TRAFFIC MANAGEMENT PLAN GUIDANCE

Introduction

Organisers must consider the traffic management and road safety implications of an event at an early stage by preparing a traffic management plan. It is also recommended that a traffic management plan is prepared for events which do not require a licence. If the traffic management implications have not been addressed or the event poses potentially serious disruption and road safety concerns, then the event may not be allowed to proceed. Clearly it is very important for the Police and the Borough Council to be involved at the earliest opportunity.

Traffic management plans involve a full risk assessment which clearly identifies all risks to the travelling public, participants and employees attending the event. The nature, location and environment of the event may also need to be considered with all risks recorded giving recommendations on how the risks will be managed. A risk assessment is a careful examination of what is likely to cause harm to people, followed by an explanation of managed contingencies to reduce such risks. It is a way of identifying hazards and recording actions taken to reduce the risk. Employers and the self employed have a responsibility under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 to carry out risk assessments. Further information is supplied by the Health and Safety Executive (HSE), website http://www.hse.gov.uk/

A traffic management plan will consider the safe and effective movement of all attendees and organisers and will demonstrate how any additional interference with normal traffic movements are to be minimised.

Wherever possible event organisers are expected to encourage the use of public transport, cycling and walking to their event.

Traffic Management Meeting

Before the event, we strongly recommend that event organisers arrange a traffic management meeting. Those attending usually include:

- event organisers and their traffic management representative
- representative Cheshire East Council
- the Police (Cheshire Constabulary)

Alternatively, after reviewing draft event plans the Council or Police may call a traffic management meeting.

At the meeting the event organisers will:

- brief attendees on the traffic matters relating to the event
- present a draft traffic management plan.

The organisations will:

- give advice on how to minimise traffic disruption and maximise traffic safety.
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- help the event organisers plan the event more effectively and finalise the traffic management plan.

Depending on the size and nature of the event, other organisations may need to attend the meeting, such as

- emergency services
- local special interest groups
- bus operators
- Highways Agency (if the event affects any motorways or trunk roads).

The meeting could be held as part of the Safety Advisory Group meetings, or as a separate meeting.

A meeting after the event can sometimes help promoters highlight measures that worked well, and improve planning at future events.

The Traffic Management Plan must consider the following:

Section 1 – Roads, Public Rights of Way and Bridleways

When planning your Event, you must consider which roads, paths and bridleways may be affected. You are not permitted to close any public roads, paths and bridleways without lawful authority.

Section 2 – Highway Directional Signing

What signs will be used and where?
What will the signs say?
Who will erect and maintain the signs?
What publicity will be used?

Traffic control on the public highway can only be carried out by a Police Officer in uniform. Marshals and Stewards do not have the authority to control traffic on the public highway.

Section 3 – Public Transport

Getting to and from the Event should be made as easy as possible. By talking with the public transport operators at an early stage, it may be possible to increase the frequency of buses, or increase the capacity of trains. Free buses may be an alternative, depending on the numbers of people you expect to attend. Park & Ride or Park & Walk are options that should be considered and car parks should not be limited to the immediate event site.
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It is recognised that the majority of people will wish to use their own transport and sufficient capacity should be provided at the entrance to, and within the site to avoid any unnecessary delays on the public highway.

On street parking restriction
Does on street parking need to be restricted to allow better access to the venue?

Car Park Closure
Are there any car parks that need to be closed?
What alternative parking is available?

Parking provision
Where is the venue in relation to the road network and public transport?
How will visitors get to the venue e.g. bus, coach, train, walk, cycle, car?
How will traffic control be organised on the public highway and on site?
What parking provision is there for organisers/visitors/Emergency Services?
Where will the access and exit routes for organisers, visitors and emergency services be?
Will on-site routes/car parking have the capacity to accept sufficient volumes of vehicles / people to avoid delays on the public highway?
How will you deal with breakdowns or collisions on these routes?

Road Closure & Traffic Diversion Application
On occasions, it may be necessary to request that a road is closed to hold an Event or to ensure that visitors are safely guided to the event. If you think that the road needs to be closed to hold your event, or if you need to suspend on street parking, or you need to change a one way street to improve traffic safety, please indicate that in your application and complete this Section.

What sections of road(s) needs to be closed?
Where will traffic be diverted?

Does the closure or diversion clash with any other work or activity on the roads in the vicinity of the event? Please check our on-line road works site.
http://www.cheshireeast.gov.uk/roadworks

Does the diversion route need to have a traffic regulation order changed for the duration of the closure e.g. one way street?
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Placing signs on the highway

You will be required to provide a sign schedule clearly stating the legend, where signs are to be positioned, how they will be placed (on a frame or fixed to street furniture). The sign schedule must be approved by Cheshire East Borough Council before any signs are erected on the highway.

The signing contractor must have Chapter 8 accreditation to place signs on the highway and must have minimum £5m public liability insurance.

The following criteria will be used to determine whether signs will be permitted on the highway:

There must be a substantial number of drivers who are not familiar with the area, who are seeking the Event.

The existing signing to the event location is inadequate to guide people to the event.

The signing should only be used to guide traffic intent on finding the destination and therefore would normally only be erected in the vicinity of the location in question.

Signs will not be approved if they are intended purely as advertisements in order to attract motorists and encourage extra trade.

If signs are permitted they will conform to the following criteria:

Signing will only be considered for short-term events. For seasonal events or events lasting in excess of six months, consideration should be given to local direction or tourism signing.

Where possible signing of the type “For xxxx follow yyyy” should be adopted to keep the number of signs to a minimum.

Commercial names of event sponsors will not be permitted.

Dates and times should not normally appear on the signs.

The signs shall not normally be erected more than 48 hours before the event and removed not more than 24 hours after the event. Earlier erection of the signs may be agreed if it can be shown that it would be beneficial to other road users.

The signs must comply with the Traffic Signs Regulations and General Directions 2002, relevant Traffic Signs Manuals - Chapter 7 and British Standards. The signs must be constructed of a suitable material for the face and backing of the sign.

The signs should follow the practice of pointed signs at junctions and rectangular signs in advance.
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A sign should not obscure a driver’s view of any permanent traffic sign. No part of the sign should be less than 450 mm from the edge of carriageway, normally no less than 2300 mm above a footway (2100 mm minimum) and no less than 2500 mm above a cycleway.

The signs should be securely and neatly fixed and where possible this should be on existing street furniture. This should be without damage to the street furniture, the repair of any damage being met by the company erecting the signs. (No sign with an area exceeding 0.6 m² should be fixed to a lamp column; no sign should be attached to private apparatus without the permission of the owner being obtained.)

The size of letters should be within the recommendations of Department for Transport Local Transport Note 1/94.

No other signing or fly posting should be provided for the event (failure to comply with this may result in the removal of all the signs for the event and / or prosecution).

Signing Principle

NO ROAD USER SHOULD APPROACH IN ANY DIRECTION TOWARDS THE EVENT WITHOUT UNDERSTANDING EXACTLY WHAT IS HAPPENING AND WHAT IS EXPECTED OF THEM

Signs may only be erected by Chapter 8 accredited personnel trained to work on live highways.