

APPENDIX A

TRAFFIC MANAGEMENT FOR EVENTS THAT IMPACT ON THE HIGHWAY NETWORK

1 INTRODUCTION

Planned events that impact on the highway network can cause significant disruption and delay. The Traffic Management Act 2004 requires the County Council as Traffic Authority to be proactive in the event planning process and ensure that planned events are co-ordinated with other activity on the highway network.

2 OBJECTIVES

Consistent management of events that impact on the public highway to ensure the events are carried out safely whilst minimising the disruption to road users.

3 ROLE OF THE HIGHWAY AUTHORITY AND HIGHWAYS STAFF

Highways staff are required to be proactive in ensuring that events are correctly planned and co-ordinated. This includes the following:

- Acquiring accurate information
- Good communication with the event organiser, traffic management providers, emergency services and local district council
- Liaising with Local Network Managers on the event and co-ordinating the impact on other highways operations
- Attending meetings to plan the event
- Approving the event organiser's traffic management proposals
- Attending Safety Advisory Group meetings

Assessing the likely impact of an event and associated risks requires specialist knowledge and experience and should be carried out only by staff who are competent in event planning and traffic management.

Only experienced Highways Officers who have attended the "Working in Safety Advisory Groups" accredited training course shall represent the highway authority at Safety Advisory Group meetings.

The Highway Authority procedure for assessing and approving events is shown in Appendix A.

4 BUS ROUTES, A CLASS AND B CLASS ROADS

Due to the high level of disruption caused, additional consideration should be given to events planned to take place on or impact on A class roads, B class roads or bus routes. Event organisers will be advised that automatic approval will not be given to events planned on these streets and that they must demonstrate that adequate mitigation measures are to be provided to address the additional traffic problems the event may cause. The event organiser shall be encouraged to find an alternative, more suitable location for the event if mitigation proposals are considered inadequate.

5 HIGHWAY LEGISLATION

Many events that take place on the highway will require a temporary traffic restriction for the traffic management arrangements to comply with legislation.

Section 16a Road Traffic Regulation (Special Events) Act 1994 is used for temporary orders for events that impact on the public highway. This legislation allows the County Council, in accordance with certain conditions, to introduce temporary traffic restrictions (e.g. road closures, parking and speed restrictions) on individual sections of highway for up to 3 days in each year. If more than 3 days in each year are required on a section of street then approval of the Secretary of State is required.

All temporary signs placed in the public highway must conform to the Traffic Sign Regulations and General Directions 2002.

Any event that requires a temporary road closure will require a lead time of at least 13 weeks in order that an application for the order can be processed and advertised in accordance with statutory requirements.

It is not recommend that the Town and Police Clauses Act 1847 is used for events as this legislation can only be invoked by district councils.

6 ROLE OF THE POLICE

Events are expected to be organised without the need for police attendance.

However the need for police assistance will be assessed by the police for each event and the response will be based on the police core responsibilities of:

- Protection of life and property
- Prevention and detection of crime
- Preventing or stopping breaches of the peace
- Traffic regulation (within legal powers provided by statute)

- Activation of a contingency plan where there is an immediate threat to life and co-ordination of resulting emergency service activities

The police play a key role in the Lincolnshire Event Safety Partnership and the Safety Advisory Group activities in Lincolnshire.

The police will provide traffic management for events (point duty) where there is an identified threat or where the event being held is constitutional (e.g. Remembrance Day parades) usually at no cost to the organiser.

The police can provide a strategic role for the larger events with the agreement of the police and event organiser.

In addition, the police can provide advice or traffic management for any event if this is requested by the event organiser or venue.

For events where the police carry out traffic management, it is possible that a charge will be made. The charge is calculated in line with ACPO national guidance.

The police have no powers to direct traffic for planned events unless a temporary legal order is in place.

For some events the Police, Highways or members of a Safety Advisory Group will recommend that the traffic management is provided by trained marshals accredited by the police to CSAS (the Community Safety Accreditation Scheme), who have the power to stop and direct moving traffic.

