



**ETMS ADVISORY BOOKLET 1**

**GUIDANCE NOTES**  
**FOR**  
**ROAD CLOSURES AND DIVERSIONS**

Version 1.0

**ETMS Advisory Booklet 1**  
**Road Closure with**  
**Diversion**

**ROAD CLOSURE SIGNING**

In Advance of the Closure



At the Point of Closure



**STANDARD DIVERSION SIGNS**

Start of Diversion Route



In Advance of a Junction



At a Junction



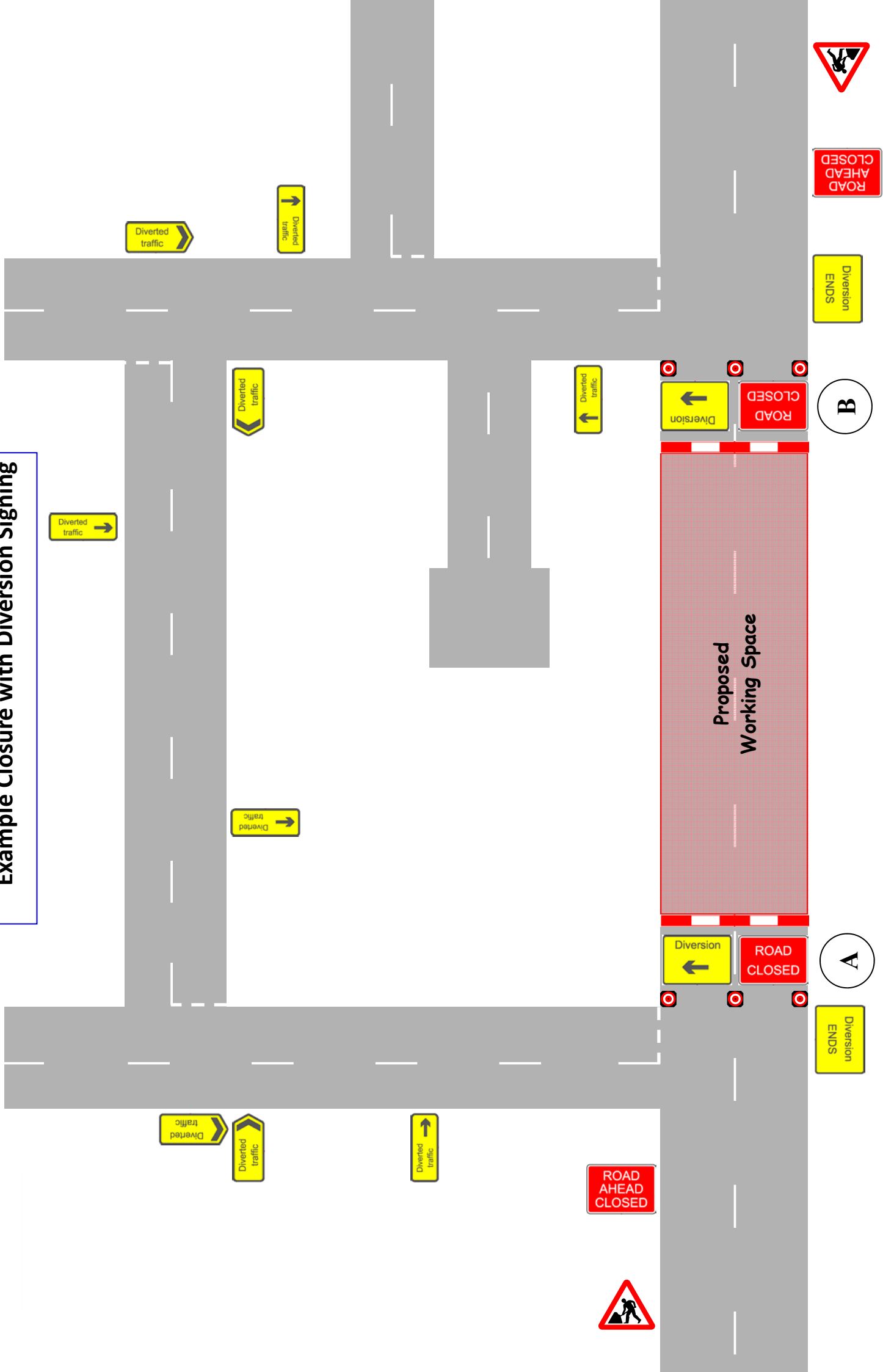
In Advance of a Fork



End of Diversion Route



ETMS Advisory Booklet 1  
Example Closure with Diversion Signing



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## Guidelines for Installation and Removal

### BACKGROUND INFORMATION

Although closing a stretch of road while works are carried out is often the safest option, other factors such as inconvenience to residents and businesses along with the confusion and congestion caused often mean that the closure of roads is only undertaken where other Traffic Management methods cannot be safely employed.

