



## **ROAD CLOSURES FOR SPECIAL EVENTS**

### **Guidance Notes**

**TRANSPORT AND DESIGN SERVICES**

## Things to consider when planning an event

**Who** is the event aimed at?

Particular groups will have different risks and needs associated with them, i.e. young children, teenagers, the elderly or disabled.

**What** type of activity is to be held?

The type of activity greatly affects the hazards involved such as animals, carnivals or a music concert.

**Where** is the event to take place?

Is the venue adequate for the type of event taking place, with correct facilities? Is it easy to get to without impacting greatly on the local community and does it have sufficient car parking? Is suitable public transport available?

**When** will the event take place and does it clash with any other event in the area?

The day of the week and time of day needs to be considered, as this will affect travel to the venue, the impact on the local community and the possible need for artificial lighting.

**How** many people are expected to attend and will there be an entrance fee?

How will visitors travel to the venue?

The type of event will also affect the type of licences and Temporary Traffic Orders that may be required. Middlesbrough Council as the highway authority is responsible for introducing temporary traffic orders and road closures as well as public entertainment, food and alcohol, markets, street trading licences and any planning permissions that may be required.

Organisers will first need to identify who is responsible for the event. For local events this may be an individual and for major events there may be a need for a management structure for each element of the process. The primary 'duty of care' for public safety rests with the organiser(s) or the owners of the property or land.

**Any event that involves changes or closures to the A174, A66 or A19, will need permission to be granted from the Highways Agency as the highway Authority for these sections of Trunk Road.**

## **Traffic Management Plan**

Organisers must consider the traffic management and road safety implications of an event at an early stage by preparing a traffic management plan. It is also recommended that a traffic management plan is prepared for events which do not require a licence. If the traffic management implications have not been addressed or the event poses potentially serious disruption and road safety concerns, then the event may not be allowed to proceed. Clearly it is very important for the Police and the Council to be involved at the earliest opportunity. Traffic management plans involve a full risk assessment, which clearly identifies all risks to the travelling public, participants and employees attending the event. The nature, location and environment of the event may also need to be considered with all risks recorded giving recommendations on how the risks will be managed. A risk assessment is a careful examination of what is likely to cause harm to people, followed by an explanation of managed contingencies to reduce such risks.

It is a way of identifying hazards and recording actions taken to reduce the risk. Employers and the self-employed have a responsibility under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 to carry out risk assessments. Further information is supplied by the Health and Safety Executive (HSE), <http://www.hse.gov.uk/>

A traffic management plan will consider the safe and effective movement of all attendees and organisers and will demonstrate how any additional interference with normal traffic movements are to be minimised. Wherever possible event organisers are expected to encourage the use of public transport, cycling and walking to their event.

### **The Traffic Management Plan must consider the following:**

#### **Section 1 – Roads, Public Rights of Way and Bridleways**

When planning your Event, you must consider which roads, paths and bridleways may be affected. You are not permitted to close any public roads, paths and bridleways without lawful authority.

#### **Section 2 – Highway Directional Signing**

What signs will be used and where?

What will the signs say?

Who will erect and maintain the signs?

What publicity will be used?

Traffic control on the public highway can only be done by a Police Officer in uniform.

Marshals and Stewards **do not** have the authority to control traffic on the public highway.

#### **Section 3 – Traffic Management**

##### **Public Transport**

Getting to and from the Event should be made as easy as possible. By talking with the public transport operators at an early stage, it may be possible to increase the frequency of buses, or increase the capacity of trains. Free buses may be an alternative, depending on the numbers of people you expect to attend. Park & Ride or Park & Walk are options that should be considered and car parks should not be limited to the immediate event site. It is recognised that the majority of people will wish to use their own transport and sufficient capacity should be provided at the entrance to, and within the site to avoid any unnecessary delays on the public highway.

##### **On street parking restriction**

Does on street parking need to be restricted to allow better access to the venue?

### **Car Park Closure**

Are there any car parks that need to be closed?  
What alternative parking is available?

### **Parking provision**

Where is the venue in relation to the road network and public transport?  
How will visitors get to the venue e.g. bus, coach, train, walk, cycle, car?  
How will traffic control be organised on the public highway and on site?  
What parking provision is there for organisers/visitors/Emergency Services?