The CSAS arrangements for police accredited marshals are covered by the Serious Organised Crime and Police Act 2005 and the powers police constables have under sections 35 and 37 of the Road Traffic Act 1988. It also gives accredited persons the power to direct traffic for the purposes of conducting a traffic survey. Accredited persons conferred with powers under this paragraph must also be given powers under paragraph 3A of Schedule 5 to the Police Reform Act.

Lincolnshire Police currently have companies who have been accredited under the CSAS system, and details of these can be obtained from Lincolnshire Police Event Planning.

Police CSAS accredited marshals have no powers to direct traffic unless a temporary legal order is in place to operate in the highway.

It is recommended that highway officers make contact with the Police and an understanding of their role and their requirements for the event is required at an early stage in the event planning process.

7 LESP AND SAFETY ADVISORY GROUPS (SAGS)

Lincolnshire Event Safety Partnership provides advice to District Safety Advisory Groups across Lincolnshire to help them provide proportionate, timely and accurate guidance to event organisers.

An event will be considered by a District Safety Advisory Group in the following circumstances:

- 5000 or more people are expected at the event
- A new event
- A new organiser
- An event or similar event with a history of problems

Highways officers who represent the highway authority at District Safety Advisory Groups are required to be proactive in ensuring proportionate, timely and accurate advice is provided. Officers need to be mindful of their legal responsibilities when providing advice to event organisers.

8 EVENT PLANS AND TRAFFIC MANGEMENT PROPOSALS

As part of the assessment process, whether this is for events considered at a Safety Advisory Group or for any event impacting on the highway, it is essential that Highways Officers obtain the necessary information to ascertain the full details of the event. It is important that the event organiser's proposals mitigate risks and reduce delays to an acceptable level and proportionate to the scale of the event.

Event organisers will be expected to submit an event plan in which the traffic management proposals are fully described. This event plan will include:

- Details of who is responsible for the event and traffic management with names and contact details of who will be available to take action before, during and after the event.
- Method statements and a description of the event including dates and time of day information
- Maps and plans to recognised scales that show clearly the event location and the traffic management proposals including locations of any proposed road closures and diversion route signs
- The nature, location and environment of the event shall be considered with all risks recorded giving recommendations on how the risks will be managed.
- A risk assessment which clearly identifies all risks to the travelling public, participants and employees attending the event. Further information on risk assessments is supplied by the Health and Safety Executive (HSE), website <http://www.hse.gov.uk/>.

If the traffic management implications have not been addressed or the event poses potentially serious disruption and road safety concerns, then the event should not be allowed to proceed and any necessary traffic orders for the event will not be granted.

The advice to event organisers is provided in the Event Organisers Handbook on the Lincolnshire Resilience website at the following location:

<http://www.lincolnshireprepared.co.uk/section.asp?catid=24714>

9 FEES AND CHARGES

The County Council charges for making and advertising temporary traffic orders for the event.

Non-profit making organisations are not required to pay these charges (e.g. charities and community events).

The County Council charges all organisations (except the AA) for accessing and approving temporary event signing schemes.

In addition, the County Council charges for any additional costs due to the event for staff time worked outside of normal working hours (e.g. manning the traffic signal control room on a Saturday or a Sunday).

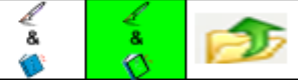
The County Council does not provide temporary traffic signs for events and these must be provided by the Event Organiser in accordance with the Traffic Sign Regulations and General Directions 2002.

