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| **Fingerposts and Waymarks**This guide is based on the law, best practice and established local policy. It has been produced to help people who want to create safe and accessible rights of way in Staffordshire. |
| Signposts and waymarks indicate the existence of public rights of way. With clear signage, path users are reassured that they are going in the correct direction and landowners should suffer from less inadvertent trespass. This is particularly important for encouraging inexperienced walkers, cyclists and horse-riders into the countryside. A variety of methods and types of signage can be confusing to the public and a clear and consistent approach is necessary. In Staffordshire there are two main types of signs – fingerposts and waymarks. **Responsibilities*** The County Council has a duty to signpost rights of way where they leave a metalled (i.e. tarmaced) road. The components of a fingerpost – the post and finger/s – can be provided by the Council.
* The County Council has a power to erect signs along rights of way where it is considered necessary to have a signpost or waymark to assist persons unfamiliar with the locality. The Council can provide signpost kits and waymark discs.

**Good Practice – Signposts*** Signposts should normally only be used at the point where a path meets a metalled (i.e. tarmaced) road.
* The finger can be attached to a wooden or metal post, whichever is most appropriate to the location, although the county has very few metal posts.
* Fingers should be positioned 120mm from the top of a timber post and morticed into it. Fingers should be positioned 60mm from the top of a metal post.
* Posts should be dug 30 inches into the ground and secure using post cement.
* Fingers should point accurately in the direction of the path.
* Fingers should be visible from the metalled road and clear of vegetation.
* Signposts should be sited so as not to obstruct the metalled road or right if way, access to services or interfere with maintenance of hedges or the highway verge.
* End plates, marking the expiration of a path, are beneficial but not essential.

**Components of a timber fingerpost*** A 3000mm x 100mm x 100mm, square post with a 4-way weathered top. Directional finger/s.
 | **Good Practice – Waymarks*** Landowners should be consulted before waymarking discs are replaced or new ones added.
* Work from the Rights of Way Definitive Map to waymark routes; do not use an OS map.
* Waymarks must not be attached to private property (e.g. gates and fences) without the landowner’s consent.
* Waymarks must not be attached to trees.
* Old waymarks should be fully removed before new discs are attached.
* Waymarks are 75mm diameter circular discs, with either one-way or two-way directional arrows.
* Waymarking posts should 1400mm above ground and waymark discs placed centrally at around 50mm from the top.
* Waymarks should be routed on all new posts and on furniture where appropriate.
* The number of waymarks should be kept to the minimum necessary to make the route visible but not cluttered.
* Promoted routes such as the Staffordshire Way and Newcastle Way have their own waymark disc design.

**Components of a waymarker*** Post dimensions are 2100mm x 100mm x 100mm
* Posts should have a 4 way weathered top
* Waymark posts should be anchored using 6 inch nails
* Waymark discs should be routed on new posts

**Permissive Paths**A Permissive Path is a path which the landowner allows the public to use, with the intention it should not become a public right of way. Signposts and waymarks on Permissive Paths will not be erected by the County Council unless it is on Council owned land. **Equipment**

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| Chisel  | Post Holer | Spade |
| Screwdriver and screws | Drill and Bits | Personal Protective Equipment |
| Mallet | Panel Saw | Spirit Level |
| Rammer | Post Cement |

**Potential Hazards** Areas of work when installing a stile, which pose a risk include:

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| * Overhead cables
 | * Underground pipes
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| * Manual handling
 | * Sun exposure
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| * Working at heights
 | * Safety in excavation
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| * Slips, trips and falls
 | * Power / Hand tools
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| * Working near/ on the highway
 | * Hand-Arm Vibration Syndrome (HAV)
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| These guides are intended to provide solutions for most situations found on Staffordshire’s rights of way network. They are not comprehensive or exhaustive, and there are situations where other solutions will be more appropriate. If in doubt, or if you would like further advice, please do not hesitate to contact us via rightsofway@staffordshire.gov.uk This leaflet should be read in conjunction with the General Advice Note. |