

²⁸ Collins (2017).

²⁹ Collins (2017).

Most counties did remove their fingerposts but a few did not, notably Cumberland, Dorset, Sussex and Somerset. Somerset compromised by painting the posts mid-grey to conform to the new colour standard.

In 1963 Somerset County Council had estimated that the cost for the new Worboys traffic signs would be £300,000 over five years.³⁰ Perhaps replacing the fingerposts was a cost the County Council was unwilling to bear, or to see its post war investment in direction signage removed.

A survey by the Devon Roads Museum in 1998 suggested that Somerset had the widest distribution of surviving fingerposts in the country. A number were removed from Trunk and classified roads in the 1990s following ambiguous Government instructions on the removal of pre-Worboys directional signs.³¹ By 2005 the Department of Transport 'Traffic Advisory Leaflet 6/05: Traditional Direction Sign' gave clear support: *"all surviving traditional fingerpost direction signs should be retained in situ and maintained on a regular basis"*.



Surviving fingerposts in Devon, Dorset and Cornwall in distinct county styles.

A recent GIS count of the 'GP' (Guide Post) annotation on the modern OS suggests that approximately 2000 fingerposts survive in the historic county of Somerset, with around 1700 of these in the modern administrative county.

There are at least 11 distinct patterns of fingerpost surviving in Somerset, plus miscellaneous variations in post, arm or finial. Most of this variation is from a small number of early fingerposts. The majority are of two similar patterns with a tapered post embossed with 'SOMERSET', pointed or square tipped arms separated by collars, and capped by a pyramidal finial embossed with 'SCC' (see Appendix B).

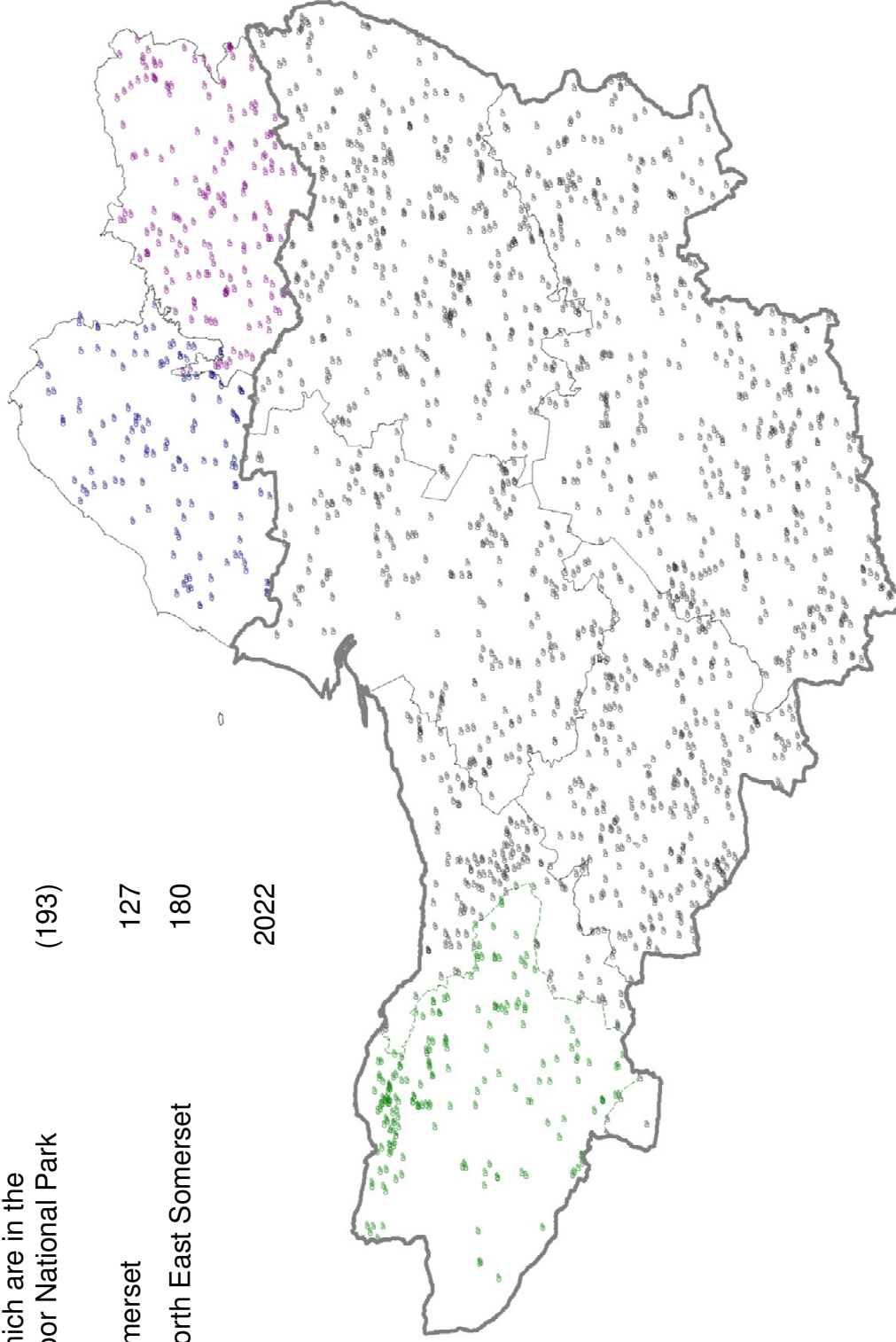
There are seven 'listed' fingerposts recorded for the administrative county of Somerset but of these only three survive.³²

³⁰ Somerset County Council (1956-64). Minutes of the Traffic Signs Sub-Committee 25th November 1963.

³¹ Local Transport Note 1/94 and the Traffic Signs Manual 1997, Chapter 7, sections 3.3 and 7.13.

³² A 'listed' building or structure is judged to be of national importance in terms of its architectural or historic interest and is placed on the National Heritage List for England. Inclusion on the list protects the fingerpost from unauthorised removal or alteration. The three surviving listed fingerposts in the administrative county of Somerset are at Chapel Allerton, South Petherton and Hardington Moor.

Somerset	1715
Of which are in the Exmoor National Park	(193)
North Somerset	127
Bath & North East Somerset	180
TOTAL	2022



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Estimated number and distribution of historic Somerset fingerposts using the GP (Guide Post) annotation in the Ordnance Survey.

2. Conservation Guidance

2.1 Conservation Principles

Conserving Somerset's fingerposts for future generations requires wise action; normally the 'least bad' or the 'minimal effective' action.³³ There is a set of well-practiced 'Conservation Principles' to guide this action and to help provide peace of mind that the best care is being provided.³⁴ The following key 'principles' should be considered when reviewing survey results and considering what maintenance, repair or restoration work to undertake.

2.2 Minimum Intervention

Ensure the works are kept to the minimum required in order to stabilise the fingerpost and maintain it as a functioning sign. This avoids unnecessary alteration or replacement and the erosion of the post's authenticity.

2.3 Like-for-Like

When repairs are necessary they should be undertaken on a 'like-for-like' basis. The materials and techniques already deployed are proven to work, will be compatible and harmonious with each other, and be truthful to the fingerpost's original construction.

2.4 Reversibility

Repairs and new additions should be 'reversible' to ensure that any mistakes can be rectified and long-term damage avoided.

2.5 Research, Analysis & Recording

The Conservation Principles are underpinned by research, analysis and recording.

The condition, age, rarity, and importance of a fingerpost can be identified by using the site survey method described in Chapter 3. and the identification guide in Appendix B, through reference to the local Historic Environment Record and from local knowledge and research. It is then possible to weigh up the impact of any works on the fingerpost's character and integrity.

It's important to secure a record of the condition of the fingerpost and of the works undertaken. This will provide invaluable help to future generations on the authenticity of the fingerpost and success of the repairs. Much of this will also be achieved with the survey method in Chapter 3. Additional information can be deposited with the local Historic Environment Record via the following contacts:³⁵

Exmoor HER email address:	her@exmoor-nationalpark.gov.uk
Somerset HER email address:	historicenvironment@swheritage.org.uk

A discrete date can also be included on any new components as a tangible and permanent site record (see section 7.6).

³³ Fileden, B (1998) p. 6.

³⁴ Brereton, C (1995) p. 1 to 6.

³⁵ For Somerset signs outside of the administrative county of Somerset please contact the local HER via:

BaNES HER email address:	archaeology@bathnes.gov.uk
North Somerset HER email address:	Daniel.Smith@n-somerset.gov.uk

3. Fingerpost Survey

3.1 Survey Method

The first step in caring for the fingerposts is to record their location, type and condition. Local communities are requested to capture this information before embarking on any maintenance, repair or restoration works.

A digital recording app is in place for the fingerpost surveys. This was initially developed in 2015/16 by the Exmoor National Park Authority as part of the Exmoor Historic Signpost Project. It enables an accurate understanding of the type and condition of each fingerpost and an overview of Somerset's fingerpost heritage.

3.2 e-Survey App

Please adopt the 'Somerset Fingerpost e-Survey' delivered through the Device Magic Mobile Forms application (app), which can be downloaded to any good smart phone or tablet running an Android, iOS or Blackberry operating system (Windows Phone is under development).

The app allows data to be collected in-the-field even when there is no internet connection. The data is temporarily saved on the device's memory and uploaded when an internet connection is established.

The e-Survey aims to capture a description of each fingerpost by means of a sequential questionnaire. The questions follow the relative position of each component on a fingerpost reading from top to bottom.

3.3 Requesting the e-Survey App

The Somerset Fingerpost e-Survey is obtained by contacting your local Somerset County Council Traffic Engineer via the following e-mail: Fingerposts@somerset.gov.uk.

Please provide your name, contact details, the parish or community body you represent, the area you wish to survey, and an email address or mobile phone number to which the e-Survey registration can be sent. For the email or mobile number option, choose whichever is relevant to the device you will be using for the survey.

On receipt of your request the Somerset County Council administrator will register your email address as a 'destination' for the Somerset Fingerpost e-Survey Form. You will receive an email or text message from 'Device Magic Support' inviting you to download the app and to join the 'Somerset County Council Mobile Forms account'. Please allow a week for this registration.

3.4 Downloading the e-Survey App

Open the email from Device Magic Support using the phone or tablet you intend to use for the survey. The email will point you towards step-by-step instructions on how to download the Device Magic Mobile Forms app and how to register to receive the Somerset Fingerpost e-Survey Form. It will also include an organisation 'key' reference number. Make a note of this key and follow the instructions.

