

Kent Police - Traffic management guidance for event organisers

Kent Police are represented at all Event Safety Advisory Groups within Kent, and where required we will give organisers advice and guidance to assist with the planning of their event.

This guide gives advice on how to minimise disruption to traffic, maximise safety, how to get road closures, road signing for events and preparing effective traffic management plans.

Please note: this document is for guidance only. It is not a statement of law and you should seek legal advice if necessary.

Safety Advisory Groups

If you intend to hold an event then we advise that you contact your local Safety Advisory Group – these are chaired by your local authority.

If your event has any impact on the surrounding road network then you will need to provide a Traffic Management Plan as part of your overall Event Management Plan. If, after reviewing draft plans, the district council, county council or police may call a formal traffic management meeting as part of an overall Safety Advisory Group process.

Separate Traffic Management meetings are a good forum for key personnel to discuss traffic provisions in detail without detracting from other important issues. The results of these meetings can then be fed back into the main Safety Advisory Group.

Traffic Management Planning Meet

Those attending usually include:

- Event Organiser and their Traffic Management Contractor/Representative.
- Relevant Highway Authority.
- Local Authority.
- If appropriate and/or required, Kent Police.

At the meeting the event organiser will:

- Brief attendees on the traffic matters relating to their event.
- Present a draft traffic management plan.

The organisations may:

- Advise on how the event may impact on emergency and/or other services.
- Give advice on how to minimise traffic disruption and maximise safety.
- Help the event promoter 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:

- Other emergency services.
- Bus operators.
- NHS

These meetings could be held as part of the Event Safety Advisory Group meetings that district councils hold on a regular basis, or, due to the nature of the event, as a separate meeting that updates the main Safety Advisory Group.

(A debrief after the event can also help organisers highlight measures that worked well, not so well and improve planning at future events).

Event Plans

All events must have an Event Management Plan and if your event has any impact on the local traffic or road network, then this must include a separate Traffic Management Plan.

Traffic Management Plans

The Traffic Management plan (TM plan) is a very useful document for everyone involved in managing an event because it:

- Details what the event organiser is going to do.
- Identifies traffic risks and actions taken by the promoter to minimise them.
- Provides details of what is in place to deal with incidents and accidents (Contingencies).

The size of a TM plan will largely depend on the impact an event will have on the highway.

Impact is not necessarily only determined by the size of the event, other factors, such as the nature of the roads to be closed/affected will also have a significant effect as will numbers of attendee's and the location of your event and what you may impact on.

TM plans for a local carnival or parade may only run to a few pages (see template at Appendix 5) however in all cases they must contain, -

- Event information and timings (location, size, attendance, times).
- Maps of the location, roads affected, route of any parade/procession, locations of Marshals.
- What you are doing and how you will achieve it – a 'method statement'. This would include who is doing what, what roads are closed/affected, what restrictions are in place, how people access and leave the event.
- A signage schedule (details of what signs and other traffic management measures are being used and where they will be placed)
- A risk assessment.
- What contingencies you have in place (emergency access, accidents, bad weather, media/communications, cancellation strategy).

Plans for a larger or major event may run into several chapters. However, in all cases, the same main issues must be covered although the detail and extent of coverage will be different.

Further to the above requirements, other general advice is, -

Parking

- Details of event parking - enough parking should be provided for the numbers expected to attend. If this is not possible, then a strategy or measures must be in place to prevent illegal or inappropriate parking.
- Tickets or entry fee payments - these should not be collected at entry points or very close to the public highway as this can cause unnecessary queuing.
- It is useful to keep records of what worked well, and problems/risks to be aware of in the future.

Communication Strategy and Media Plan

- How are people going to get to your event and how do you want them to arrive, leave and behave? Consider opportunities to maximise the use of public transport to minimise traffic.
- What traffic related provisions or requirements are there for emergency services, public transport providers, residents, businesses, local disability groups, or local organisations?
- What messages have you got in place to give updates re your event and what messages have you got in the event of an incident?

