

Module 15

Transport Management

Traffic management proposals need to be planned to ensure safe and convenient site access and to minimise off-site traffic disruption. Set your traffic management proposals out in a transport management plan and agree the plan with the police and local highway authority.

1. Traffic signs and highway department road closures

Identify the need for temporary traffic signs before the event. If temporary traffic signs are needed, prepare and agree detailed traffic signs plans and schedules with the police and local highway authorities before the event. It may be necessary for people living in the area to be consulted over route changes and to be advised of the impact, once agreement has been reached. Consider using a traffic sign contractor for events where the majority of people will be arriving by cars or coaches.

Consider the need for temporary traffic regulation orders to provide for road closures, banned turns, lane closures, parking restrictions, temporary speed limits and lay-by closures. For large events and particularly if special traffic management arrangements and temporary traffic regulation orders are required, consultation with the local highway authority is essential. Highway authorities include the highways agency for all trunk roads and motorways, and the local authority for all other roads.

Consult the local highway authority as to the best way of carrying out traffic orders and allow sufficient time for any temporary traffic regulation orders to be processed.

2. Traffic marshalling

Only the police or someone under their direction can legally undertake traffic regulation on the public highway. Consultation is therefore essential to secure the appropriate provision of resources. Stewards directing traffic on site should have suitable personnel protective equipment such as high-visibility clothing and weather protection. Stewards should receive traffic marshalling training, eg safe positioning of the marshal and awareness of visibility problems for drivers of reversing vehicles.

Make sure that there is suitable and sufficient communication between on-site and off-site traffic marshalling regarding temporary one-way systems, etc. Also, provide adequate numbers of stewards to manage the traffic flows and deal with the parking of vehicles.

3. Public transport

3.1 Trains and underground trains

If appropriate, consult with rail authorities about introducing additional trains or enhancing existing services to accommodate the demands of the event and to limit the demand for on-site and off-site parking.

It may also be worth investigating the use of combined event/rail package tickets. Consideration, however, needs to be given to the distance between railway stations and the venue and the availability of connecting bus and coach services to and from the event. Advertising may be carried out on trains and at stations before the event, stating any additional service (or lack of) being provided.

It is also important to consult the rail authorities concerning the maximum number of people that a station can accommodate at any one time. Most railway stations will have contingency plans, which identify the safe number of people allowed on the platform at any one time. These contingency plans can be used at the event planning

meetings between the relevant railway authorities, police, British Transport police and local authority.

The British Transport police are responsible for crowd control on railway property. Train-operating companies and Rail track have responsibility for the queuing of large numbers of people at their stations. Plan how you are going to communicate with the train-operating companies and the police in the event of a major incident to ensure that the stations receive advance information in case the event finishes earlier than planned or emergency evacuation is necessary.

4. Public transport management

4.1 Train-operating companies

Train-operating companies need to consider their own planning procedures to ensure that they can safely manage the potential increased 'through put' of passengers associated with the event, eg ensuring suitable entrances and exits, control of passenger numbers on platforms, footbridges and tunnels, crowd flow plans and temporary queuing system and communicating travel information by PA systems.

It is important that the transport providers also draw up their own contingency plans for dealing with train delays or incidents on the track and consider the suitability of the rolling stock, provision of first-aid points and first aiders, additional toilets and additional workers.

4.2 Coaches/buses

Planning the arrival and departure of coaches can greatly reduce congestion at the beginning and end of a large event. Careful consideration has to be given to the routing of such vehicles. Parking areas and access roads should be provided to reduce as far as possible the need for coaches/buses to reverse, eg creating one-way systems.

Coaches need wide and easily accessible entrance and exit points, as well as large turning areas into allocated parking areas. Consider specific

arrangements to ensure the free flow of coach routes in consultation with the police, and ensure that this is documented in the transport management plan. Coach parking areas may need to contain toilet facilities.

Private bus/coach operators are often prepared to provide special shuttle bus services between local rail and/or bus stations. However, shuttle bus systems may not be appropriate for all events. Congestion caused by a natural mass exodus at the end of an event is likely to prohibit free flow of traffic routes and consequently shuttle buses become unable to operate effectively. Consider the potential for dedicated shuttle bus routes or consult local bus operators about enhancing or extending their established services to serve any proposed event.

5. Vehicle parking and management

Include proposals in the transport management plan for the management of vehicle parking which identify the likely resources required (space, traffic marshals and equipment) and methods to be used for parking management.

Make sure that both you and the police can communicate with the vehicle parking management team, so that resources can be directed quickly to deal with any incidents within the car parks or at the various site accesses.

For large events, consider the appointment of a traffic management co-ordinator who will liaise with the police, car park management, traffic signs contractor, local highway authority and local authority.