The following is a commentary on these instructions using an iOS (Apple) device at the time of writing. Android users may experience different instructions, and periodic upgrades to the app may also alter the wording and sequence.

Click 'Download Your App'. This will take you to the App Store and invite you to download the 'Mobile Forms' app (size 18 MB). Skip any payment options. There is no cost for this app.

Click the 'Get' button. Click the 'Install' button. Click the 'Open' button.

The message box 'Forms would like to send you notifications' will appear. Click 'OK'.

The app has now been downloaded and you will see a 'Welcome' page. Click 'Sign into an Existing Team'.

Enter your name and the organisation key. For your name please use the name of your parish or community group as it will appear in the headings of your returned e-Survey forms and this will make managing the submissions easier for the County Council administrator. The name will also appear on shared public data.

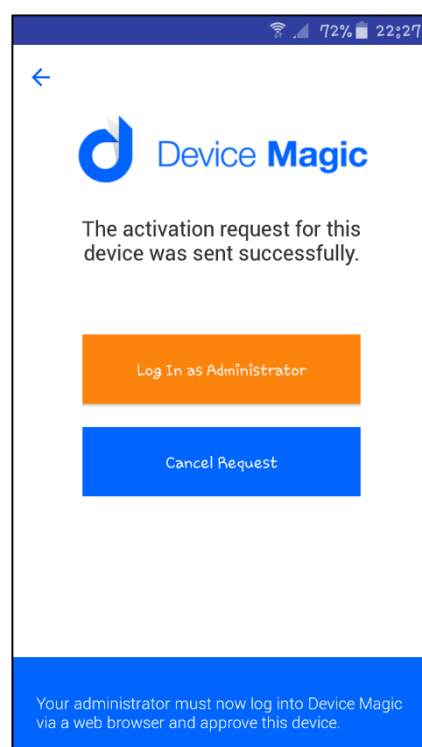
Click 'Join My Team'.

An activation request for your device will then be sent to the Somerset County Council administrator for approval.

A final message box will appear confirming that 'The activation request for this device was sent successfully', and asking you to either 'Log In as Administrator' or 'Cancel Request'.

Choose to Cancel Request and return to your home screen, where you will see the Device Magic 'Forms' app icon.

Once approved, the e-Survey Form will be ready for use. The County Council is limited to the number of devices that can be registered for the e-Survey Form at any one time and will manage the time allocated for each community group to complete its surveys. You will receive an email from the County Council to inform you that your device has been approved and the period for which the e-Survey Form will be active on your device.



3.5 Survey Equipment

For the survey you will require as a minimum the following equipment:

- Android, Apple or Blackberry smart phone or tablet with embodied GPS, compass and camera functions. Try to use a high specification smart phone or tablet.
- Downloaded, registered and approved Somerset Fingerpost e-Survey form.

- High visibility jacket or tabard and other equipment required by your Risk Assessment.
- A tape measure.
- This handbook.

3.6 **Completing the e-Survey App Form**

Below is a guide for surveying the fingerposts and completing the e-Survey form in the order the questions appear. Open the app and click on the Somerset Fingerpost e-Survey form to start the survey.

Name of Post	Use the 'free text' box to enter the name of the post. This will either be the name displayed on a fingerpost location collar, the name of the junction or crossing on the Ordnance Survey map, or as it is known locally. If unknown, please leave blank.
Parish	Select the name of the Civil Parish from the drop down list in which the fingerpost is located. If unknown please select 'unknown'.
Location	The Ordnance Survey National Grid Reference will automatically be entered from your phone or tablet's built in GPS. Completed e-surveys need to be uploaded alongside the fingerpost to provide the correct location.
Six Figure NGR	This box is only to be used if your phone or tablet's GPS is not working. Manually enter a six figure National Grid Reference, which can be obtained from an OS map. If this is not possible then please add a brief description.
General Condition	<p>Select any of the letter codes from the drop down list that describe the overall condition of the fingerpost. Multiple answers allowed. Additional information can be added in the 'Notes' box towards the end of the survey.</p> <ul style="list-style-type: none"> A No defects: intact; clean; and sound paintwork. No works required. B Dirty: coated with dirt or algae. In need of cleaning. C Overgrown: hidden in a hedgerow or other vegetation. Hedge trimming or brush cutting required. D Poor paintwork: loose; flaking; blistering; or powdering paint. Some surface rust or staining. In need of on-site repainting. E Extensive rust: deep corrosion or pitting. Some components need removing for shot blasting & spraying in a workshop. F Lost components: broken or missing components in need of repair or replacement. G Dangerously leaning; requires resetting.

Component Details

This section asks you to record the details of each component on a fingerpost.

Use the 'Add Item' button to add a new record for each component. Start at the top of the fingerpost with the finial and work down. Click on the 'Add Item' button and complete the sub sections: Type; Materials; Colour; Condition; and Text for each component.

Missing components are common and will normally be identified by the lack of logical progression from finial to post, or by a visible section of the spigot (internal pole). The nature of a missing component can often be determined by referring to surviving examples, for instance a space of about 70 mm will suggest a missing spacer collar and that of 180 mm a missing arm.

Android phone screen shot for the Component Details.

Click the 'Done' button on the completion of each added item.

➤ Type

Select the component type from the drop down list (see Appendix A for a fingerpost diagram):

- Finial
- Arm
- Spacer
- Post
- Missing Finial
- Missing Arm
- Missing Spacer

➤ Material

Select the dominant construction material for the component from the drop down list:

- Cast iron (*normal for most components*)
- Cast aluminium (*see section 7.5 for identification*)
- Synthetic (GRP / fiberglass / plastic) (*see Appendix B*)
- Mild steel (*normally for modern Circular Hollow Section posts*)
- Wood
- Other
- Missing

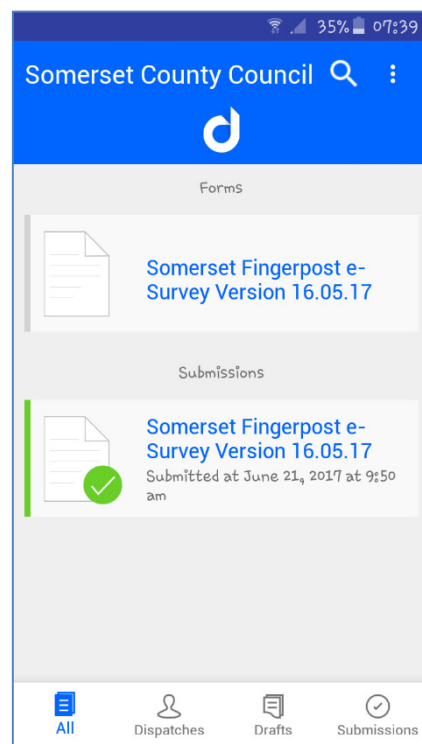
- **Colour** Select the colour(s) of the component from the drop down list (see section 6.7):
- Black-on-White; where black lettering is on a white field
 - White-on-Red; where white lettering is on a red field
 - White-on-Brown; where white lettering is on a brown field
 - White
 - Light Grey
 - Mid Grey
 - Dark Grey / Grey Black
 - Black
 - Red
 - Black and White striped post
 - Other
 - Missing
- **Condition** Select any of the letter codes from the drop down list that describe the condition of the component. Multiple answers allowed.
Additional information can be added in the 'Notes' box towards the end of the survey.
- A** Intact and structurally sound. All maintenance works can be undertaken on site.
 - B** Extensive and deep corrosion. In need of temporary removal for shot blasting & spraying.
 - C** Misaligned or loose component. In need of re-fixing.
 - D** Broken component. In need of repair or replacement.
 - E** Missing component. In need of replacement.
- **Text** Record the text on each component in the free text box. Please use the correct case. Most will be in UPPER CASE but some occasionally in Sentence Case. Below are examples of likely text to be found for each component:
- | | |
|-----------------|--|
| Finial | Administration initial(s), i.e. 'SCC'. |
| Arms | Place names, distances and road numbers. |
| Location Collar | Junction name, area designation, NGR. |
| Post | County name, foundry mark. |
- Notes** A free text box to add any further descriptions or notes for the fingerpost or any of its components, i.e.:
- | | |
|------------|---|
| Fingerpost | The type (see Appendix B).
In need of cleaning.
Overgrown by hedge. |
| Finial | Unusual type (see Appendix B). |
| Arms | Tip shape (square, chevron, ogee – see App. B)
Lipped borders. |

	Lettering	Unusual letter style, e.g. serif text. Letter height.
	Post	Unusual type (see Appendix B). Evidence of an earlier paint scheme.
Site Conditions	These four questions will help with the risk assessments for the later repairs works.	
➤ Weeds	Select 'yes' or 'no' for the presence of any giant hogweed or ragwort on site. If 'yes', please notify Somerset County Council later via the contact details in 9.5.	
➤ Fingerpost height	Measure the height of the fingerpost from ground level to the top of the finial. A wide metal tape measures can be extended upwards for this measurement.	
➤ Distance to road	Measure the shortest distance from the fingerpost to the edge of a road. This will normally be from the tip of an arm.	
➤ Safe place to park	Record the location of a safe place to park and to walk from.	
Context Photo	Add one photo to show the fingerpost with its surroundings. Press the 'Camera' button to switch to the camera mode and the 'Gallery' button to review. Photograph reference numbers are added automatically.	
	CAUTION: Be alert to traffic when taking photographs.	
Elevation Photos	Add one or two full elevation photos of the fingerpost from safe locations.	
Additional Photos	Add close up photos of any interesting details, unusual components, or notable damage or deterioration.	
Name of Recorder	An optional free text box for the name or initials of the recorder. This information will appear on shared public data and does not have to be completed.	
Date	Select the date from the Date Finder button for the day on which the survey is conducted.	
Saving Button	Whilst completing the survey you can save a draft copy by clicking the 'ⓧ' button in the header bar. The draft is saved in your Forms app.	

Completion Button On completion of the survey click the '✓' button and the 'Submit Form' button to upload your submission.

The survey will upload when there is an internet connection and a dated record of a successful submission will appear on the front page of the Forms app.