APPENDIX B

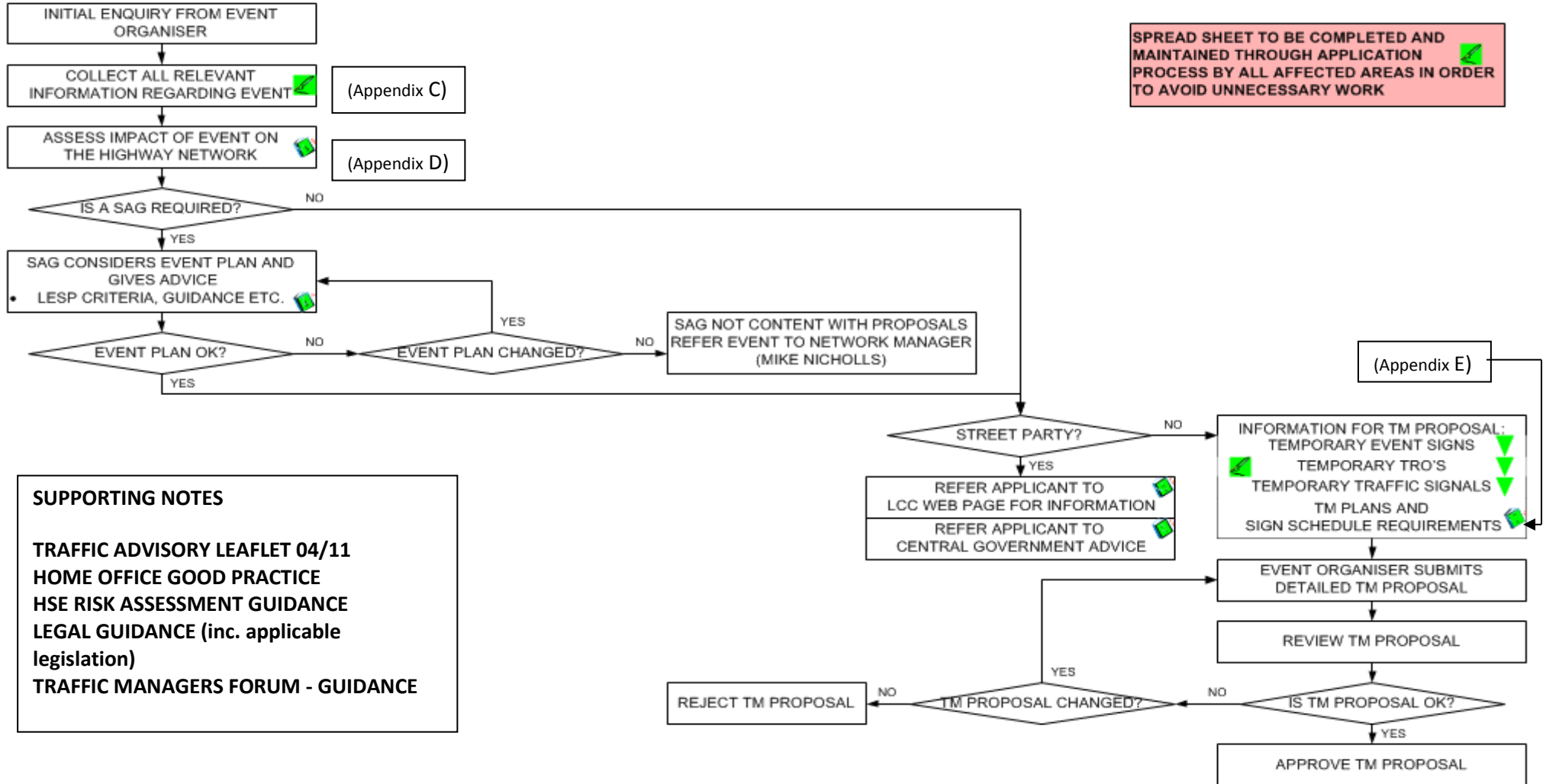
EVENT MANAGEMENT

COMMENT ON THIS PROCESS

CLICK HERE FOR PRINTABLE



SPREAD SHEET TO BE COMPLETED AND MAINTAINED THROUGH APPLICATION PROCESS BY ALL AFFECTED AREAS IN ORDER TO AVOID UNNECESSARY WORK



SUPPORTING NOTES

TRAFFIC ADVISORY LEAFLET 04/11
 HOME OFFICE GOOD PRACTICE
 HSE RISK ASSESSMENT GUIDANCE
 LEGAL GUIDANCE (inc. applicable legislation)
 TRAFFIC MANAGERS FORUM - GUIDANCE

APPENDIX C**IMPACT ASSESSMENT**

The matrix below is a high-level assessment designed to allow the potential impact of events taking place to be evaluated and can be used to trigger an initial response to an enquiry relating to holding an event in Lincolnshire.

