



EVENT SITE MANAGEMENT PLAN GUIDE

What is Event Site Traffic Management?

Managing traffic at public events is an important part of ensuring the event is safe. Vehicles moving around an event site can create a serious risk of death and injury to all involved in the event. Events may include markets, fundraisers, social, sporting, artistic or other occasions. Event traffic includes buses, cars, motor bikes, trucks, forklifts, cranes, tractors, electrically powered carts and pedestrians.

Event organisers have a duty of care to ensure, as far as it is practicable, workers and others are not exposed to health and safety risks arising from the business or undertaking. This duty includes implementing measures to prevent people from being injured by moving vehicles during an event. Event organisers also have a duty of care to provide the information, instructions and supervision necessary to protect people from risks to their health and safety.



The following guide is for EVENT SITE TRAFFIC MANAGEMENT ONLY. For any traffic management related to public roads, crossings, highways, etc. you MUST engage a professional traffic management company.

Event Management Stages

The stages of Event Management include bump in, event duration and bump out. A traffic management plan for each of these times needs to be considered and documented when planning the event. The bump in and bump out stages of an event often involve heavy vehicle movement with deliveries being made, vendors setting up, etc. The event duration generally has minimal traffic movement. Considerations to be made at each stage include:

- the loading and unloading of equipment and goods e.g. amusement rides, portable bathrooms, building and catering supplies
- the types of vehicles that will be onsite, the traffic routes they will take and how these may differ during each event stage
- where possible, access to an event site to be restricted to the public during bump in and bump out
- public transport, vehicle types and peak periods
- walkways and crossings
- parking and parking control
- crowd control, movement and safety
- emergency service access
- monitoring of and response to traffic management throughout the event.

Eradicating traffic hazards completely is the most effective way to protect all involved with the event. This can be achieved by eliminating interactions between pedestrians and vehicles through the design and layout of the event. This includes not allowing vehicles to be used in pedestrian spaces or providing separate access points so pedestrians cannot enter areas where vehicles are used.

Elimination is not always realistic, where this is the case, the risks must be minimised as far as possible. This can be done through careful planning and controlling the vehicle and pedestrian movements during each stage of the event. During peak periods of your event bump in, duration and bump out utilise traffic controllers, marshals and parking attendants during peak periods to carry out this work should be considered.

Communication and cooperation between organisers and stakeholders is important for a successful event. All aspects of an event – including safety – are more easily achieved when all stakeholders communicate with one another. This is especially true when identifying potential risks and working together to find solutions. Event organisers should either be the main contact or delegate one within their team for all event site traffic management details. A single point of contact for stakeholders to liaise with will reduce confusion and ensure the correct information is shared to the correct person.

The event organiser must ensure that all people involved in the event are aware of and understand the traffic plan, rules, safety policies and procedures for the event location. It is important to ensure all drivers are aware of the layout of the event site before accessing the site, including the route they should take and the safety procedures for parking and unloading vehicles.

Event Site Vehicle Traffic Routes

Traffic routes should be separate for vehicles and pedestrians at an event site. Clearly signed collection and drop off areas with waiting space to avoid interfering with traffic flows should be provided for the public, disabled people, taxis and public transport.

Traffic routes should be:

- one-way, if possible, with adequate passing space around stationary vehicles
- designed with separate entries and exits for large vehicles and include turnaround points for vehicles
- wide enough for emergency vehicle access and the largest vehicle and its load using them
- designed so there is enough visibility at intersections so drivers can see and be seen, and
- clearly sign-posted to indicate restricted parking, patron parking, speed limits, vehicle movement and other route hazards.

Loading and unloading areas should be designed or changed to avoid the need for vehicles to reverse where there is potential for pedestrians or other vehicles to interact. All users of loading and unloading areas should have clear sight of other users.

Emergency services access and their ability to get to an incident should be managed. Entry and exit areas should be adequate for emergency services and provisions made for emergency vehicles to pass through pedestrian traffic area.

Event Site Pedestrian Traffic Routes

Consider providing pedestrian barriers at entries and exits to stop pedestrians walking in front of vehicles. Other control measures to consider include:

- using railings and bollards
- installing interlocked, chicaned or hinged gates so they open towards the pedestrian—these methods create a stop or pause in the pedestrian's movement
- ensuring traffic routes are wide enough for pedestrian safety where separation is not possible
- providing mirrors for pedestrians and vehicles in addition to other controls ·using separate, clearly marked footpaths or walkways e.g. using lines painted on the ground or different coloured surfacing and signs, and providing pedestrian routes they are likely to follow so they are unlikely to take potentially hazardous shortcuts.

If pedestrians have to cross vehicle routes at an event site, consider:

- using overhead walkways
- providing physical barriers with inward opening gates
- using traffic light systems
- using traffic controllers to aid pedestrians
- providing clearly visible ground markings, lights or signs, and
- ensuring pedestrians and vehicles can easily see each other.

Parking

If onsite parking is provided, vendor and contractor parking should be kept separate from patrons. Walkways leading to and from parking areas should be separated from vehicle routes, clearly signed, adequately lit and unobstructed.

Accessible parking should be clearly identified, easily accessible and located as close as possible to an event site, facilities and entries and exits. Access should be provided between a car parking space for disabled people and an adjoining pathway or building.

Crowd Safety

Entries and exits should be managed efficiently so they do not create bottlenecks, which interfere with traffic flows. Consider separate entries and exits for event staff to those for patrons. Entries and exits can be safely managed by providing:

- an adequate number of access points
- clearly marked exits to eliminate confusion
- adequate numbers of staff including security staff
- a designated area for bag and identification checks if required.

Event Site Traffic Management Plan

A traffic management plan documents and helps explain how risks will be managed at an event. This may include details of:

- the event summary
- contact details of relevant event personnel
- a traffic control plan describing how to control the movement of traffic affected by the event activity
- approvals for the event and road closures from police and road authorities
- traffic control measures including drawings of the layout of barriers, walkways, signs and the general arrangements to warn and guide traffic around, past or within an event site
- travel paths for vehicles including entries and exits and routes for special or heavy vehicles
- traffic crossing another stream of traffic and special event clearways
- pedestrian routes
- the number of entries and exits and how they will be managed
- monitoring and controlling site access provided to delivery vehicles throughout an event
- parking arrangements including over-flow parking
- provisions for people with disabilities e.g. ramps at entries and exits
- the responsibilities of traffic controllers in the workplace
- the responsibilities of people expected to interact with traffic in the workplace
- communication between the traffic monitors and event management in case of an emergency
- how to implement and monitor the effectiveness of a traffic management plan.

For repeat events, the traffic management plan should be monitored and reviewed regularly, including after any incidents. This will ensure it is effective and takes into account changes within the event.

Event participants should be aware of and understand the traffic management plan and receive information, instruction, training and supervision where applicable. Site induction should include the traffic management plan.

As stated at the start, **IF** your event will affect any public roads, crossings, highways, carparks, etc you **MUST** engage a professional traffic management company to navigate this planning.