Traffic signing at events

- The public have no powers to direct traffic at events; therefore, most events will require signing of some sort, either to advise traffic of closures, diversion routes, changes to road circumstances or to help in minimising traffic disruption.
- Signs used as part of a closure, for example for the actual closure and the diversion route, must be authorised by the organisation approving the closure.
- Details of signs used where no closure is needed such as signs advising traffic of hazards or which lane to be in for people attending the event should be sent to the highway authority for comment and approval.
- Advance signage should also be considered to advise motorists of upcoming events so that they can plan alternate routes. Such signs should only include the key information and be set up no more than one week before the event.

Once the use of signs has been decided, the event organiser should create a sign schedule clearly listing the following;

- Location of each sign
- Type of each sign
- Time/Date of placement and removal
- Sequence of placement and removal
- Frequency of any inspection. (if needed)
- Time/Date of removal
- Competency details of persons placing, maintaining and removing signs.

Road Closures and Diversion Routes

As road closures cause disruption to drivers, pedestrians, residents and businesses, they should only be considered if absolutely necessary.

Closing a public road, footway, footpath or verge without a lawful closure order is illegal.

If an event cannot be run without a road closure, then event organisers are advised to consider the following factors in the earliest planning stages:

- Plan the event to take place out of peak traffic hours. (such as 7am to 9.30am and 4pm to 6pm)
- Are there any lessons from previous events that need to be taken into account?
- Do you have enough resources to manage and maintain the signs needed?
- Are your staff competent/trained to place, maintain and remove signs?
- Have you applied for and received permission for the closure from the relevant Highway Authority?
- Have you consulted with local residents, businesses, transport groups and emergency services about the closure?
- Have you consulted with any local religious organisations as they may require access to buildings during the closure?
- What are the options for diversion routes? The traffic authority or the district council will ultimately decide what the diversion route is, but it helps to consider it at an early stage.
- Are there any motorways or major roads that might be affected? If so, a closure may well be refused or direction signing could be prohibitively expensive.
- Have you made any contingency plans for emergency access to your closure, for example to attend an accident?
- What plans are there to remove broken down vehicles from within the closure or the diversion routes?
- What plans have been made to avoid/remove vehicles already in place before the closure starts?
- What plans are there to enable businesses or residents to access their property within the closure?
- What training / briefings will be provided to event staff managing the closure?

See Appendix Two at the end of this note for information about the law governing road closures.

Weather Considerations

- Due to the impact severe weather can have, organisers must prepare written contingencies adverse weather, particularly if they are using grass areas for parking.
- If wet weather is likely, organisers should consider having equipment on site for clearing stranded vehicles from entries and exits and cleaning the public highway of mud.
- Organisers should have a plan for cancelling the event at short notice, with arrangements for contacting all organisations involved.

Appendix One – Rules on the placing of traffic signs

Rules on the placing of signs are set out in the Traffic Signs Manual. The signs themselves must comply with the requirements of the Traffic Signs Regulations and General Directions 2016. The following advice should also be taken into account when deciding where and how to place signs.

They should be:

- Placed so as to avoid obstructing those using the footway or vehicles in the road.
- Placed so as to avoid obstructing the sight lines for traffic or pedestrians at crossing points or junctions.
- Placed with due consideration to those with disabilities.
- Placed with due consideration of those using pushchairs or those in wheelchairs.
- Sandbagged, where appropriate, so as to minimise the chances of them being blown over.
- Placed so as to avoid obstructing visibility of existing signs.
- Attached in such a way as to avoid damaging poles. Permission must be obtained from the Highway Authority before attaching signs to lamp columns.
- Sign set up and removal should not normally be undertaken during peak traffic times (usually 07:00 to 09:30 and 16:00 to 18:30) and signs should not include any form of advertising.

The clarity of any signs to be used is absolutely critical for the safety of all road users. When planning to place signs you should ask yourself the following question;

“Will someone coming along the road or footway from any direction be able to tell at a glance exactly what is happening and what is expected of them?”

If the answer is “no” then your sign schedule or placement is wrong and may create dangers. You should review your schedule with a view to improving the layout and/or the types of signs used.