5.1 Vehicular access

Ensure that the road signs are appropriate and easily visible, the capacities of the parking areas are adequate and the surface is capable of withstanding the anticipated traffic volume. Consider using hardcore, track way and/or other suitable temporary surfacing which can prevent damage to the ground and prove invaluable in wet ground conditions.

Detailed capacity assessments may be needed to ensure access entry capacity is adequate. Queuing on entry into the site can cause blocking of

traffic flows leading, potentially, to severe congestion. Exit capacity is less problematic as, if congestion occurs on exit; it is contained within the site and will not adversely affect off-site conditions. However, the risks associated with poor vehicle exit management should not be underestimated. Methods for ensuring the safe exit of vehicles from the site need just as much careful planning. Consider planning alternative routes and accesses. These can be used if main access points or routes become blocked.

Consider vehicle access for service vehicles before, during and after the event, eg waste collection vehicles and sanitary servicing vehicles.

5.2 Parking

Consider separate parking areas for the general audience traffic, vehicles for people with special needs (close to event site), coaches, shuttle buses, guests/VIPs, artistes, emergency service workers and event workers. Overspill-parking facilities either on site or at a convenient location off-site to accommodate the potential for excess visitors may also need to be planned. This may take the form of a vehicular circulation/holding area as a temporary measure.

Car and coach parks need to be adequately lit, signposted and labelled with reflective numerals or letters so that vehicles can be easily located at the end of an event or in any other emergency. For large outdoor events, position signs at exit gates leading from the parking area to the venue to assist in identifying where cars have been parked and consider clear signs for exiting vehicles showing route direction.

5.3 Emergency access

Plan provision for the entry and exit of emergency service vehicles; ideally these routes should be separate and safeguarded. The routes and access chosen must allow for means of access by the fire brigade to within 50 m of any structure, including fuel storage facilities. The access route will need to bear the weight of fire appliances and avoid manhole covers. These routes should be signposted.

Get advice from the fire brigade concerning access route specification and incorporate this into the transport management plan. In this respect, early application for road closures and temporary traffic regulation orders may be necessary. It is also important to identify allocated emergency vehicle rendezvous points in the transport management plan.

5.4 Pedestrians

Identify safe means of entry and exit for pedestrians, ideally segregated from vehicular access. Where pedestrian access is difficult, consider the provision of alternative means of access, eg shuttle buses to collect pedestrians en route. Consider making specific arrangements for those attending who have a physical disability and may not be able to walk long distances. Avoid entry and exit routes crossing car or coach parks and traffic routes.

5.5 On-site vehicle management and temporary roadways

It is important to minimise traffic movement within the site and conflicts between vehicles and pedestrians. Consider moving vehicles into the parking areas as efficiently as possible and having a dedicated access to parking areas with no ticket checks on entry. In some circumstances, ticket checks can be undertaken on pedestrian exits from the parking into the event area. This may, however, not be practicable for camping events.

Temporary roadways are useful to allow suitable hard-surfaced access for pedestrians and service vehicles. Plan temporary access roads, ideally to provide for two-way emergency access or one way with passing places and working space as appropriate. All on-site vehicles must display adequate lighting at night-time and remember to keep pedestrian and vehicle conflict points to a minimum. Plan how the vehicles that will be delivering equipment and provisions are to enter and exit the site safely during the 'build up' (and breakdown) of the event.

Where vehicle routes change from those arranged at planning stage, due to heavy rain or some other unforeseen circumstance, make sure that arrangements are in place for reinforcing the alternative route. Safe vehicle recovery from soft ground should be planned.

6. Lift trucks and other vehicles

6.1 Lift trucks

No one should be permitted to operate a lift truck unless they have been selected, trained and authorised to do so. Trained operators will have a certificate from an accredited organisation indicating the type of lift truck for which they have received training. A certificate to drive one lift truck does not qualify an operator to drive other types of lift truck. Do not allow workers to operate lift trucks without checking that they are fully trained for the type of truck they are to use.

If lift trucks are hired, check that the equipment is delivered in a safe working condition. They should be marked with their safe working load to comply with the Lifting Operations and Lifting Equipment Regulations. These Regulations also require safe working practices when using trucks. Ensure they come with a current report of thorough examination which covers adequately the period they will be used on the site.

6.2 Other vehicles used on site

As well as lift trucks, there is likely to be the need for other types of vehicles to operate on site such as: other specialist lifting vehicles, eg scissor lifts; vehicles used to deliver equipment around the site or venue, eg golf buggies and electric carts; and other vehicles, eg tractors, trailers and waste-collection vehicles.

The use of all vehicles on site should be carefully planned and monitored to ensure that accidents do not result from the incorrect use of the vehicle or that pedestrians are not injured as a result of their use.