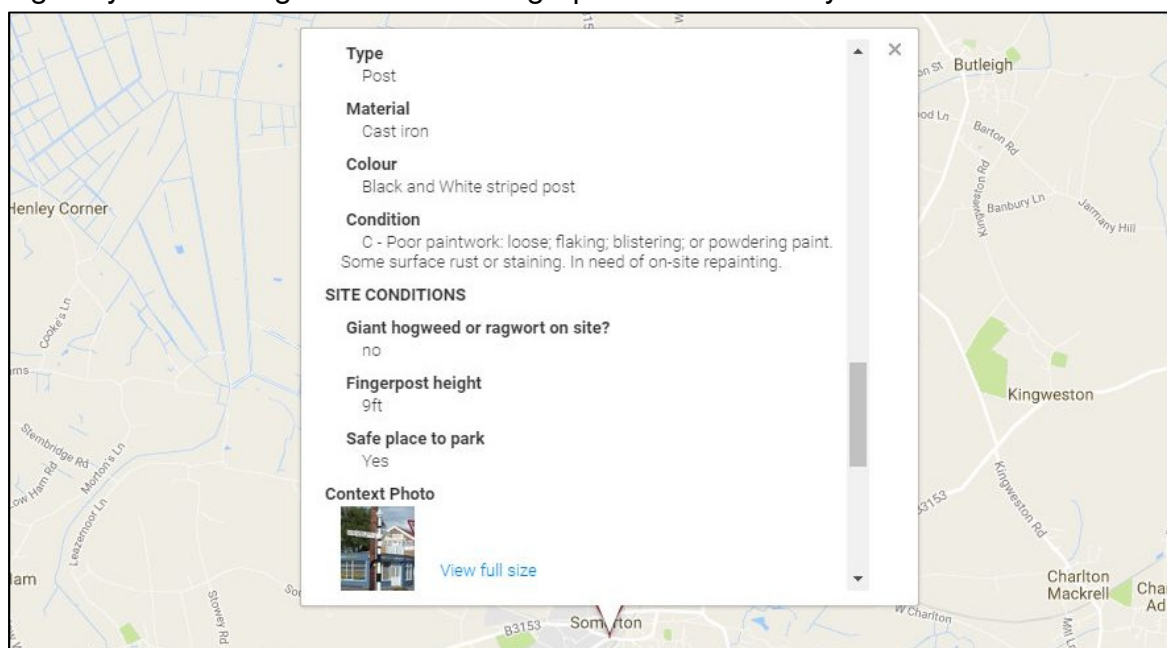
Unfortunately, there is no means to amend or retract a submission. If an e-Survey form is submitted in error, please repeat the survey and include a note in the 'Note' box that the later e-Survey submission supersedes the earlier one. It can then be deleted by the County Council administrator.



3.7 Survey Findings

Once submitted the completed e-Survey form is not retained on the recorder's device but uploaded to a Device Magic 'web store'. This holds all the submissions for the Somerset Fingerpost e-Survey. The survey data is plotted on Google Maps and accessible via an internet link, which the County Council will forward.

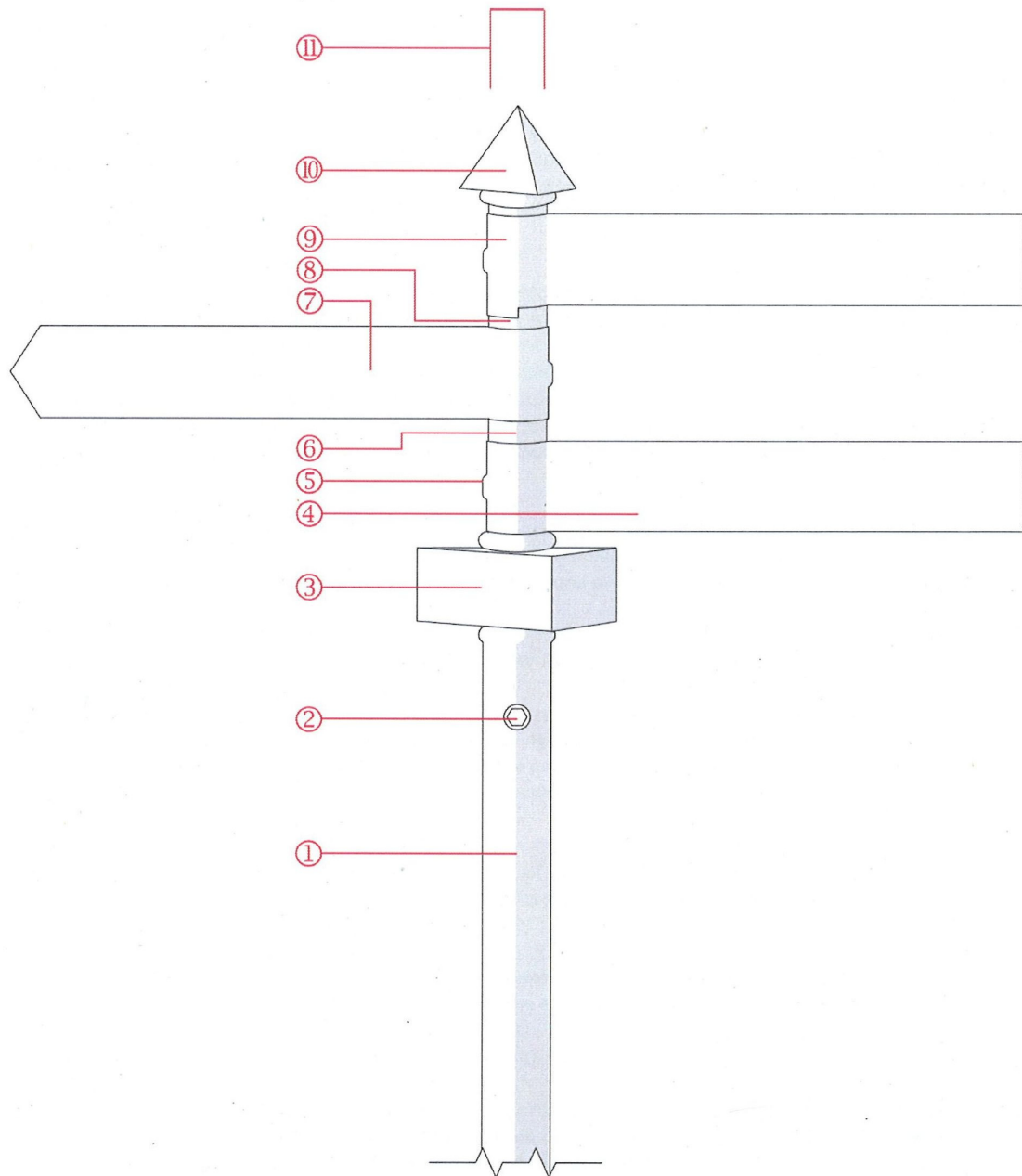
The e-Survey information will help inform the community of the heritage fingerpost assets in its area and what action is required. It will also help assess the overall highway and heritage value of the fingerposts in the county.



Part of an e-Survey submission for a fingerpost in Somerton plotted on Google Maps. Map data © 2017 Google.

3.8 Fingerpost Components and Vocabulary

A diagram of a fingerpost's components and a controlled vocabulary were produced by Richard Anderson, Archaeologist, as part of the 2015/16 Exmoor Historic Signs Project. They are useful tools for identifying and describing parts of a fingerpost. The controlled vocabulary is set out in Appendix A.



- | | | | |
|---|----------------------------|----|-----------------------------------|
| 1 | Post | 7 | Arm or Finger – Chevron tip |
| 2 | Spigot fixing bolt | 8 | Interlocking collar (unusual) |
| 3 | Location collar | 9 | Interlocking collar arm (unusual) |
| 4 | Arm or Finger – Square tip | 10 | Finial |
| 5 | Arm fixing bolt | 11 | Spigot (hidden from view) |
| 6 | Collar | | |

Figure 1: Diagram of a Typical Pre-1964 Somerset Fingerpost
Source: Richard Anderson, Archaeologist.

4. Health and Safety

4.1 Duty of Care

Somerset County Council has a duty to maintain the public highway and a legal responsibility to ensure the safety of both those working on or using the highway. It also has a duty to protect volunteers from risks to their health and safety when undertaking work on behalf of the County Council.³⁶

Somerset County Council has a pro-active approach to health and safety. Its aim is for all persons to “fulfil their potential free from work-related ill-health or injury”.³⁷ This includes taking all reasonable steps to prevent injury and ill health by:

- providing safe and healthy working conditions, equipment and procedures;
- adequately controlling the health and safety risks arising from its activities; and
- ensuring that persons undertaking its activities are competent to do their tasks.

The purpose of this section is to set down when and where town and parish councils or community groups working as volunteers will be permitted to carry out activities within the boundaries of the public highway. It provides information on the levels of experience, training, documentation and qualifications required to maintain safe working within six categories:

Level 1: Surveying at a safe distance from a live footway or carriageway;

Level 2: Working at a safe distance from a live footway or carriageway

Level 3: Surveying within a live footway or carriageway;

Level 4: Working within a live footway or carriageway; and

Level 5: Dismantling or assembling a fingerpost

Level 6: Removing or erecting a fingerpost.



Qualified highway operatives repainting a fingerpost in Winsham in 2012.

³⁶ Health and Safety at Work etc. Act 1974.

³⁷ Somerset County Council (September 2016). Health and Safety Policy HS 001.

4.2 **Level 1: Surveying at a Safe Distance from a Live Footway or Carriageway**

Under this level of working, volunteers will be permitted to survey fingerposts so long as it does not impinge upon users of a live footway or carriageway.

Safety Zone Requirements: A safe working distance is required from the fingerpost to the edge of a live carriageway for the survey to take place without any formal traffic management qualifications. This safety zone is to deter volunteers from obstructing a live carriageway and to help protect volunteers from moving vehicles. Volunteers are to give way to other users of a live footway whilst surveying from a footway.

The safety zones are as follows and as shown in Figure 1:

- a) for all roads with a speed limit of 40 mph or less = a minimum of 0.45 metres from the closest part of the fingerpost to a live carriageway;
- b) for unclassified roads with a speed limit greater than 40mph but where actual traffic speed is 40 mph or less (please speak to your local Somerset County Council Traffic Engineer for guidance) = a minimum of 0.45 metres from the closest part of the fingerpost to a live carriageway; and
- c) for all other roads with a speed limit greater than 40mph = a minimum of 1.2 metres from the closest part of the fingerpost to the live carriageway.