Signs left out overnight, located in residential areas, near to pubs or left during severe weather may be subject to theft, vandalism or damage. Accordingly, event promoters should make plans for regularly check the condition of the signs and maintain them as necessary. Inspection schedules should be included in the sign schedule.

Placing, maintaining and removal of signs on a ‘live’ road is hazardous and should be identified on any risk assessment. Measures should be taken to ensure that the signs are placed and removed safely and that they will not cause either a physical or visual obstruction to vehicular or pedestrian traffic.

Placing, maintaining and removal of signs should always be undertaken by a ‘competent’ or qualified person. Appropriate competency will depend on the nature of the event and the road where the signs are being placed. However, as a minimum, anyone placing or removing signs should be:

- An adult and physically fit to carry and place / remove the sign.
- Wearing appropriate, high visibility clothing.
- Briefed on the exact requirements of the sign schedule.
- Aware of the road and the dangers involved.

Additionally, to place or remove signs on high risk roads or locations, a competent person will be someone who holds valid qualifications (New Roads and Street Works Act 1991). Alternatively, similar qualifications such as the National Highway Sector Scheme may also be acceptable. A high risk road or location will depend on a number of factors such as the type of road, timing of the sign placement, speed limit and traffic volumes.

Some examples of 'high risk' situations could be placing signs:

- On roads during peak traffic times
- On roads with no footway and with a speed limit of 50mph or greater.
- On the central reservation of a road with a speed limit of 50mph or greater.

The relevant traffic authority gives advice on signage or the authority for a road closure will be able to advise on whether sites are considered high risk and such qualifications are necessary.

Once the event is over, it is essential the signs, including temporary traffic lights, be collected as soon as possible. The event promoter should agree a date and time of removal and ensure the signs are removed on time and safely. Any signs left on site beyond the time stated in the schedule may have to be cleared away by the district council, county council or the police and a charge may be made for such service.

Purchasing signs and training staff may be expensive, so clubs / groups may want to find ways of minimising these costs by:

- Grouping together to purchase equipment / train members.
- Seeking assistance or sponsorship from responsible highway contractors, such as utility companies.

Portable Traffic Signals & Stop / Go Boards

Portable traffic signals and stop / go boards are another type of 'sign' and are a common sight at road works. They are also occasionally used at events to control traffic movements.

If used without authorisation or inappropriately they can also cause serious traffic congestion and are a potential safety hazard so their use must be carefully planned. Appropriate equipment must be obtained from a reputable supplier and must be fit for purpose.

If portable traffic signals are used then stop/go boards must also be available on site, in case of light failure. Stop/go boards must not be operated at night without appropriate lighting. Operation of portable traffic signals or stop/go boards is a high risk task and must be undertaken by a qualified person.

In all cases, the use of portable traffic signals and stop/go boards must be approved, in writing, by the highway authority.

Community Safety Accreditation Scheme and Civilian Traffic Direction

The CSAS scheme can be a cost effective traffic management solution for event organisers and provides organisers with flexibility and dynamic control of vehicular movements, particularly during access/egress phases and within contingencies. See Appendix 4 for a link for more information on this scheme.

Appendix Two - the law governing road closures

Various pieces of legislation can be used to authorise a road closure, generally these are The Town Police Clauses Act 1847 and the Road Traffic Regulations Act 1984.

Once the need for and location of a closure is confirmed, the nature of the event will determine the legislation used.

The relevant legislation is not always obvious but, broadly, the legislation used will be as follows:

- Sporting /leisure events on the highway will require the use the Road Traffic Regulation Act 1984. (for example Cycle races, Triathlons, Running races, Festivals and events requiring larger traffic management measures).
- Events involving processions and parades will generally use the Town Police Clauses Act 1847. (Carnivals, Remembrance Day, St Georges Day).

If your event requires simple or short term closures of less than 15 minutes then the use of Temporary Obstruction signs may be appropriate. The use of this signage still requires inclusion within a plan, they don't require a formal road closure order but they do require the permission of the highway authority.

This approach may fit certain parades or at the start of a race.

