Event
Traffic Management Plan
(Template)

This document can be used by Event Organisers to define and outline the intended traffic management system(s) they are using to ensure event participants, stewards/marshals and other road users are safe. The document should show how vehicular traffic will be facilitated through junctions and areas of potential conflict between them and other event traffic or participants.

Index

(Set out and index each section of your plan as the examples shown below)

Amendment Record

(Show any amendment made to your plan following consultation and engagement with statutory or non-statutory agencies, for example, Police or a Traffic Management Company see example below).

Traffic Management Plan

Review

Date	Review	Amended by
03/12/24	*updates to marshalling positions following stakeholder and emergency services review on 27/11/24*	*J Bloggs*

Introduction

(This section should be used to outline details of the event in brief and should be reflected in any accompanying Event Management and Safety Plan as applicable, an example is set out below for reference and guidance).

(give a brief outline of how you intend to deliver the traffic management for the event, an example is set out below).

This Traffic management plan is for Imagined Events that will be delivered using several different processes designed to ensure the safety of spectators, ensure alignment with road closure legislative requirements, provide effective community engagement and reduce disruption to normal businesses and residents.

(give a brief description of the anticipated numbers attending the event and why you need to deploy marshals or traffic management systems, an example is set out below).

This event attracts a wide range of participants and spectators across the duration of the event and crowd attendances range from around 1,000 to a maximum of around 4,000 people.

The main areas considered for this event are around the location of the start/finish area including the use of car parking close to the start area. Due to the volume of people, there is a need to manage traffic to provide a safe environment for people arriving and returning to the car parking facilities nearby.

The organisers will be required to deploy several marshals to manage and facilitate traffic at identified locations along the route of the event, these deployments and locations are as set out in the deployment schedule, see Appendix 1.

(statutory agencies will need to be reassured that an organiser has made all relevant considerations for the safety of staff/volunteers, participants and other road users so the use of the schedule allows them to see what you are planning)

(*outline relevant legislation that you are using to close the road or facilitate the traffic at the event, see example below:)*

Road Closure Process

The use of appropriate road closing systems will be required to ensure the safety of participants and vehicular traffic using the roads for the event, as set out in the application to the council under The Road Miscellaneous Provisions Act (Northern Ireland) 2010 and Article 7 of The Road Traffic Regulation (Northern Ireland) Order 1997.

(event organisers need to show that they have considered the impact on residents and local businesses, an example is set out below)

The closures and stewarding of the area will allow participants and spectators to attend safely and create systems and diversions that allow for normal business and access by residents to continue as best as possible in the area.

These requirements include a system of traffic management solutions to limit the impact on the community and allow for access by emergency services.

(event organisers will be required to outline the resources they intend to use as part of the traffic management system, an example is set out below).

The stewards/marshals used for this event will be mainly volunteers, they will provide direction and information to participants and spectators about the event.

ONLY Approved and Authorised Accredited Road Marshals or Traffic Management Operatives will engage with traffic at any point on the public road. Details of their positions is set out in the deployment plan at Appendix 1.

Any person engaging with live traffic will be trained and briefed on their responsibilities and requirements and provided with a risk assessment for their specific role(s). A copy of this risk assessment is attached to this plan at Appendix 2.

(part of the planning process will require the event organiser to assess the risk posed by each junction on the route of the event. Junctions can be high risk, medium risk or low risk and the management of traffic at these junctions will be resourced according to the recognised risk. An example of what each junction's level or grade of risk is set out below)

Junction Grading

All junctions will be assessed and graded as A, B, or C. 'A' being identified as High Risk, 'B' Medium Risk and 'C' Low Risk.

- **Grade A** are High Risk junctions (generally busy junctions with a high volume of traffic and/or a higher speed road with limited forward visibility towards the intended point of control). This could include a location where there is an identified crowd thoroughfare and will need interventions with vehicular traffic / motorists to facilitate crowds across a junction or stop traffic to facilitate pedestrians or participants crossing or passing through this junction. Organisers should consider the highest level of safety for these junctions, this may require the use of a traffic management company or if considered safe for the use of accredited road marshals or traffic management operatives, consideration for appropriate warning signage should be given at these junctions.

- **Grade B** are Medium Risk junctions (where traffic control signage or systems are already in place e.g. STOP or GIVEWAY signage and forward sight visibility towards the intended point of control is uninterrupted for a significant distance) where such junctions are part of the route, the use of authorised and approved accredited road marshals or traffic management operatives may be appropriate. Where there is good clear visibility of the junction or road where traffic is to be controlled additional event signage for the information of motorists should be considered.

- **Grade C** are Low Risk locations, these are sections of road or junctions e.g. cul de sacs, small side streets or small sections of road with limited vehicular movement or parking and the signed speed limit or real speed of traffic is low. Traffic management resources will be allocated to these junctions / areas to provide advice to motorists but may not have anyone deployed full time in the location.