Training and Site Requirements: It is a compulsory requirement for all persons on site to have either undertaken the Somerset County Council Highway Safety Awareness Training Workshop or to hold a SWQR Unit 002 or Sector 12D (T1 & T2) qualification.³⁸

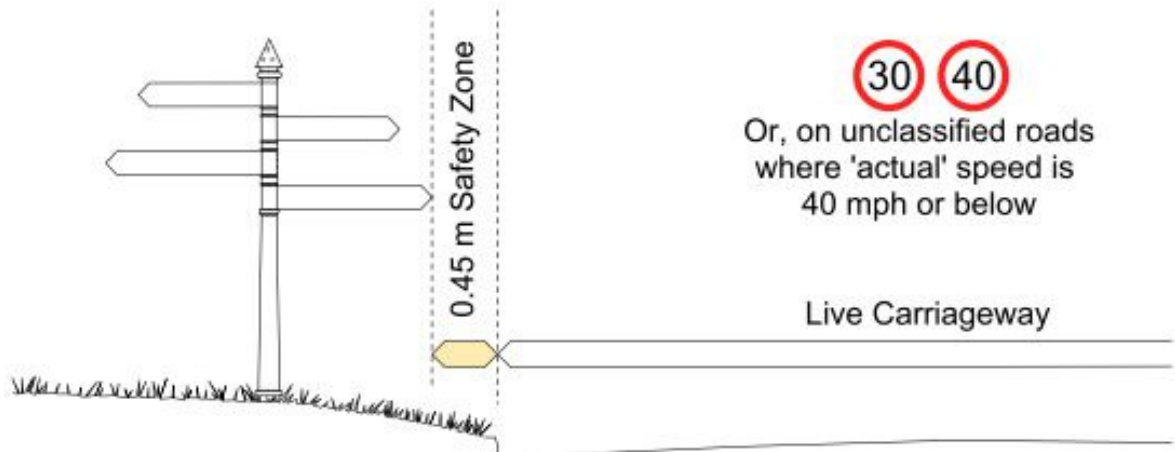
Prior to undertaking a fingerpost survey, all volunteers are to complete and sign the Registration and Medical Declaration Form, and to submit this form to Somerset County Council via the contact details in section 9.6.

Risk assessments must be compiled for the work activities and the fingerpost site. All volunteers need to read these risks assessments before starting the work.

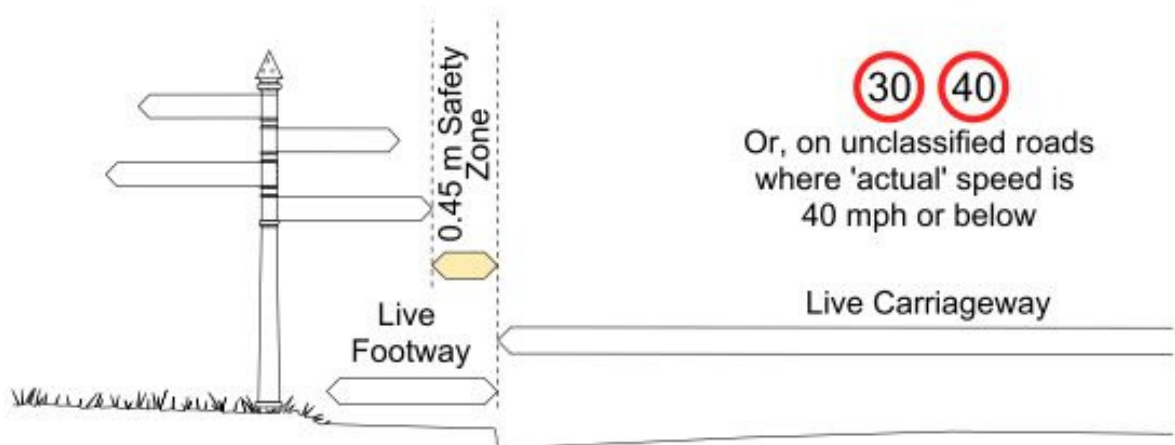
It is advisable to work in pairs to avoid lone working.

³⁸ The Street Works Qualification Register (SWQR) Unit 002: Signing, lighting & guarding, is undertaken as part of the Street Works training and registration for operatives and supervisors working on the highway under the New Roads and Street Works Act 1991.

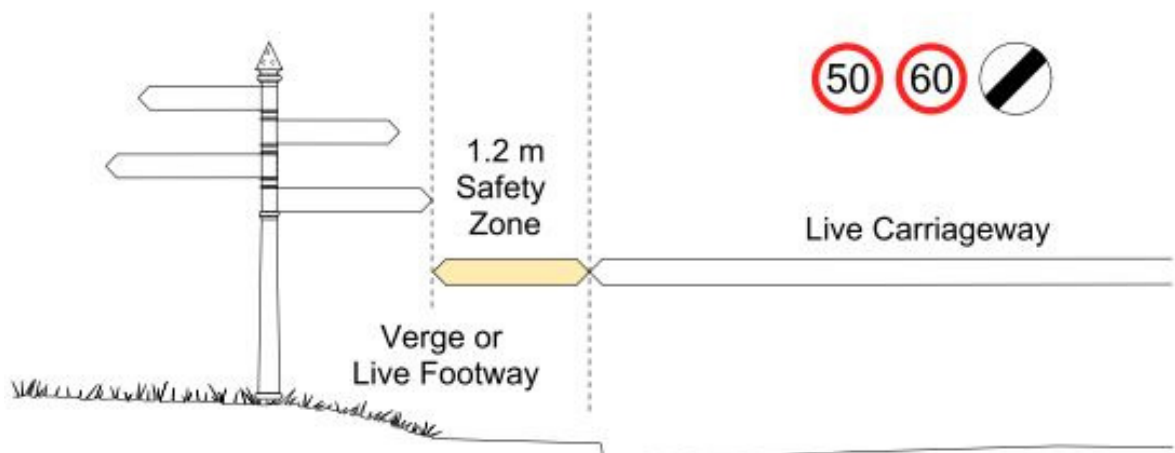
The Sector 12D (T1 & T2) qualification is undertaken by Registered Traffic Management Operatives (RTMOs) involved in mobile and short duration minor works on rural and urban roads.



The minimum Safety Zone for Levels 1(a) and 1(b); surveying alongside a live carriageway with a speed limit, or 'actual' speed, of 40 mph or below.



The minimum Safety Zone for Levels 1(a) and 1(b); surveying alongside a live footway and carriageway with a speed limit, or 'actual' speed, of 40 mph or below.



The minimum Safety Zone for Levels 1(c); surveying alongside a live carriageway with or without a live footway for all roads with a speed limit greater than 40 mph.

Figure 2: Minimum Safety Zones for Levels 1.

4.3 **Level 2: Working at a Safe Distance from a Live Footway or Carriageway**

Under this level of working, volunteers will be permitted to undertake cleaning, vegetation clearance, and repainting activities so long as it does not impinge upon users of a live footway or live carriageway.

Safety Zone Requirements: A safe working distance is required from the fingerpost to the edge of a live footway or carriageway in order for the above activities to take place without any formal traffic management qualifications. This safety zone is to deter volunteers from obstructing a live footway or live carriageway and to help protect volunteers from moving vehicles.

The safety zones are as follows and as shown in Figure 1:

- a) for all roads with a speed limit of 40 mph or less = a minimum of 0.45 metres from the closest part of the fingerpost to a live footway or live carriageway;
- b) for unclassified roads with a speed limit greater than 40mph but where actual traffic speed is 40 mph or less (please speak to your local Somerset County Council Traffic Engineer for guidance) = a minimum of 0.45 metres from the closest part of the fingerpost to a live footway or live carriageway; and
- c) for all other roads with a speed limit greater than 40mph = a minimum of 0.45 metres from the closest part of the fingerpost to a live footway AND a minimum of 1.2 metres from the closest part of the fingerpost to the live carriageway.

Training and Site Requirements: It is a compulsory requirement for all persons on site to have either undertaken the Somerset County Council Highway Safety Awareness Training Workshop or to hold a SWQR Unit 002 or Sector 12D (T1 & T2) qualification.

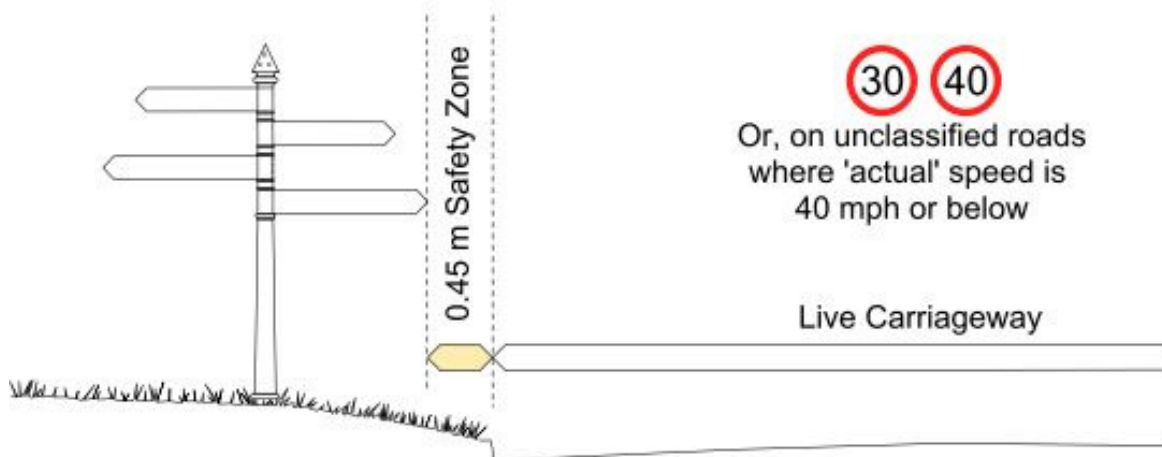
Prior to working on site, all volunteers are to complete and sign the Registration and Medical Declaration Form, and to submit this form to Somerset County Council via the contact details in section 9.6.

Prior to working on site, risk assessments are to be prepared for the planned work activities and for the fingerpost site. Volunteers are to read and sign these risk assessments before starting.