The criterion listed has been selected as indicators of the impact on those who may be affected by the event. This includes participants, spectators and members of the public and involves consideration of the location, attendance and parking arrangements on the likely traffic management requirements.

The total score of all relevant factors should be added and compared to the threshold set for high, medium and low impact events. In cases of multi-site or multi-activity events, the likely worst-case scenario for the whole event should be used to obtain the correct score.

The score obtained from the matrix below, should be compared to the following threshold to determine the relevant risk category:

SCORE	IMPACT
8+	HIGH
5 – 7	MEDIUM
0 – 4	LOW

EVENT IMPACT MATRIX

FACTOR	✓	DETAILS	VALUE	SCORE
Event Location		Off Highway	1	
(tick one only)		On Highway – ‘C’ Class/Unclassified Road	2	
		On Highway – ‘A’ or ‘B’ Class Road	5	
Bus Route		No	1	
(tick one only)		Yes	5	
Parking Arrangements		Car Parking available on site (off-street)	1	
(tick one only)		On-street Parking available	2	
		Parking Restrictions/No Parking available	3	
Expected Attendance		<500	1	
(tick one only)		501 – 999	2	
		1000 – 2999	3	
		3000 – 4999	4	
		5000 – >10000	5	
			TOTAL	

Impact	Description	Example	Police/Council Involvement	Traffic Management
High	<p>This Type of Event:</p> <ul style="list-style-type: none"> major impact on traffic disrupts traffic over a wide area requires the involvement of Police, Council and other agencies requires detailed traffic management plan requires advertisement of TRO's attendance over 5000 	<p>For example:</p> <ul style="list-style-type: none"> an event that affects a principle road or regular bus route an event that reduces the capacity of a major road a street use event that affects long lengths of the highway 	<p>Yes:</p> <ul style="list-style-type: none"> Safety Advisory Group Highways – traffic management plan, diversion routes, signing, TRO's Legal – TRO's Police – active involvement in traffic management and planning 	<ul style="list-style-type: none"> Detailed Traffic Management Plan Public Transport Plan Public Parking Plan – disabled parking provision must be considered <p>Nb. It is unlikely that events will be allowed to take place on A or B Class roads.</p>
Medium	<p>This type of Event:</p> <ul style="list-style-type: none"> impacts local traffic but does not significantly affect major routes disrupts traffic in the area around the event requires involvement of Police and Council requires traffic management plan requires notification to local community and parishes attendance between 500 and 5000 	<p>For example:</p> <ul style="list-style-type: none"> an event that affects the main street in a village centre but does not affect a principle road or regular bus route a street use event that affects a number of rural roads 	<p>Yes:</p> <ul style="list-style-type: none"> Highways – traffic management plan, diversion routes, signing, TRO's Legal – TRO's Police – minor involvement of local officers 	<ul style="list-style-type: none"> Traffic Management Plan Public Parking Plan – disabled parking provision must be considered <p>Nb. It is unlikely that events will be allowed to take place on A or B Class roads.</p>
Low	<p>This type of Event:</p> <ul style="list-style-type: none"> minimal impact on traffic disrupts traffic in the immediate area around the event only requires consent from the Council and Police is conducted on-street in low traffic areas such as a cul-de-sac or quiet residential street attendance below 500 	<p>For example:</p> <ul style="list-style-type: none"> a street party or local celebration a car boot sale a village fete 	<p>Yes:</p> <ul style="list-style-type: none"> Highways – signing or parking issues Police consulted 	<ul style="list-style-type: none"> Simple traffic management plans recommended TRO may not be required Disabled parking provision may be needed

GUIDANCE

The Traffic Management Act 2004 places a Duty on highway authorities to effectively manage their road network and ensure the free movement of traffic. Network Management Duties have been imposed on all local traffic authorities in England and place responsibilities on each authority to manage their road network with a view to securing, as far as may be reasonably practicable, the expeditious and safe movement of traffic on their own network and facilitate it on the networks of others.

