

TRAFFIC MANAGEMENT PLANS

Introduction

A vital part in the planning process for any event is the need to have a robust Traffic Management Plan (TMP). A TMP needs to be tailored to suit the size of the event and always take into consideration the impact on the adjacent highway network of any traffic going to and from the event. It is very important that any impact is kept to an absolute minimum to prevent disruption on the local highway network.

The arrangements in the TMP should also be linked to the overall Event Management Plan (EMP) and where necessary form an appendix to the EMP.

Content

The TMP needs to be a concise document that details all the relevant information about the event and how the traffic to and from the event will be managed. The essential elements in the TMP are as follows:

1. Introduction giving a brief overview of the event. What is it, where is it being held, what is the date and duration of the event and how many visitors are expected to attend.
2. There should be a plan of the event location which clearly shows the highway network in the immediate vicinity so the traffic routes to and from the event can be easily identified. The plan should also identify where the car parks will be located. There needs to be a contingency plan in case the need for an overflow car park arises.
3. There should be a clear statement detailing how traffic will be directed to the event. Getting traffic quickly and efficiently off the highway is one of the key elements to a successful TMP.
4. There should be a clear statement detailing how the traffic will exit the event.
5. The parking arrangements need to consider where the disabled parking area will be and the disabled access into the event.
6. If appropriate, consideration should be given to cyclists attending the event. Provision of a secure compound for cyclists would encourage sustainable travel.
7. The TMP will need to have an area set aside within the parking area to accommodate people being dropped off at the event and then picked up again. This will include taxis.
8. The TMP should also consider public transport. Will special buses be used to bring people to the event? If so how will they be accommodated?
9. If the event is large enough to have people arriving in coaches, then the TMP must state how these will be dealt with.
10. With larger events, consideration should be given to operating a Park and Ride system for getting visitors to the event. This will reduce the number of individual vehicles that would need to travel to the venue.
11. It is important to have competent marshals / stewards to oversee the on site traffic management. The on site management needs to be robust to ensure

that vehicles are parked up quickly and efficiently. Any discussions with drivers should take place after they have parked to ensure there are no delays to vehicles arriving on site. It is also important to ensure that there are sufficient marshals/ stewards on site to assist with vehicles leaving the site and not have drivers left to their own devices to get out of the parking areas as all too often this can lead to instances of “road rage”.

12. If there are to be charges for parking at the event, then it is essential that the money is taken AFTER the vehicle has been parked. Taking money as vehicles arrive through the entrance will only cause delays and unnecessary congestion.
13. Where a charge is to be made, notices regarding the parking charges should be prominently displayed on the approach to the site and in any advance publicity or on the event website.
14. Consideration needs to be given as to whether any temporary restrictions will be required to facilitate the traffic management. Will road closures be required, will there be a need for parking restrictions or a clearway order, or will a one way system be needed? If any such measures are required, then application needs to be made to DCC at least three months prior to the event. Only a fully accredited traffic management company can implement these measures and these details MUST be supplied with the application.
15. Will there be a need for temporary directional signing to the event? If so full details of the accredited signing contractor will be needed together with a detailed signing schedule of what will be put out. A location plan of where the signs are to be located should be included as well. No signs can be put out on the highway without the written permission of the highway authority. It should also be noted that only approved signs can be put out and no other advertising signs will be permitted on the public highway.
16. The TMP will need to consider a blue light emergency route both to and on the event site. The on site route should preferably be kept clear of pedestrian and vehicle traffic.
17. The TMP will also need to have a contingency plan for car parking in the event of bad weather or parts of the planned parking area being unsuitable for whatever reason.

Conclusions

It is acknowledged that not all of the above elements will need to be in place for every event. However, a simple statement to say they have been considered should be included in the TMP. Clearly, for larger events, then all the above elements will be essential in ensuring that the TMP is fit for purpose.

It has to be recognised that the last impression anyone will have of being at any event is how efficiently they arrive at and leave from the parking areas. Having to wait in long queues for a long periods of time will not encourage visitors to return.

Further help and guidance can be obtained from The Events Industry Forum document, The Purple Guide to Health, Safety and Welfare at Music and Other Events 2014. This document has superseded the HSE document HSG/195, The Event Safety Guide.