Where will the access and exit routes for organisers, visitors and emergency services be?  
Will on-site routes/car parking have the capacity to accept sufficient volumes of vehicles / people to avoid delays on the public highway?  
How will you deal with breakdowns or collisions on these routes?

### **Road Closure & Traffic Diversion Application**

On occasions, it may be necessary to request that a road is closed to hold an Event or to ensure that visitors are safely guided to the event. If you think that the road needs to be closed to hold your event, or if you need to suspend on street parking, or you need to change a one way street to improve traffic safety, please indicate that in your application by completing the relevant section.

What sections of road(s) needs to be closed?

Where will traffic be diverted?

Does the closure or diversion clash with any other work or activity on the roads in the vicinity of the event? Please check our on-line road works site: <http://10.40.5.15/webswr>

Does the diversion route need to have a traffic regulation order changed for the duration of the closure e.g. one way street?

### **Placing signs on the highway**

You will be required to provide a sign schedule clearly stating the legend, where signs are to be positioned, how they will be placed (on a frame or fixed to street furniture). The sign schedule must be approved by Middlesbrough Council before any signs are erected on the highway. The signing contractor must be accredited to place signs on the highway and must have £10m public liability insurance.

### **The following criteria will be used to determine whether signs will be permitted on the highway:**

There must be a substantial number of drivers who are not familiar with the area, who are seeking the Event. The existing signing to the event location is inadequate to guide people to the event. The signing should only be used to guide traffic intent on finding the destination and therefore would normally only be erected in the vicinity of the location in question. Signs will not be approved if they are intended purely as advertisements in order to attract motorist and encourage extra trade.

### **If signs are permitted they will conform to the following criteria:**

- Signing will only be considered for short-term events. For seasonal events or events lasting in excess of six months, consideration should be given to local direction or tourism signing.
- Where possible signing of the type “For xxxx follow yyyy” should be adopted to keep the number of signs to a minimum.
- Commercial names of event sponsors will not be permitted.
- Dates and times should not normally appear on the signs.
- The signs shall not normally be erected more than 48 hours before the event and removed not more than 48 hours after the event.
- The signs must comply with the Traffic Signs Regulations and General Directions 2002, relevant Traffic Signs Manuals- Chapter 7 and British Standards.
- The signs must be constructed of a suitable material for the face and backing of the sign.
- The signs should follow the practice of pointed signs at junctions and rectangular signs in advance.
- A sign should not obscure a driver’s view of any permanent traffic sign.
- No part of the sign should be less than 450 mm from the edge of carriageway, normally no less than 2300 mm above a footway (2100 mm minimum) and no less than 2500 mm above a cycleway.
- The signs should be securely and neatly fixed and where possible this should be on existing street furniture. This should be without damage to the street furniture, the repair of any damage being met by the company erecting the signs. (No sign with an area exceeding 0.6 m<sup>2</sup> should be fixed to a lamp column; no sign should be attached to private apparatus without the permission of the owner being obtained.)
- The size of letters should be within the recommendations of Department for Transport Local Transport Note 1/94.
- No other signing or fly posting should be provided for the event (failure to comply with this may result in the removal of all the signs for the event and / or prosecution).

### **Signing Principle**

**NO ROAD USER SHOULD APPROACH IN ANY DIRECTION TOWARDS THE EVENT WITHOUT UNDERSTANDING EXACTLY WHAT IS HAPPENING AND WHAT IS EXPECTED OF THEM**

**Signs may only be erected by accredited personnel trained to work on live highways.**

### **Safety Advisory Group**

A Safety Advisory Group (SAG) will be formed for Events attracting in excess of 1,000 people, especially if they are to occur on an annual basis. The Safety Advisory Group will be chaired by the Council’s designated Traffic Manager and will include representatives of: -

- Licensing authority (Middlesbrough Council)
- Building Control Officer (Middlesbrough Council)
- Environmental Health Officer (Middlesbrough Council)
- Trading Standard Officer (Middlesbrough Council)
- Police service
- Ambulance service
- Fire & Rescue service
- Experts as necessary at the discretion of the group

**If the event is on the highway or road, the responsibility for public safety rests with the organiser.**

Where relevant the Safety Advisory Group may also include: -

Emergency planning officers, property owners, security and stewards, military, voluntary groups, press officers and other service providers.