Events ON the Highway must be registered and approved by the Highway Authority. TRO's may be needed to ensure the event is managed safely or other traffic management arrangements, such as temporary traffic signals or traffic signs, may be advised or directed by Highways. Any costs incurred for such arrangements are the responsibility of the Event Organiser.

Events OFF the Highway that will generate a significant increase in traffic must still be registered with the Highway Authority. TRO's or supplementary traffic management may still be advised or directed by Highways and any costs incurred are the responsibility of the Event Organiser.

In addition to events taking place affecting the highway each year, there are road works, utility works and traffic diversions which have an impact on traffic flow. If all of this activity is not co-ordinated it could cause gridlock or accidents. If the impact of an event is not taken into account it could cause disruption to local residents and traffic and make access to the event difficult. It is important therefore, that appropriate arrangements are made to manage traffic during an event.

All events taking place on, or affecting, the public highway are subject to review and as a highway authority, we may request reasonable changes, even if the event has been running annually for a number of years. It is not the intention to prevent an event being held, but changes may be required which have little or minimal impact on the actual event, but could mitigate a number of safety issues, ensure the success of the event and help fulfil our statutory duty to manage the network and events more effectively.

In certain circumstances roads may be closed for specific events being held on the highway. Although each application will be judged individually, it is only in exceptional circumstances that A or B class roads will be approved to be closed. Road closures require a formal legal order (TTRO), which must be applied for a minimum of 13 weeks in advance of the event and may only be granted if the following criteria can be met;

- The event is confined to minor roads where traffic volumes are low
- Suitable alternative routes for affected traffic are available
- The Police have raised no objections
- Residents/traders affected by the event have been consulted and agree to the closure

The Lincolnshire Event Safety Partnership (LESP) also exists to provide consistent advice to Safety Advisory Groups (SAG) across Lincolnshire to enable them to offer proportionate, timely and accurate guidance to events organisers. All members of LESP play an involved and active role relating to their area of expertise e.g. Fire, Police, NHS and seek to supply a safe and supportive environment through the local SAG's. In particular LESP will;

- Provide a forum of strategic advice to relevant bodies
- Gather intelligence and share best practice
- Provide consistent and proportionate advice and guidance to interested groups and agencies
- Support local SAG's and encourage a positive culture of event safety
- Provide training for event organisers, SAG members and other bodies
- Positively engage with regulatory and enforcement bodies
- Consider and interpret relevant legislation and approved codes of practice applicable to the event industry
- Compile and maintain a database of events throughout Lincolnshire
- Maintain and develop links with public and private bodies associated with the event industry

In recent years the Police have reduced their involvement with traffic management for events.

Events are expected to be organised without the need for police attendance.

The police will provide traffic management for events (point duty) where there is an identified threat or where the event being held is constitutional (e.g. Remembrance Day parades) usually at no cost to the organiser.

The police can provide a strategic role for the larger events with the agreement of the police and event organiser.

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traffic for the purposes of conducting a traffic survey. Accredited persons conferred with powers under this paragraph must also be given powers under paragraph 3A of Schedule 5 to the Police Reform Act.

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APPENDIX E

TRAFFIC MANAGEMENT AT EVENTS

Event organisers need to consider how traffic servicing their event will reach the venue and how visitors will travel to and from the event on the day. This information will form part of the event traffic management proposal and help to identify whether temporary signs or traffic management will be needed, so that approval can be obtained.

These details must to be set down on maps, plans and in text, so that they can be considered for approval. There is no single method which is right or wrong and the method will be influenced by the level of detail being conveyed and the purpose of the information included. Detailed signage proposals for urban areas and at complex junctions require greater detail than many rural locations.

Pre-event information included in publicity and on tickets can reduce the need for extensive signing by providing directions which include destinations shown on permanent traffic signs.