Getting the legislation right is crucial, not only for costings but also for timely planning and legal reasons – get it wrong and you may miss out or have an unlawful closure.

The relevant highway authority may levy a cost for issuing a closure order. Additionally, following the correct legal procedure for processing road closures takes time, so there is usually a minimum notice period required for any road closure request. This will depend on the road being closed, the legislation being used, the type of event and the authority processing it. Notice periods range from six weeks to six months.

Appendix Three – Duties, Powers and Responsibilities

The various organisations and individuals involved in providing support, advice, authorisation or promoting events have a number of duties, powers and responsibilities. The relevant highway ones can be summarised as follows;

Kent County Council and Highway England

These are the Highway Authorities within Kent – predominantly though, KCC will be the organisation to deal with and they have:

- Duties to maintain roads to ensure safety and minimise disruption.
- Duties to coordinate all highway activities
- The traffic authority will also provide advice to event organisers regarding highway matters.
- Powers to authorise road closures for events using the Road Traffic Regulation Act 1984.

Local Authorities:

- Powers to authorise closures for some events using the Town Police Clauses Act 1847.
- General duties to provide advice to event organisers.
- Primary contact for all events.

Police

- Prevention and detection of crime.
- Preventing or stopping breaches of the peace.
- Activation of a contingency plan where there is an immediate threat to life and coordination of resultant emergency service activities.
- Traffic regulation within legal powers provided by statute, a road closure order or a traffic regulation order.

Traffic regulation is not to be confused with the management of road closures.

Event Organisers / Promoters.

- General duties to determine and analyse all foreseeable safety risks associated with the event and take appropriate action to minimise the risks.
- General duties to plan and manage an event in such a way as to minimise disruption as much as reasonably practical.
- Duties to obtain all relevant permission / licences and authorities required to lawfully hold the event.

- **It is the event promoter's responsibility to ensure the event is safe and causes minimal disruption.**
- **The event promoter may be liable to prosecution in the event of an incident resulting from his event.**
- **The advice and guidance provided by the police, district council and traffic authority is aimed at minimising the risk of an incident occurring.**
- **Event promoters are encouraged to contact the appropriate local district council as early as possible to discuss their event.**

Appendix Four - Useful links

To help event promoters, the following links are provided.

The Traffic Signs Manual – Guidance on the use of lawful signs.

<http://www.dft.gov.uk/pgr/roads/tss/tsmanual/>

Traffic Signs Regulations and General Directions 2002 – regulations pertaining to the use of signs.

<https://www.gov.uk/government/publications/traffic-signs-regulations-and-general-directions-2016-an-overview>

Details on the New Roads & Street Works Act 1991 and National Highway Sector Scheme qualifications can be found using most search engines.

Community Safety Accreditation Scheme – Civilian Traffic Management

<https://www.gov.uk/government/publications/community-safety-accreditation-scheme-powers>

Appendix 5 – Traffic Plan template

******* ***** (title appropriately)**

(Date)

Traffic Management Plan 201*

(Note – this plan should be read in conjunction with the event management plan).

Event Information:

A ***** Parade/Service/event is held in _____ every year. The parade/procession musters at _____ and parades/proceeds into _____ towards _____ (Location). After a service the parade reforms and returns to _____.

Method

Advance notices will be placed one week prior to the parade warning of delays. The traffic will be stopped at approximately ____hrs, creating a sterile and safe area. The _____ will use its own marshals to stop the traffic.

Road Closed signs will be placed in the road at the appropriate time and the closure will be in place for the outbound parade for __ minutes until the parade reaches _____. The Road closure is necessary to provide a safe area for the parade and service to take place.

Road closed signs will be placed for the return parade at about ____hrs for about __ minutes. A full closure of the _____ is required to ensure a sterile area for the returning parade (as are the side road closures).

The road conditions and surface will be checked prior to the event but there are no known hazards. At the conclusion of the event the parade members disperse from _____.