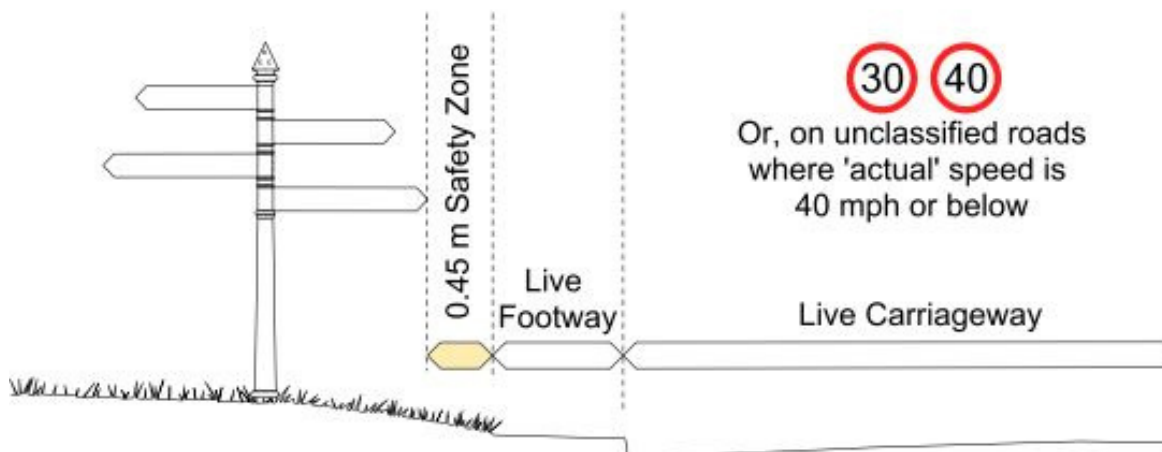
Risk assessments must to be compiled for the work activities and the fingerpost site. All volunteers need to read these risks assessments before starting the work.

Prior to working on site, a Section 171 Licence for 'Fingerpost Restoration Work' is to be submitted to Somerset County Council via the contact details in section 9.6.

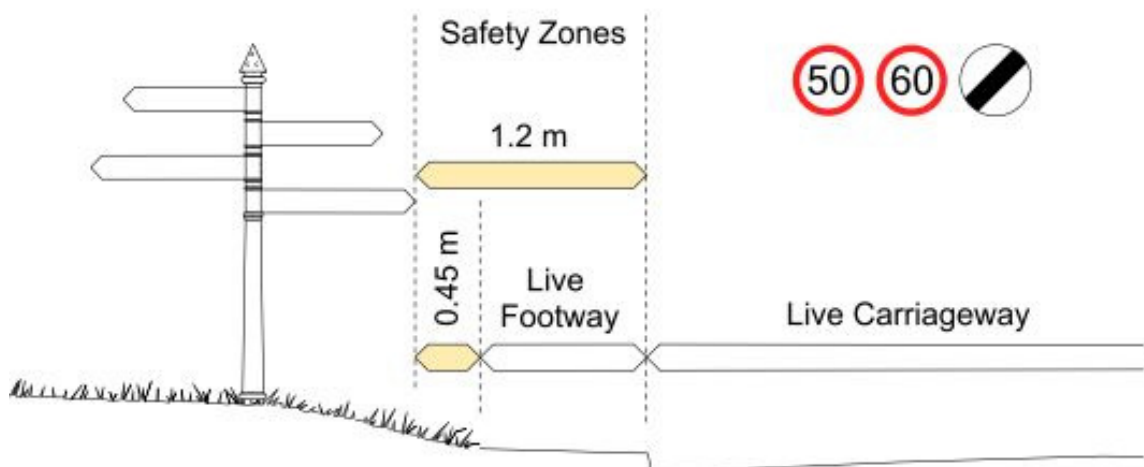
It is advisable to work in pairs to avoid lone working and for support in the event of an accident.



The minimum Safety Zone for Levels 2(a) and 2(b); maintenance activities alongside a live carriageway with a speed limit, or 'actual' speed, of 40 mph or below.



The minimum Safety Zone for Levels 2(a) and 2(b); maintenance activities alongside a live footway with a speed limit, or 'actual' speed, of 40 mph or below.



The minimum Safety Zones for Level 2(c); maintenance activities alongside a live footway and carriageway for all roads with a speed limit greater than 40 mph.

Figure 3: Minimum Safety Zones for Level 2.

4.4 **Level 3: Surveying within a Live Footway or Carriageway**

Under this level of working, volunteers will be permitted to survey fingerposts where the safety zones outlined in Level 1 are not present, where this activity might affect people using a live footway or carriageway, provided they work as a minimum in pairs.

Training and Site Requirements: It is a compulsory requirement for all persons on site to have either undertaken the Somerset County Council Highway Safety Awareness Training Workshop or to hold a SWQR Unit 002 or Sector 12D (T1 & T2) qualification.

Prior to undertaking a fingerpost survey, all volunteers are to complete and sign the Registration and Medical Declaration Form, and to submit this form to Somerset County Council via the contact details in section 9.6.

Risk assessments must be compiled for the work activities and the fingerpost site. All volunteers need to read these risks assessments before starting the work.

Volunteers must work as a minimum in pairs, with one acting in the capacity as watchman/lookout while the other carries out the survey.

4.5 **Level 4: Working within a Live Footway or Carriageway**

Under this level of working, volunteers will be permitted to undertake cleaning, vegetation clearance, and painting activities where the safe working zones outlined in Level 2 are not present, if they are under the control of an accredited highway supervisor.

In these situations the works could affect users of a live footway or carriageway, and would require temporary traffic management measures to make the highway safe for volunteers and road users.

Training and Site Requirements: It is a compulsory requirement for at least one persons on site to hold one of the following qualifications:

- a) SWQR Unit 002 – Signing, lighting & guarding; or
- b) Sector 12D (T1 & T2) qualification (Chapter 8 training).

It is also a compulsory requirement for all other persons on site to have undertaken the Somerset County Council Highway Safety Awareness Training Workshop.

Prior to working on site, all volunteers are to complete and sign the Registration and Medical Declaration Form and to submit this form to Somerset County Council via the contact details in section 9.6.

Risk assessments must be compiled for the work activities and the fingerpost site. All volunteers need to read these risks assessments before starting the work.

Prior to working on site, a Section 171 Licence for 'Fingerpost Restoration Work' is to be submitted to Somerset County Council via the contact details in section 9.6.

Volunteers must work as a minimum in pairs, with one acting in the capacity as watchman/lookout while the other carries out the work.

All associated temporary signage placed on the highway to advise road users that work activities are taking place must be installed by the SWQR/ Sector 12D qualified person.

Community volunteers can consider buying in the services of an accredited highway contractor to undertake the works or to provide an accredited person on site.

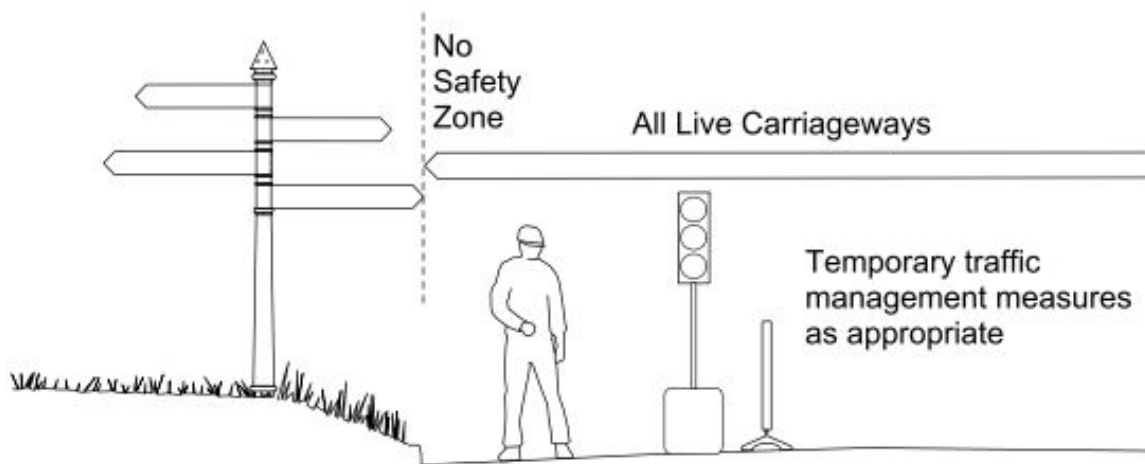


Figure 4. Requirements for Level 4 where the safety zones are not present.

4.6 **Level 5: Dismantling or Assembling a Fingerpost**

This level of working includes removing, adding or re-assembling the heavy cast iron finials or arms of a fingerpost, invariably at height. This work can only be carried out by a competent contractor with appropriate experience, safe working systems, full risk assessments, and a minimum public liability cover of £5 million.

Training and Site Requirements: Where this work is at a safe distance from a live footway or carriageway the safety zone, training and site requirements of Level 2 shall apply. Where this work is within a live footway or carriageway the training and site requirements of Level 4 shall apply.

When submitting the Section 171 Licence for Fingerpost Restoration Work, add the name of the contractor under the heading 'Name of persons undertaking the work' and include documents to demonstrate what the contractor meets the stated requirements. This will be verified by the local Somerset County Council Traffic Engineer.

4.7 **Level 6: Removing or Erecting a Fingerpost**

This level of working includes any breaking up of the ground and handling heavy cast iron posts, invariably with lifting equipment. This work can only be carried out by highway contractors with appropriately qualified Operatives and Supervisors and a minimum public liability cover of £5 million.

Training and Site Requirements: The highway contractor's staff must have the appropriate SWQR (Streetworks Qualification Register) Operative and Supervisor qualifications.

Prior to working on site, a Section 171 Licence for 'Fingerpost Restoration Work' is to be submitted to Somerset County Council via the contact details in section 9.6.

4.8 Highway Safety Awareness Training Workshops

Somerset County Council will, from time to time, provide a half-day Highway Safety Awareness Training Workshop for town and parish councils and community volunteers. We advise three persons from each organisation to attend. The workshop will conclude with a short assessment to enable competence to be certified.

To enrol on a workshop please contact Somerset County Council via the contact details in section 9.5. Please let the County Council know if you have any individual requirements for the venue or assessment, i.e. extra time for the assessment or access provision.

4.9 Registration and Medical Declaration Form

All volunteers are required to complete and sign a Registration and Medical Declaration Form and to submit this form to Somerset County Council via the contact details in section 9.6. A copy of this form can be found in Appendix G.

The purpose of the form is:

- a) to maintain a record of volunteer training or appropriate highway qualifications;
- b) to maintain a record of emergency contact details;
- c) to identify any health problems or disabilities that may make the proposed activities difficult or unsafe for you or others; and
- d) to assess what reasonable adjustments can be made to enable you to work if you have a health problem or disability.

The questionnaire is designed so that you do not have to give any confidential details about your health. The form needs to be completed on an annual basis or on any change of circumstance. The information will be managed in line with the County Council's data protection policies and 'Retention of Health and Safety Records' policy.

Please return the Declaration Form at or after the training workshop and before working on the highway. If you have a SWQR or Sector 12D qualification, please include a copy of your certificate or card.