(it can be very useful to outline the timeline for implementation of the traffic management plan to statutory agencies so they can assist or

provide appropriate information to residents, businesses or other road users, an example is set out below).

A timeline for the implementation of this plan and deployment of the TM solutions is as follows:

- 7 days prior to the event messages to the public are put out about the event and potential disruption – this can be via social media or direct contact to residents via email or letter, advanced signage or for large events Mobile Variable Message Signs (MVMS) and linkage with PSNI, NIFRS, NIAS and where the event is on a scheduled bus route, the local Translink Inspector.
- Prior to the event Stewards/Road Marshals are briefed and advised about the traffic management solutions being put out and their role. This will include a Health and Safety brief by the Traffic Management lead or Steward supervisor.
- At approximately 3 hours prior to the event the Traffic Management company will begin to be put in place physical resources to denote restrictions.
- 2 hours prior to the event the Traffic Management Lead or Steward Supervisor will consider the need to start managing traffic flow to ensure the safety of the spectators making their way to the event.
- At appropriate times during the event the Traffic Management Lead or Steward Supervisor should consider reopening roads to facilitate traffic and reduce the impact on residents or commuting traffic.
- Once the event is over and crowd levels have diminished sufficiently the Traffic Management Lead or Steward Supervisor should agree reopening of all roads and return the area and road infrastructure back to normality.

(for some larger events there will be a need to consult and engage with emergency services. Organisers should consider the need for an emergency plan in the case of a serious incident. An example is set out below).

Emergency Plans

The Event Management and Safety Plan for this event along with this Traffic Management Plan seeks to link in with the current Emergency

Services civil contingency plans and their response plans to a major incident. Identified Rendezvous Points (RVP) have been agreed and marked on the schematic drawings for this event and the duties of each Steward at an RVP point is included in their duties briefing.

Periodic review of this plan will be done with updates as required.

Insurance

Many events are covered by their Governing Bodies insurance however, for those events that do not have such cover, insurance MUST be in place for all staff/volunteers who are participating in work, paid or unpaid.

Insert Insurance details here:

Signed by – Event Organiser or Traffic Management Lead.

Appendix 1

Deployment Schedule

(In this section the event organiser must set out the details of the route, showing each junction, with risk level identified and if there is any current traffic management system such as a STOP sign at the junction. They should then outline what resources will be needed at the junction and what system they propose to manage the traffic during their event, examples are set out below).

Location of junction (Traffic control Point)	Junction Risk Level/Grade	Current Traffic Management at the junction	Resources required at the junction to reduce risk	Recommended Traffic Management system
Main street at the junction with High Street	*Risk level 'A' This junction is high risk due to the volume of traffic expected during the event and the speed of the road.*	*This is a T junction controlled with a STOP sign and road markings on High Street leading onto Main Street.*	*Two information signs to be set out. The first sign placed approximately 100 metres prior to both junctions to advise motorists of the event and the additional traffic control measures and a second sign to instruct an approaching driver to STOP at the point a which the Marshal*	*Two approved and authorised accredited road marshals to be deployed. One in Main Street and one in High Street to hold and manage traffic as event participants pass through this junction.*

			displays the appropriate approved sign.	
Green Road at the junction with Main Street	*Risk level 'B' This junction is medium risk due to the level of residential traffic using the road during the times of the event and the speed of the road.*	*This is a T junction controlled with a GIVEWAY road markings on Green Road leading into Main Street.*	*Additional advanced signage may be required, this is 30 mph zone with good clear visibility on the approach to the junction. Motorists will be slowing for the Give way junction in normal circumstances. Some consideration maybe given for the use of additional information signage or letter drop to residents to advise them about the event timings and additional traffic control measures*	*One approved and authorised accredited road marshal to be deployed at the end of Green Road to control traffic as the event participants pass this location.*

Appendix 2

Risk Assessment

(In this section the event organiser must provide an appropriate risk assessment of the roles being carried out by the staff/volunteers who are deployed at the various junctions and positions on the route of the event, an example of a risk assessment is set out below, organisers may provide their own risk assessments the section below is only for guidance and information)

RISK ASSESSMENT MATRIX

INJURY POTENTIAL SEVERITY	**LIKELIHOOD RATING**				
	Very unlikely (freak event)	**Unlikely** (unlikely sequence of events)	**Possible** (foreseeable under unusual circumstances)	**Likely** (easily foreseeable)	**Very Likely** (common occurrence)
Negligible (no injury/ no disturbance)	**LOW**	**LOW**	**LOW**	**LOW**	**LOW**
Slight (first aid injury, or minor disturbance)	**LOW**	**LOW**	**LOW**	**MEDIUM**	**MEDIUM**
Moderate (medical treatment injury, or significant disturbance)	**LOW**	**LOW**	**MEDIUM**	**HIGH**	**HIGH**
Severe (injury resulting in lost time, or	**LOW**	**MEDIUM**	**HIGH**	**HIGH**	**HIGH**

large disturbance)					
Very Severe (long term disability or fatality, or major disturbance)	**LOW**	**MEDIUM**	**HIGH**	**HIGH**	**HIGH**