A Safety Advisory Group's main objectives are:

- To promote high levels of safety and welfare at events by giving advice
- To promote good practice in safety and welfare planning for events.
- To ensure events cause minimal adverse impact.

A Safety Advisory Group's terms of reference may include:

- To ensure that each member of the group is aware of their individual role within the group.
- To ensure that the organiser has taken such measures as may be necessary or expedient to ensure the reasonable safety of the public.
- To offer advice on risk assessments and safety measures.
- To keep a written record of all formal meetings and note actions arising from those meetings.
- A major event will require a major incident contingency plan.
- To ensure that a safety officer and first aid/medical providers are appointed.
- Where applicable to hold a de-brief and make recommendations for future safety improvements

The group needs to regularly consider the event and to give advice to the organisers. All comments and observation made by the SAG are always advisory. It has no statutory compulsion and organisers are under no obligation to submit information, attend SAG meetings, or follow SAG's advice. However, SAGs are considered best practice and **each of the constituent members has their own regulatory role and may exercise their powers independently**. If it is decided by the group that the correct event planning is not in place, it can recommend that the event does not go ahead and then the application to Middlesbrough Council will be refused. SAG is not a licensing panel.

For any major or annual event that may benefit from the formation of a Safety Advisory Group, Middlesbrough Council will do all it can to help facilitate meetings with all the required parties.

### **The Police**

Events, especially those of a commercial nature, should be capable of being carried through without the need for police attendance. However, depending on the nature and size of the event, police may be involved in the scrutiny of the planning. As part of the Safety Advisory Group process the decision may be made that police presence is required.

The assessment of the necessity for police attendance and action at an event will be based on the need to discharge the police service's core responsibilities which are as follows: -

- Protection of life and property.
- Prevention and detection of crime.
- Preventing or stopping breaches of the peace.
- Traffic regulation (within the 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.

Cleveland Police do not provide traffic management at events and any police involvement would be for the event itself and not to manage the traffic.

The level of police resources committed to any event and the action undertaken will be proportionate to the assessment of risks posed by the event. Normally police involvement will be restricted to these core areas of responsibility. Early discussion with the police by event organisers is strongly advised.

Private marshalling and stewarding has become a recognised way in which events are supported. This, however, does not preclude any local arrangements between police and the event organisers.

**Please note that it is unlawful for stewards and marshals to direct traffic on the public highway.**

### **Insurance**

The Applicant must be covered by Public Liability Insurance which should be available for inspection; minimum cover to be £10 million. Such insurance must indemnify the Highway Authority from and against all actions, claims, losses and expenses whatsoever in respect of loss of life or personal injury or damage to property, howsoever caused, arising out of or in any way attributable to the road closure or the activity. A copy of the insurance certificate must be submitted with the application.

## **WHAT TO CHECK – BEFORE YOU APPLY**

### **1. Is a Road Closure really necessary?**

A road will only be closed if there is no other feasible alternative solution. Before you apply to close a road, please complete the attached checklist. Should a road closure be deemed necessary, please enclose the completed checklist with your application.

### **2. Do you need a Temporary Mandatory Speed Limit?**

On occasions, a temporary mandatory speed limit may be preferred, rather than closing a road. If you wish to apply for a speed limit, please complete the application form with a justification for the speed limit and a plan indicating the extents of the proposed speed limit.

### **3. Programme of Work and Method Statements**

A programme of work and method statement should be submitted with the application as evidence of the need for a closure and to confirm the start and end dates.

### **4. Co-ordination Checks**

The applicant must undertake co-ordination checks using <http://10.40.5.15/webswr> to ensure that the proposed road closure will not affect, or be affected by, other works/events in the locality. These should be listed on the application form and the applicant is required to co-ordinate with those other works/events that have been identified to minimise disruption to the travelling public.

## 5. Planning a Diversion Route

The applicant should propose the diversion to be used, which must be agreed by Middlesbrough Council. A similar or where possible, higher class of road should be used as the diversion route, taking into consideration heavy goods vehicles and buses. On narrow rural roads consideration may need to be given to providing a separate diversion route for each direction. It may also be necessary to have a separate diversion for HGV's and cars, because of the nature of the roads in the area.