4.10 Health and Safety Risk Assessments

In addition to safe working on the highway, there are other serious health and safety considerations to address. Each fingerpost, its site, and the chosen work activities will present their own set of potential risks. These are to be identified and controlled through health and safety risk assessments.

A risk assessment is a careful examination of what could cause people harm, and what reasonable precautions or control measures are required to establish safe systems of working.

4.11 Generic Risk Assessments

The following list covers the recurrent risks associated with the fingerposts, their sites and the range of permitted work activities. Under each risk in the list is a reference to a generic risk assessment, which are detailed in Appendix H. These

can be used if they are relevant to your project. The list is not exhaustive and additional risk assessments will need to be prepared for the site conditions and activity risks not covered.

- a) Being hit by moving traffic, including safe parking, walking to the fingerpost, and working alongside traffic on a public highway.
 - TM 008 – Parking Vehicles On & Working Alongside Public Highways V1.
- b) Working at height; including falls from access equipment, falling objects, and the safe use of ladders, step ladders and trestles.
 - TM 002 - Use of A-Frame Ladders & Step Ladders V1.
- c) Manually handling heavy components, equipment and materials.
 - TM 013 - Manual Handling V1.
- d) Use of powered equipment (petrol or electrical), and working alongside powered equipment.
 - TM 006 - Use of Powered Hand Tools V1.
 - TM 004 - Use of Brush cutters and Strimmers V1.
 - TM 016 - Use of Powered Pressure Washers V1.
- e) Inhalation of toxic metals and dust. Airborne dust will arise from the use of abrasive paper or powered sanders with the risk of respiratory disease from inhalation. Lead paint can be inhaled as dust from the use of abrasive paper, or as fumes from heat guns, resulting in lead poisoning. Somerset County Council does not specify lead based paints but underlying layers of earlier paint applied before the early 1960s may contain high levels of lead. Lead was not prohibited from mainstream paint until 1992.
 - TM 015 – Inhalation of Dust & Lead Paint from Use of Abrasive Paper V1.
- f) Use of strong chemicals; including paint, paint stripper and cleaning fluids.
 - TM 014 – Use of Strong Chemicals V1.
- g) Adverse site conditions, including: exposure to the sun's ultraviolet (UV) light; discarded litter; uneven, steep or wet ground; untidy tools, cables and other site kit; unstable boundary features; available daylight hours; and abuse from bystanders.
 - TM 005 - Discovery of Sharps Needles and Drugs Paraphernalia V1.
 - TM 007 – Threatening Behaviour, Verbal and/or Physical Abuse & Dangerous Sites V1.
 - TM 009 – Working Near or Close to Steep Gradients & Inclines V1.
 - TM 010 – Weather V1.
 - TM 012 – Trips & Falls V1

h) Interaction with fauna and flora, including: noxious plants; bee, wasp and other insect bites; and animal borne pathogens. This also includes blood borne viruses from tick and insect bite, e.g. Lyme disease; and faecal/urine transmitted viruses from rodents and livestock, e.g. E. coli, Leptospirosis.

- TM 001 – Lyme Disease & Weil's Disease V1.
- TM 003 – Livestock, Dogs, Poisonous/Toxic Plants, Stings & Bites
- TM 003a - Picture Gallery of Poisonous and Toxic Plants

i) Lone survey work.

- TM 011 – Lone Working V1.

4.12 Initial Risk Assessment

Compiling the risk assessments requires a degree of prior knowledge about the fingerpost and its location. This can be obtained from local knowledge, viewing Google Street View or from a passenger 'windscreen' drive-by survey.

Issues to consider include: junction complexity and visibility; proximity to an outside bend; traffic speed; peak traffic times; available day light hours; place to park and drop-off tools; safe walking route to the fingerpost; distance from the live carriageway or footway; adjacent vegetation growth; ground conditions; and the general condition of the fingerpost.

The photos and notes from the e-survey will greatly help with preparing the risk assessments for the maintenance and repair activities.

4.13 Dynamic Risk Assessments

A 'dynamic risk assessment' is a useful tool to help cope with changing circumstances, unforeseen hazards, and surprise events. They provide a framework to guide persons on how to respond to events and maintain safe systems of working.

They can take the form of a summary card or quick reference sheet, carried on site. Dynamic risk assessment cards for various events are included in Appendix H.

4.14 Producing a New Risk Assessment

When a new risk assessment is required it should cover six steps:³⁹

- 1) Identify the hazards; what could go wrong?
- 2) Who might be harmed and how?
- 3) Evaluate the risks: how likely is it to go wrong; and how serious would it be?
- 4) Decide on the precautions: what can be done to help stop it going wrong?
- 5) Record your findings as a Risk Assessment and implement them.
- 6) Review your Risk Assessment: check that your plans are working and update if necessary.

Risk assessments need to be proportionate to the risks involved and to demonstrate that the issues have been considered and recorded. A risk matrix is

³⁹ Somerset County Council (March 2015) and HSE (2014). Guidance steps taken from the Somerset County Council Risk Assessment Manual and the Health and Safety Executive's five steps to a risk assessment.

used to help score a 'risk rating', as included in Appendix I. Advice on producing risk assessments will be covered in the Somerset County Council Highway Safety Awareness Training Workshop.

4.15 Managing the Risk Assessments

Preparing, compiling, distributing and monitoring the risk assessments for each project will require a 'co-ordinator'. This person will have attended the Highway Safety Awareness Training Workshop.

Copies of the project risk assessments are to be held by the parish or town council, or community group. They should not be sent to Somerset County Council.

All persons planning to undertake any of the project activities will need to read all the risk assessments and sign to confirm that they have read and understood them. A means to record compliance with this requirement is to use a record sheet of the type in Appendix J.

The risk assessments need to be available on site at all times.

4.16 Personal Protective Equipment and First Aid Kit

Some of the control measures in the risk assessments require the wearing of suitable personal protective equipment (PPE). The type and standard will be identified in the risk assessments.

A first aid kit will also be required on site at all times. This should conform to BS 8599-1: Workplace First Aid Kits. A PPE and first aid kit check list can be found in Appendix K.

Your PPE and BS 8599-1 compliant first aid kits can be bought from a building merchants or tool and hardware outlet, or can be loaned from a central stock held by Somerset County Council. Loaned items can be collected from one of the County Council's Area Highway Offices from Monday to Friday during normal office hours. Please arrange by contacting Somerset County Council via the contact details in section 9.5.

4.17 Section 171 Licence for Fingerpost Restoration Work

Every fingerpost location will require an application to Somerset County Council for permission to work on the public highway. This is known as a Section 171 Licence. The County Council has adapted its standard form for community fingerpost activities and has waived the fee. A copy of the adapted Section 171 form is included in Appendix L and should be returned to Somerset County Council via the contact details in section 9.6.

4.18 Incident, Accident and Near Miss Reporting

Any incidents involving actual or potential harm to volunteers must be reported to Somerset County Council. Incident reporting allows others to be made aware of a risk and for practices to be modified to achieve a safe working environment.

Incidents, accidents and near misses are to be reported using the European Education Consultants Ltd. (EEC) Data Collection Form, which can be found in Appendix M.

Please complete parts 1 to 7 and then forward the form to Somerset County Council Traffic for an incident investigation, completion of part 8, and data input. The completed Data Collection Form is to be sent to Somerset County Council via the contact details in section 9.6.

4.19 **Insurance**

Somerset County Council will cover the public liability and employer's liability insurance for the voluntary maintenance, repair and restoration activities providing it is undertaken in accordance with the County Council's advice.

The County Council will not provide any other form of insurance cover for the maintenance, repair and restoration activities, which must be undertaken at the volunteer's own risk. So, for example, any damage to one's own person, property or vehicle would not be covered. If vehicles are to be used (e.g. farmers using tractors) then they must ensure that the vehicle is suitably insured for such activity. If in doubt, owners should check with the vehicle's insurer.

If a community group considers that further insurance cover is required, then this should be sought from its own insurance company. Any queries on this matter can be directed to the County Council Insurance Team via the 'fingerposts@Somerset.gov.uk' email.

5. Cleaning and Vegetation

5.1 Removing Dirt

Wash with water (preferably warm from a flask), mild detergent, cloths and stiff bristled brushes. Household dishwashing or bathroom liquids are suitable. Rinse with clean water from top-to-bottom before any soapy water has a chance to dry.

Many of the fingerposts are tall and long handled brushes are useful for reaching arms and finials above head height.

5.2 Removing Algae

Fingerposts often have a light green coating of algae, especially those in damp and shaded locations. This can be removed with an application of oxygen bleach (sodium percarbonate) an environmentally friendly bleaching agent capable of killing mildew and algae. It is available as laundry bleach and is often referred to as 'all fabric bleach'.

Dissolve 60g of powder per litre of warm water or as per manufacturer's instruction. Apply the solution to the surface with a hand-pump spray. Leave for 10 minutes and avoid letting it dry on the surface. Scrub the surface with a stiff brush and rinse from top-to-bottom with clean water.

When using a hand-pump wear safety goggles and consider the wind direction to prevent the bleach mist blowing into your eyes.

5.3 Pressure Washing

Portable pressure washers offer a fast and easy means to clean fingerposts.⁴⁰ They also enable high elements to be cleaned from the ground, but care needs to be taken to avoid removing sound paintwork. Flaking and chalking paint will be removed with surface dirt but algae and mildew will need to be loosened by hand.

Use a portable washer which has a variable jet spray, or nozzle attachments, and a detergent tank or soak dispenser. Start by testing a small area with a 40° nozzle (wide spray). This should be sufficient to remove normal surface dirt. Point the nozzle towards the ground for the initial jet of water and include a mild detergent. Avoid blasting water into the joints.

Move to a 25° (all round) or 15° nozzle for stubborn dirt or to reach higher components, first testing a small area. Zero to 15° (near parallel) nozzle jets will likely be too strong and could damage sound paintwork. Rinse with clean water from top-to-bottom before the detergent has time to dry on the surface.

Be mindful of muddy conditions underfoot and avoid excess water on the carriageway during icy weather conditions.

5.4 Vegetation Clearance

Fingerposts commonly become obscured by boundary hedges and other vegetation. They are then at risk of being accidentally hit and severely damaged by hedge flails.

⁴⁰ Mobile petrol driven pressure washers can be hired from a tool hire centre and cordless electric pressure washers are on the market.

Using hand shears and secateurs, cut back an overgrowing hedge from around the fingerpost whilst maintaining its shape and with the prior permission of the landowner. Hedge trimmers and chainsaws are not permitted.

Scrub from around the base of a fingerpost can be cleared with hand tools, a brushcutter or strimmer.