TRAFFIC MANAGEMENT 'YOUR EVENT'

Hazard identification		Risk assessment			Identified controls	Revised Risk factor		
Hazard or potential Hazardous situation	**Persons at risk**	**Likelihood**	**Severity**	**Risk rating**	**Proposed controls**	**Likelihood**	**Severity**	**Risk rating**
Slips trip or fall in roadway and around temporary signage	*Members of the public, stewards*	*Possible*	*Moderate*	*Medium*	*1. All signage to be set out as per training or user manual. Weather conditions and location of signage should not add any additional risk to the public.* *2. Ensure signage placed off footpaths were possible.* *3. Any signage on footpath areas to be clearly marked and visible. (Ideally the footway should be a minimum of 1.5mts wide however if this cannot be achieved it can be*	*Possible*	*Slight*	*Low*

					reduced to 1mt as an absolute minimum) *4. Good housekeeping to be adopted – work areas always tidy, good stored suitably* *5. Pre event inspection and actions taken to remove hazards using cones or tape if required.* *6. First aid assistance must be available* *7. Sufficient number of stewards/marshals should be deployed to deploy the signage and assist members of the public if required.* *8. Stewards/Marshals to exercise extreme caution when entering roadway*			
Hazard identification		**Risk assessment**			**Identified controls**	**Revised Risk factor**		
Hazard or potential Hazardous situation	**Persons at risk**	**Likelihood**	**Severity**	**Risk rating**	**Proposed controls**	**Likelihood**	**Severity**	**Risk rating**

Vehicle accident and resulting in injury or damage to property	*Members of the public, stewards*	*Likely*	*Severe*	*High*	*1. Road closures to be enforced by PSNI at identified points* *2. Stewards to manage minor road closure areas and report breaches of the road closure.* *3. Drivers to be informed of low speeds necessary in pedestrian areas within the road closure.* *4. Emergency access route and reserved parking spaces marked by cones and managed by stewards.* *5. Drive slowly signage in place* *6. Operation of a one-way system were possible.* *7. Separation of pedestrians and vehicles keeping used roadways clear.* *8. Medical assistance to be available at all times.* *9. All incidents to be reported to supervisor without delay.*	*Possible*	*Slight*	*Low*
Marshal / vehicle conflict	*Members of the public, stewards*	*Possible*	*Moderate*	*Medium*	*1. Traffic Management to be enforced by Approved and Authorised Accredited Road*	*Possible*	*Slight*	*Low*

	and marshals				*Marshals at identified points in the deployment schedule.* *2. Marshals to report breaches of the road closure legislation.* *3. If using an unusual one-way system look left or right with signage to be erected at high pedestrian flow points.* *4. Stewards to reinforce look left look right at high volume points.* *5. Pedestrians to be encouraged to remain on footpaths.* *6. Public crossing points to be clearly identified to discourage people walking on the road* *7. Road Marshals to maintain the integrity of their signage ensuring that it is not removed.* *8. Consider a contingency plan with PSNI for a complete closure of approach roads should large numbers be present.*			

					9. Medical assistance to be available at all times. 10. All incidents to be reported to supervisor without delay.			
Conflict with member of the public who breaches road sign	*Members of the public, stewards/marshals*	*Possible*	*Moderate*	*Medium*	*1. A member of the public who breaches the Stop sign is committing an offence and the PSNI should be notified without delay.* *2. A supervisor or the PSNI to be notified without delay.* *3. Stewards/Marshals should avoid confrontation at all costs, remain polite and make a request for co-operation* *4. Stewards/Marshals should not attempt to prevent any breach by placing themselves at risk of injury by stepping in front of vehicles or into any roadway.* *5. Stewards/Marshals should step away from any situation that is becoming or likely to*	*Possible*	*Slight*	*Low*

					become violent and report the situation. *6. Stewards/Marshals should note details around persons attempting to remove or ignore the signage and be able to pass this to the PSNI.* *7. Stewards/Marshals should give loud verbal commands to any person placed in harm's way by the breach. This includes pedestrians who are not expecting the vehicle.* *8. Medical assistance to be available at all times.* *9. All incidents to be reported to supervisor without delay.*			
Hazard identification		**Risk assessment**			**Identified controls**	**Revised Risk factor**		
Hazard or potential Hazardous situation	**Persons at risk**	**Likelihood**	**Severity**	**Risk rating**	**Proposed controls**	**Likelihood**	**Severity**	**Risk rating**

Appendix 3

Traffic Management Maps

(In this section the event organiser MUST provide appropriate maps of the route and location of the event. Maps should show the direction of travel of the event participants and the location of any deployment of Authorised and Approved Accredited Road Marshals or Traffic Management Operatives or any Traffic Management Systems including the position of advanced information signage).