When a stretch of road is to be closed, road users must be provided with an alternative route so a suitable Diversion Route along with appropriate signing must first be agreed with the relevant Highway Authority. A Temporary Traffic Regulation Order (TTRO) must then be obtained from the Highway Authority prior to the closure taking place. This will ensure such things as notification of emergency services.

While Diversion signing is in place, it may be necessary to mask off any conflicting permanent signs in order that road users aren't confused. Before masking any permanent sign, permission must be obtained from the Highway Authority.

Information Boards are required to be erected prior to closing any stretch of public road. These give notice to those using the road regularly as to where and when the closure will take place and for how long.

### INSTALLATION

Diversion Routes only become active when the 'Road Ahead Closed', 'Road Closed' and 'Diversion' signs are erected at each end of the stretch of road to be closed.

'Diversion Ends' signs are required at each end of any diversion route to inform road users that having passed these signs, they are no longer required to follow any Diversion signing.

Intermediate Diversion Signs are those signs positioned between the 'Diversion' and 'Diversion Ends' signs in each direction.

The Golden Rule when installing any Diversion Route is to ensure that the 'Road Works Ahead', Intermediate and 'Diversion Ends' signs are erected **BEFORE** the 'Road Ahead Closed', 'Road Closed' and 'Diversion' signs are erected at the start of the Diversion Route in each direction. Failure to do this will result in motorists being diverted from their intended route without any further instruction and can result in motorists mistakenly travelling many miles in the wrong direction.

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## Guidelines for Installation and Removal

### INSTALLATION (continued)

To differentiate between each end of the closure, in the following text and the example layout (see previous page), these are referred to as 'A' and 'B'.

Having first erected the 'Road Works Ahead', all Intermediate Diversion Signs and 'Diversion Ends' signs proceed to position A at one end of the proposed closure.

Erect the 'Road Ahead Closed' sign in the correct position then, after positioning your vehicle just inside the proposed closure, erect the 'Road Closed' and 'Diversion' signs and cones so that they prevent any further vehicles entering the closure but allow any vehicles within the closure travelling from 'B' to 'A' to exit.

The TM vehicle should now be the last vehicle able to travel through the closure from 'A' to 'B'.

Having arrived at position 'B' the 'Road Ahead Closed' sign should be erected in the correct position before erecting the 'Road Closed' and 'Diversion' signs along with coning to completely close the road at point 'B'.

Completely closing the road at point 'B', will ensure that the TM vehicle will now be the last vehicle able to travel from 'B' to 'A'.

Having driven back through the closure to point 'A' the 'Road Closed', 'Diversion' and coning should be adjusted to completely close the road at point 'A'.

The stretch of road between 'A' and 'B' is now effectively closed and can be handed over to the contractor.

### MAINTENANCE

Guidance for maintenance of Temporary Traffic Management arrangements is provided in the Safe Systems of Work booklet, Working Safely, Section 16.

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## Guidelines for Installation and Removal

### REMOVAL

Prior to removal of any closure, it is essential to confirm with the contractor that it is safe to do so.

Remember that Local Authorities may take advantage of the road being closed to carry out additional work such as litter picking and maintenance, TM companies are not always informed of these activities, so prior to removal check the closed area so that no one is put at risk.

While driving through the closure prior to reopening the road, checks should be carried out to ensure that all work-related debris and equipment has been removed. Remember that it is an offence to leave debris on the "highway" and this includes both the carriageway and the footway.

To remove the closure, drive to point 'A' and readjust the 'Road Closed', 'Diversion' and coning so that access is still prevented but traffic is able to exit the closed area.

Drive to point 'B' and remove the 'Road Closed', 'Diversion' and 'Road Ahead Closed' signing along with any coning.

Drive back to point 'A' and remove the 'Road Closed', 'Diversion' and 'Road Ahead Closed' signs along with any coning.

Remember that once the signing and coning are removed from points 'A' and 'B', there is no diverted traffic so the Intermediate and 'Diversion Ends' signs will be ignored.

The road is now open to traffic from both directions and normal service should be resumed while the Intermediate, 'Diversion Ends' and 'Road Works Ahead' signs are removed.

A final check should be carried out to ensure that ALL items have been removed.

### NOTES

Remember that even when the road is closed, emergency vehicles may require access to deal with accidents, fires and emergencies.

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**Diversion Signs for**  
**Roundabouts**