A late 19th century fingerpost disappearing behind ivy and brambles, and vulnerable to hedge cutting activities. Mark moor.

6. Re-Painting

6.1 On-Site Removal of Paint and Rust by Hand

It is important to remove failed paintwork before re-painting, but this work needs to be kept to a minimum for both conservation and safety considerations.

Aim to retain well adhered paintwork as this is an established protective coat, is a good surface for over-painting, and preserves a record of previous paint schemes. Furthermore, paint removal is a difficult and time consuming exercise and it is wise to minimise working time alongside a live carriageway.

Do remove any loose, flaking or blistering paint. Any pimples, runs, drips or areas of excessive build-up can also be removed if they disfigure the appearance of the fingerpost, but bear in mind that small defects are unlikely to be discernible from a few metres away. Use a brass wire brush, scraper, and picking tools for this work.

It's also important to remove all areas of rust as this provides a poor 'key' and will stain new paintwork. Methods for loosening and removing rust include applying a strong detergent solution or baking soda and scrubbing, applying a commercial rust removal product (this is different from rust inhibitor) with a neutral pH to avoid dulling surrounding paintwork, or sanding with abrasive paper or emery cloth.

Record evidence of any earlier paint schemes visible under recent coats of paint.

Extended guidance is available in The Milestone Society's Guidance Notes, which can be accessed via the 'Conservation Guidance' tab on its website at www.milestonesociety.co.uk.⁴¹



Before and after photos of refurbishment work by the Cheddon Fitzpaine lengthsman in 2017.

Photos courtesy of Cheddon Fitzpaine Parish Council.

⁴¹ Rosevear, A. (2009) section 5.2, and Rosevear, A. (2010).

6.2 On and Off Site Shot Blasting

Shot blasting is an efficient method of removing paint and rust, and for providing a clean surface for a new paint covering to adhere to. It can also reduce the working time required adjacent to a live carriageway.

However, it comes with serious drawbacks. Shot blasting can blunt the definition of any raised lettering or mouldings. It removes all evidence of historic paint layers. The shot blasted surface must be primed immediately as otherwise it will rust very quickly. The full benefits of shot blasting will not be realised without removing it, or its components, from site for a paint shop application of a durable paint system. Dismantling can be difficult and exposes the fingerpost to accidental damage.

Shot blasting is only appropriate where successive layers of paint have masked the detail of the lettering or mouldings, where there is extensive rust damage or failure of the paint covering, or where there are valid health and safety benefits.

It must be undertaken by an appropriately experienced shot blasting company. The components should be blast cleaned to Sa 2.5 (near-white blast cleaning grade). A visual inspection of the bare metal should be undertaken for hair line cracks and other damage. Arrange for an immediate application of a coat of zinc rich primer.

6.3 On-Site Overcoating

On-site painting (overcoating) is undertaken with a single-pack paint.⁴² It has a relatively short service life (3 to 7 years) before a further coat is required, but is ideal for on-site refurbishment. It has the advantages of being simple to use, fast drying, achieves good adherence to existing paint coatings, and is readily available.

Before applying a coat of paint lightly roughen the surface of the existing paintwork with abrasive paper or emery cloth to help achieve a good key, and feather the edges to any areas of bare metal. Thoroughly wash and degrease the surface with a mild detergent and rinse with clean water.

Ensure the fingerpost is dry. 'Spot' treat any areas of bare metal with a rust inhibitor primer even if it appears rust free, and the same for areas of inaccessible rust. Readily available rust inhibitor products include:

- Fertan rust convertor;
- Jenolite rust converter;
- Kurust rust paint; and
- Owatrol Oil rust inhibitor.

Prime the bare metal areas with a coat of zinc phosphate primer. Numerous brands are available.

The existing paintwork and primed surfaces are now ready for the topcoat. Recent overcoating of Somerset fingerposts have been undertaken with Teamac and

⁴² A 'single pack' or 'single component' paint is one that does not need a hardener added to it. It is applied straight from the tin and allowed to dry hard.

Hammerite paints. Both are industrial alkyd metal paints, that are typically hard wearing, resistant to outdoor variations in temperature, and have a glossy finish.⁴³

The following products are alkyd metal paints, are available from retail, trade or on-line paint suppliers and would all be suitable:

- Blackfiar Quick Drying Metal Paint (black, white, light and mid grey);
- Hammerite Metal Paint Smooth Finish (black, white, mid grey and red);
- Teamac Metalcote Plant Enamel (black, white, greys and reds); and
- Tractol T329 Enamel Plant Paint (black, white, greys and reds).

Apply a minimum of two coats on existing paintwork and a minimum of three coats for newly primed areas. Undertake painting when weather conditions are between 8 to 25 degrees and below 85% relative humidity. The months of November to February are unlikely to be suitable. Apply in calm conditions to avoid wind-blown dust. Follow the manufacturer's instructions on curing times and successive coat.

Extended guidance is available in The Milestone Society's 'Guidance Note on painting cast iron waymarkers', which can be accessed via the 'Conservation Guidance' tab on its website at www.milestonesociety.co.uk.⁴⁴



Tins of metal paint on the shelves of a Bridgwater store.

6.4 Off-Site Recoating

Removing a fingerpost or any of its components for shot blasting and full paint shop recoating offers a long service life (10 to 25 years) but with heritage and practical drawbacks.

Dismantling or lifting a fingerpost can result in damage to the fixings and the fracture of heavy and relatively brittle cast iron components. They can also go missing. The paint covering will be with a two-pack paint system that requires a clean shot blast surface with all the disadvantages mentioned in section 6.2. Post removal has to be undertaken by an accredited SWQR contractor and the shot blasting and painting by appropriately experienced companies.

A paint shop application of a two pack epoxy paint system should comprise of:

- a) 1 coat zinc rich epoxy primer;
- b) 1 coat MIO (Micaceous Iron Oxide) high build zinc rich paint; and
- c) 2 polyurethane top coats, gloss finish.

⁴³ An alkyd paints include thermoplastic polyester resins as the primary binder and film-forming agent.

⁴⁴ Rosevear, A. (2010).

Allow for rectifying any damaged paint after reinstatement on site.

6.5 Painting of Aluminium Alloy Components

Some recent reproduction arms, finials and spacers have been cast in an aluminium alloy. These alloy components need a different paint regime to cast iron components in order to achieve good adhesion.

Painted alloy castings are visually difficult to distinguish from the traditional ductile iron castings, but when weathered they will often display extensive areas of peeling paint or 'chalking' if the components were ill-prepared before painting. They can otherwise be identified with a magnet as they are nonferrous and will not be magnetic under normal circumstances.

Remove peeling paint and 'chalking' with hand soap and a soft nonferrous scrubbing brush. Sand any adhered paint and exposed bare metal with an abrasive paper, no coarser than P80, and repeat with a finer paper to remove prominent scratches.

Clean again to remove residues and grease from the surface with a pre-paint metal cleaner. Household products are not suitable as they are too weak and include surface 'polisher' chemical. Wear rubber or latex gloves to avoid re-greasing the treated metal surface. Apply a single pack aluminium etch primer to areas of bare metal. This will archive both a physical and chemical bond to the bare metal. Then continue as for ferrous components; apply two coats of an industrial alkyd metal on existing paintwork and three coats for any newly primed metal.

6.6 Painting Lettering and Raised Borders

The embossed letters and numbers on the arms are normally painted black. Apply two coats of an industrial metal alkyd paint. This can be applied with a brush or a stiff mini roller, or dabbed on with a cork or a large coin wrapped in a cloth. The roller and dabbing methods are far quicker.

Several early fingerposts have a raised border to the arms, which are sometimes painted white with the main body of the finger, and in other examples depicted in black. Follow the existing paint scheme.

The posts normally have the 'SOMERSET' identification and a foundry mark. These letters should be painted in a contrasting black or white to the post colour.

Some arms include the road number in a raised bordered box. The raised border should be painted black.

6.7 Paint Schemes

The fingerposts across the county are in a variety of paint schemes reflecting the changes in highway signage regulations, as outlined in the table below. Evidence of the earlier paint scheme is often easy to identify under peeling paint.

A change to the existing paint scheme will require the agreement of Somerset County Council (please see section 8.2) with any of the historic or existing County Council paint schemes considered favourably. The paint scheme should be

appropriate for the age of the post and unusual paint schemes should be continued. A new and unique colour scheme is not ruled out but will require approval.

A small number of fingerposts are painted red. The origin for this is unclear. Transportation routes, sites of gallows and suicide burials have all been suggested. All these explanations would be a continuation of customs for earlier posts.

Period	Component	Colour
1921 to 1933	All components	White
	Lettering	Black
1933 to 1964	Post	Black and white banded (approximately 9 inch bands)
	Arms and finial	White
	Spacers	Black or white
	Lettering & raised borders	Black
1964 to early 21 st century	Post	Teamac Metalcote Machinery (Plant) Enamel Teamac Goosewing Grey 241
	Arms, spacers and finial	White
	Lettering & raised borders	Black
Recent Repainting	Post	Raven (BS 18B29)
	Arms and finial	White
	Spacers	White or Raven
	Location collars	White
	Lettering & raised borders	Black
Red Posts	Post	Red
	Arms, spacers and finial	Red or white
	Lettering & raised borders	Black on white, or white on red

Table 1. Paint Schemes for Somerset Fingerposts.



A white fingerpost at Broadway.



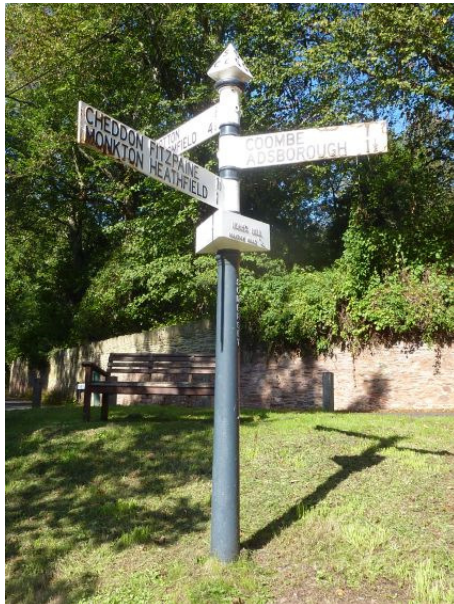
A black-and-white striped post in Hambridge.



A light grey post at Grienton.



A mid grey post near Trull.



A Raven grey post at West Monkton.



A black post near Norton-sub-Hamdon.



A red post near Wambrook.