Outbound

- ____hrs - Lead Marshal to check road conditions and if no issues to call all outbound closures.
- On request from Lead Marshal, all marshals to deploy road closed signs and inform drivers of vehicles of the event and likely delay times. Closures must not be removed unless authorised by the Lead Marshal.
- ____hrs – Once confirmation has been received that all roads are closed the Parade can move off and enter High St and proceed to War Memorial.
- ____hrs – all persons off road for church service – Lead Marshal to re-open roads.

Return

- ____hrs – Lead Marshal to check road conditions and if no issues call all return closures. All marshals to deploy road closed signs and inform drivers of vehicles of the event and likely delay times. Closures must not be removed unless authorised by the Lead Marshal.
- ____hrs – Once confirmation is received that all roads are closed, parade to form up and set off for the war memorial.
- ____hrs – Parade reaches war memorial, Lead Marshal to re-open roads.

Map of proposed route/venue: (add/delete according to your event requirements)**Outbound**

(Insert here)

Return

(Insert here)

Map of Road Closures and Marshal points

(Insert here)

Signing Schedule

Location	Sign	Sign	Sign	Other Signs	Information
<p>Add locations and types of signs to be used in the relevant box – delete example signage when complete.</p>	  		     		
					Sign placed on **d November 2014
					Road closed sign placed from ___ hrs to ___ hrs.
					Road closed sign placed from ___ hrs to ___ hrs.
					Road closed sign placed from ___ hrs to ___ hrs.
					Road closed sign placed from ___ hrs to ___ hrs.

Roles and Responsibilities / Control Structure

- The Marshals will be supplied by _____, all are over 18yrs of age, possess a current driving licence and are deemed competent for this role.
- They will be in possession of two-way radios, mobile phones and wearing hi-visibility jackets.
- Marshals will be in possession of a copy of the road closure notice.
- There will be a minimum of 1 marshal at each of the closure positions.
- Marshals to inform drivers why the road is closed and the likely duration.
- Road Closed signs will be placed in the road when there is no passing traffic.
- The parade is being managed by _____ from _____. Mobile no _____ this person will check that the road/traffic conditions are appropriate for the parade to take place (HMC number 03000 417111). Lead Marshal will also inform the marshals when the road closures are required and when they are to be removed.

Communication

- All marshals will in possession of 2-way radios and mobile phones.
- All marshals will be briefed prior to this event.
- Marshals to alert event control of any issues at or breaches of their closure point.
- Lead Marshal to control all aspects of the parade.
- Local bus and taxi providers have been advised of this event.
- Local media have been advised of and pre publicised the event and the extent of the closures.
- Media enquiries will be dealt with by the event organiser (_____).

Contingencies

In the event of any risk being so high (weather, road conditions etc) that it would be unsafe to proceed with the event the parade would be cancelled and the service will held solely at the church and/or war memorial. This would be conveyed to all attendee's by the British Legion, Event Organiser or the Lead Marshal.

Risk Assessment

Hazard	Who Harmed	Risk prior to control L/M/H	Control measures required	Persons responsible / implementing	Risk after control L/M/H
Injury from unauthorised vehicle movement	Public, Marshals participants	M	Road closures in place. Marshals supporting closures. Detailed briefings to marshals	Lead marshal	L
Vehicle movement from parking spaces and local shops	Marshal, Public,	M	Liaison with shops and marshals to monitor parking where required.	Event Organiser	L
Uneven road, pavement surfaces	Public and participants	M	Checking of route and pavements prior to parade.	Lead marshal	L
Illness	Public, participants	M	First Aider present	Event organiser.	L
Marshals unsure of activity	Marshals, public	M	Detailed briefing delivered to all marshals.	Event organiser and lead marshal	L
Bad weather	Marshals, public	L	Pre check of forecast, suitable clothing, cancellation of parade.	Event organiser	L
Heavy traffic volumes	Marshals, public	L	Checking re road conditions and appropriateness of parade setting off.	Event organiser	L
Moving traffic	Marshals	M	Marshal briefing in signing procedure	Event organiser/Lead Marshal	L
PA system cable – trip etc	All	L	Matting to cover cable	Event Organiser	L
PA system – electrocution	All	L	System to be installed by qualified person	Event Organiser	L