Information provided should include transport and traffic routing for all event support, participants and visitors. Organisers are encouraged to supply proposed event information as soon as possible in order for preliminary comments to be made. This is especially important for events which require a route for participants to follow, as route selection will need to be developed through discussion.

Questions to consider when developing the proposal should include;

- How will service vehicles reach the event site before, during and after the event?
- How will visitors travel to the event?
- What car parking arrangements will be made for those using their own transport?
- Will pre-event publicity and ticket holder information provide details of transport options to the venue, recommend routes and details of parking?
- For larger events, will traffic be directed to specific zones? (will this relate to their expected direction of approach e.g. home address)

A plan indicating directions of travel for vehicle access and egress from the main road network must explain overall traffic arrangements. This should preferably be map-based but diagrammatic forms may also be suitable. Usually, it is easier to convey this information with maps, plans and diagrams rather than text, although supplementary text is useful. Consider;

- Can directions be provided in advance using permanent traffic signs?
- Will multiple entrances be used and an associated colour coding or identifying system be used?
- Will access to the venue require the restriction of traffic and/or parking on the roads nearby?

Where additional temporary direction signs are necessary, these need to be pre-planned to identify the signs needed and the appropriate safe locations for placing them. It is often

simplest for a combination of plans, schedules and sign diagrams or illustrations, with appropriate cross-referencing, to be used in the proposal. Details should include size, colour(s) of sign, information to be included relating to the event, location, mounting height and fixing methods. Signing proposals must be sent to the Highway Authority at least 13-weeks prior to the event so that approval can be granted.

Signs conveying messages to road users must conform to the Traffic Signs Regulations and General Directions and must give clear information about the route to be followed.

Alternative forms of signage may be authorised in cases where they are intended for use by participants during the course of an event, but these will be in addition to the other information given, for example, direction arrows indicating a route to be followed during a race event. The badge of the road user organisation erecting the sign may be included on the sign, however, commercial names of sponsors are not allowed on signs. Emergency contact details must be discreetly included on the rear of all temporary signs. Event dates and times should not appear on signs (unless approval has been granted by the Highways Authority).

Temporary signing must not be attached to existing posts which already support any regulatory signs or traffic signals. Street furniture that is supporting safety critical signage or has the greatest potential to obstruct pedestrian visibility, should not be used to house event signs. This includes, Stop, Give Way, Speed Limit entry, other zone entry e.g. weight limits, white on blue arrows, illuminated bollards, traffic islands and refuges, traffic signal poles, crossing or refuge beacons, chevrons.

No signs should be attached onto lighting columns without first seeking the approval of Lincolnshire County Council, Street Lighting Section.

Immediately after the event, all temporary signs and fixings must be removed.

Event organisers are recommended to employ the services of traffic management specialists to plan and design the traffic management and signing of an event. In some cases, especially on or near busy roads, suitably qualified and equipped people may need to place, maintain and remove signs. This also applies to the operation of traffic control where the use of temporary signals or stop/go boards is authorised.

If any proposals involve restrictions to traffic (including vehicles, pedestrians, cycles or horses), such as road closures, prohibited turns or no waiting, a traffic Order will be required. Statutory notices will be published in local newspapers informing people of the proposal and a circular letter will be sent to various organisations such as Parish Councils, the Police and other emergency services and bus companies. It is important that this is identified as early into the event proposal as possible so that a traffic order can be applied for and granted prior to the event date. A minimum of 13-weeks notice is required to enable the statutory Order and notices to be issued.

Some events require permanent traffic signals to be temporarily adjusted or switched off. If this is the case, this must be indicated as part of the detailed traffic management proposal as this is only permitted in certain circumstances. Event organisers need to be aware that the highway authority must approve the turn off of permanent signals and that a minimum of 28

days notice is required to enable arrangements to be made and to avoid incurring additional charges.

Events should be planned to avoid crossing any level crossing or taking access from the highway in the vicinity of a level crossing. Experience shows that traffic build-up can affect a level crossing up to one mile away from an event.