A red post near Triscombe.

7. Repair and Replacement

7.1 Word of Caution

Where components are missing or beyond repair they will need to be replaced. There may also be opportunities for new components, such as additional place direction arms, tourist destination arms, or location collars.

The addition of replacement or new components brings a higher degree of intervention. The implications of dismantling these structures need to be fully understood and the works carefully planned.

7.2 Dismantling and Removal

Dismantling, lifting or transporting fingerpost components is a hazardous operation. Cast iron is a heavy material, brittle in tension, and may include hidden hairline cracks. Joints must not be forced.

Dismantling should only be undertaken if essential and by a competent contractor. The removal of a post from the ground can only be undertaken by a highway contractor with SWQR accredited staff.

Ensure good handling measures are employed by your contractor, such as strapping, chocking, and wrapping to protect the items during loading and in transit. Store all removed components in a secure place; out of reach from metal and heritage thieves.

The removal of corroded grub bolts can be problematic. Rust can be removed with a wire brush and the fixing soaked with penetrating, easing or lubricant oil. If this is unsuccessful, heat treatment applied by a specialist metal worker may be required.

Any accidental damage to the fingerpost or its components is to be reported to the Somerset County Council Traffic Engineer.

7.3 Repair

The arms and posts are the two components prone to damage; normally from vehicle impact. The damage is often a clean break, although there may be hidden airline cracks, and will require the advice and service of a metalworker familiar with cast iron.



The repair method will either be with a 'cold' repair using plates and fastenings or stitching, or a 'hot' repair with flame welding.

Plate repairs can be seen on older arm repairs. They can be quite crude in appearance, but are 'honest' and 'minimalist' in conservation terms.

Broken arm at Meare Green.

Broken posts were normally repaired with a structural cast iron weld. This approach remains appropriate for post and arm repairs. An experienced cast iron welder will know the specialist requirements for gently pre-heating, edge preparation, filler rods, wrapping for cooling, smoothing of weld burr, etc.

For broken posts consider inserting a galvanised mild steel CHS to provide lateral strength, secured to the post with drilling and tapping, provided this would not interfere with the arm spigot.

Stitching is the traditional means of repairing cast iron. It may be appropriate when the components of early and rare columns require attention.



An arm on the listed Hardington Moor fingerpost: in August 2016 with an early 'strap' repair, in December 2016 following a vehicle collision, and restored in February 2017 following a cast weld repair.

Images two and three courtesy of Hardington Mandeville Parish Council.

7.4 Suppliers

There are numerous companies and individuals providing a range of casting, restoration, painting and highway services. Individual services can be procured for different aspects of the work, or the full range of services procured through a single contractor.

Appendix E has a list of local and national companies known to have worked on traditional fingerposts. The list and services provided is by no means exhaustive. We are keen to hear of local other contactors capable of undertaking relevant services; in particular blacksmiths, foundries, lengthsmen, metalworkers, engineering and paint workshops.

7.5 Materials for New Castings

New and replacement castings can be produced in any of the following metals, but fibreglass or GRP mouldings are not acceptable.

Cast Iron: Replacement iron castings will normally be offered in either grey or ductile iron, both being a type of cast iron with a carbon content greater than 2.1% and a low melting temperature. Grey iron has good compressive strength but is poor in tensile strength and is brittle. Ductile iron was invented in 1948 as an improvement to grey iron with improved tensile and impact properties but at an extra cost.

Cast iron is a ferrous metal and will require a protective paint system to prevent the corrosive effects of moisture on its surface.

Cast Aluminium Alloy: Aluminium casting alloys (suffix LM) typically contain up to about 12% silicon, plus small amounts of copper, magnesium and manganese for increased strength. LM6 and LM25 are the two alloy specifications most commonly used for decorative castings as they have good mechanical, casting, welding and corrosion resistant.

New aluminium castings should be thoroughly cleaned (see section 7.5), or allowed to weather for 6 months, to remove the surface wax and silicon before painting. All aluminium is susceptible to corrosion resulting in a white surface powder, but is less reactive than iron-containing metals. The 'chalking' can be removed with soap and a soft scrubbing brush.



New arms, spacers and finial being cast at the former Dulcote Quarry foundry in 2011.

7.6 **New or Replacement Arms**

The two common types of Somerset fingerpost have either square or chevron (pointed) tipped arm. Square ended arms are thought to belong to an earlier style, and the chevron pointed arms and square ended arms with the bordered road numbers belonging to a later type. It is quite common to see a mix of the different styles on the same post.

The shape of a reproduction casting should replicate the finger it replaces. If it's a new addition it can either follow the style of the other arms on the post or be of the chevron style to indicate that it is a later finger.

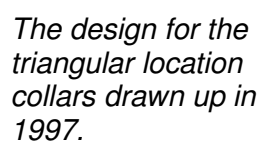
Preserve any historic spellings or quirks in place name text. Spelling mistakes on modern replacements can be corrected if they are known to be recent errors.

The addition of a discrete casting date on all new castings is highly recommended to avoid future confusion between historic and modern castings. The date should be in small embossed numbers for the year of casting and painted the same colour as the main body of the casting.

Brown and white tourist destination finger arms will be permitted so long as they meet the Somerset County Council Brown Tourism Sign Policy.

Additions or amendments to destinations will also be considered. Major routes should feature on the lower arms in accordance with the transport regulations at the time of the fingerpost installation.⁴⁵ Additions or amendments need to be repeated for all follow-on signs, and all need to be agreed with Somerset County Council.

New triangular location name collars have been successfully added to traditional fingerposts in Exmoor and on the Quantock and Mendip Hills to identify historic junction names. Requests to add these collars would be considered favourably by Somerset County Council.



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7.10 Reassembly

The reassembly of fingerpost components needs to be undertaken with care. Cast iron is brittle and will fracture if placed under tension or dropped. Galvanise or grease the internal spigot to limit corrosion.

Ensure the finial has a secure and tamper proof fixing bolt or pin to deter its unauthorised removal. Finials are the most frequently stolen component and their secure fixing prevents the removal of all other components.



Before and after photos of a refurbished fingerpost on the B3139 at Wookey. The work was undertaken by Wookey Parish Council in 2017. Photos courtesy of Wookey Parish Council.

7.11 Redundant Components

Redundant components remain the property of Somerset County Council and will need to be returned to the County Council. Please contact your local Somerset County Council Traffic Engineer via the following e-mail: Fingerposts@somerset.gov.uk.

8. Permissions

8.1 Ownership

Somerset County Council will retain ownership of the fingerpost and in the event of the sign becoming dangerous or a hazard the County Council will arrange for it to be made safe or removed from site.

8.2 Notification and Permissions

All maintenance, repair, restoration or replacement works will need to be discussed and agreed with your local Somerset County Council Traffic Engineer via the contact details in section 9.5.

When an agreement has been reached, a simple Section 171 application will need to be submitted for the correct permission to be in place. The Section 171 form is in Appendix L.

Any alteration to the handful of listed fingerposts will also require an application for listed buildings consent from the local planning authority (see section 9.3).

8.3 Listed and Rare Fingerposts

A small number of early and rare fingerposts are 'listed' in recognition of their national importance in terms of their architectural or historic interest and are placed on the National Heritage List for England (NHLE). Inclusion on the list protects the fingerposts from unauthorised alteration or removal without prior consent from the local planning authority.

There is also a group of fingerposts of similar early age and rarity that escaped listing but are likely to be of national importance or of historic significance in the county context. These will shortly be included on the local Historic Environment Record as locally significant heritage assets and some may be taken forward for listing.

Details of listed and known significant fingerposts are provided in Appendix D. The expectation is that this list will increase from the results of community surveying.

Please contact the South West Heritage Trust if you discover any unusual fingerposts and signs, and for guidance on fingerposts included in Appendix D.: historicenvironment@swheritage.org.uk.

9. Funding & Delivery

9.1 Costs

An approximate guide to costs at the time of publication is provided in Appendix F.

9.2 Funding

Unfortunately, there is no funding available from Somerset County Council to maintain these fingerpost signs.

The Heritage Lottery Fund does have grant programmes aimed at small scale community projects. The likely success of an application to one of these programmes is unknown.

9.3 Sponsorship

Communities may wish to consider obtaining sponsorship for the restoration of these signs. Somerset County Council will be open to how this might be developed but will not wish to see any permanent signage on the fingerposts.

An agreement would need to be in place between the community and Somerset County Council, and the community would be responsible for obtaining all necessary advertisement, highway and grant agreement permissions.

For further details please contact your local Somerset County Council Traffic Engineer via the contact details in section 9.5

9.4 Prioritising

Deciding which fingerpost or fingerposts to select for cleaning, repair or restoration will be influenced by a mix of factors, including:

- health and safety considerations.
- adhering to conservation principles;
- age and rarity;
- importance to road users including walkers, horse riders, cyclists and visitors;
- prominence, including as a landmark at a notable junction or in a settlement;
- part of a series of fingerposts on a prominent route;
- matching works with available funding;
- matching works with the skills of volunteers and contractor(s); and
- ease of access.

9.5 Enquiries

The care and restoration of the traditional fingerposts is under the supervision of Somerset County Council's Traffic Engineers, based in each of the County Council's Area Highway Offices.

For all enquiry about maintaining or repairing your local fingerpost, please contact your local Traffic Engineer via the following e-mail: Fingerposts@somerset.gov.uk.

9.6 Submissions

Some of the procedures in this handbook require forms and other information to be sent to Somerset County Council for approval, notification or record keeping. All the forms are included in the appendices. The County Council wishes to receive these forms via e-mail to the following address: Fingerposts@somerset.gov.uk.

The forms can be printed off from an electronic copy of this handbook or photocopied from a hard copy, completed by hand, and then either scanned or photographed, and the image returned as an e-mail attachment.

If you do not have the facilities to print, scan, photocopy, or to use e-mail, you can visit one of the County Council Area Highway Offices and ask for assistance. The offices are open Monday to Friday during normal office hours.

- West Somerset Area Highways Office
Mart Road Industrial Estate, Minehead, Somerset, TA24 5BJ
- Sedgemoor Area Highways Office
Dunball Industrial Estate, Bridgwater, Somerset, TA6 4TP
- South Somerset Area Highways Office
Mead Avenue, Houndstone Business Park, Yeovil, Somerset, BA22 8RT
- Taunton Deane Area Highways Office
No. 1 The Crescent, Taunton, Somerset, TA1 4DY
- Mendip Area Highway Office
Wells Road, Glastonbury, Somerset BA6 9AS

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