The applicant **must** submit a plan with the application form, showing the length of road to be closed (indicated in red), and the proposed diversion route (indicated in green). This plan must be clear and indicate road numbers.

The applicant should identify, on the plan, any restrictions or obstacles on the diversion route that may affect traffic, e.g. *low bridges, narrow sections of road, tunnels, fords, one way streets and movement restrictions, roads with weight, height or width restrictions or restrictions on vehicle class.*

## 6. Are there any Traffic Regulation Orders that need to be suspended?

One way streets and obligatory or prohibited movement of traffic can affect the proposed diversion route. They should also be identified on the map submitted with the application.

## CONSULTATION

### Consult with Local Stakeholders

It is the applicant's responsibility to discuss the effects of a road closure with local businesses, schools, community facilities, and residents who may be affected prior to making an application in order to avoid, or cater for, other planned events. Any issues these discussions may raise must be identified on the application form and should be dealt with reasonably by the applicant. It is essential that this is undertaken at the preliminary stages of the application. Middlesbrough Council will inform the Statutory Consultees and the local Councillor.

If your event lies within the town centre, these are a suggested but not exhaustive list of key stakeholders you may want to consult with.

Captain Cooks Square Shopping Centre	The Mall
Centre North East	Dundas House
Python Properties	University of Teesside
Hill Street Shopping Centre	Dundas Arcade



## **MAKE A FORMAL APPLICATION FOR A ROAD CLOSURE**

### **IMPLEMENTING AND MAINTAINING THE CLOSURE**

#### **1. Notices and advance warning signs**

If a road closure has been granted by order, the Council will erect a laminated copy of the road closure order at either end of the road to be closed. On longer sections of road, intermediate notices may also be required to be erected.

**Note: A road closure is only in force while both the closure notices and the appropriate traffic signs are in place.**

The Applicant will provide and place a yellow advanced notice sign on the public highway, at either end of the closure, advising motorists of the closure **no less than seven days** before the closure commences. The advance notice sign will be replaced with a road closed sign on the first day of the closure by the Applicant.

**Note: Any changes to the start date must be conveyed to the Middlesbrough Council's Road Safety and Traffic Section in sufficient time to make any amendments.**

Applicants **must** notify affected properties of the road closure, by letter, not less than seven days before the start date. This must provide the applicants contact name, telephone number and the proposed start and end dates. A copy of the letter should be sent to the Middlesbrough Council's Road Safety and Traffic Section.

## 2. Road Closed and Diversion signs

Road Closed signs must be erected at the start of the closed section. Road Closed Ahead signs may also be required in some circumstances. The diversion route must be clearly signed by the Applicant to avoid driver confusion. Signs will be as follows:



At start of closure



At start of diversion



Intermediate signs



At the end of diversion

### Multiple Diversion routes

Where one road closure/diversion route overlaps with another it may be necessary to attach symbols to the diversion signs for clarity. This will be determined by Middlesbrough Council at the time of application.

### 3. Signing and Guarding Arrangements

All signing will need to comply with the current Traffic Signs Regulations and General Directions. It is the sole responsibility of the applicant to ensure that a temporary road closure and diversion route is correctly signed, guarded and lit in accordance with Chapter 8 of the Traffic Signs Manual and the Safety at Street Works and Road Works Code of Practice.

All signs used for the road closure and diversion route will be removed as soon as the road is fit to return to the travelling public.

***Please note: This is a 24 hour a day responsibility, including the maintenance of the signs by regular patrols whilst the Road Closure is in force.***

### 4. Arrangements for Pedestrians and Cyclists

Where it is practical and safe to do so, access for Pedestrians and cyclists should be maintained through the works for the duration of the closure.

**Other useful Internet websites:**

[www.hse.gov.uk](http://www.hse.gov.uk)

Information and help on issues relating to Health & Safety and Risk Assessments

<http://www.homeoffice.gov.uk/publications/police/operational-policing/event-safety-guide>

The Home Office Good Practice Safety Guide for small and sporting events taking place on the highway, roads and public places.