

# Traffic Management



## Internal Traffic Management

The use of vehicles on an event site presents risk of serious and fatal accidents, especially when multiple contractors are working during the build and derig phases of the event or when the movement takes place in a location shared with members of the public or attendees. Therefore it is important that event organisers, who hold overall responsibility for health, safety and wellbeing of those impacted by the event, assess these risks and develop a traffic management plan which manages and controls vehicle movements in order to maintain public safety.

Most events will be built from the ground up in a short period of time. This will often require multiple contractors to work on-site simultaneously, which greatly increases the risk of accidents. To reduce this risk, communication and collaboration between different contractors is essential and event organisers will need to develop site rules as part of their traffic management plan to ensure the safety of all on the site.

Aberdeen City Council advise that internal traffic management plans include:

- The segregation of vehicles and pedestrians
- Dedicated vehicle routes, preferably moving around a one-way system without the need for turning or reversing
- Clear signage
- Development of site rules (see below)
- Production Schedule, detailing the time of all deliveries and works to ensure the coordination on-site
- Allocated access slots to the event site for contractors
- Communication of site rules including contractor / staff briefing sessions
- Control and enforcement measures including licence checks, accreditation and work monitoring
- Vehicle curfew restricting vehicle movements when the event is open to the public
- Internal staff / contractor parking plan to prevent congestion and risk of pedestrians crossing behind a vehicle on to a live route
- Public parking, taxi / bus drop off and park and ride arrangements
- Planned movement during the live phase for essential services (waste / toilet cleansing etc)

Site rules should be developed to mitigate the specific risks associated with your event and help to control and manage vehicles operating on the event site. Below is a selection of example site rules:

- 5 MPH speed limit on-site
- Vehicles to use designated vehicle movement routes only
- Only essential vehicles to be accredited and allowed access on to site
- Trained banksperson must be used at all times
- Indicators to be used to show the intention of the driver
- High visibility clothing to be worn by all during the build and derig phases of the event
- White noise back up warning systems must be installed on all site vehicles
- All vehicles to be off site by 08:30 on show day
- No vehicle movement on-site between 08:30 and 20:00 on show day

See [Coordination of Site Works](#) for more information on Managing Contractors and the legal duties owed.

## Returning the land to Pre-event Condition

It is important that the land is returned to Aberdeen City Council in the condition in which it was hired. As part of the condition of the use of the land event organisers accept that they will be charged the full cost of repairing the ground or any other feature of the park which is damaged while leased to an event organiser. Event organisers are advised to photograph the site before and after their event.

Heavy good vehicles on grass, especially when wet, pose the greatest risk for ground damage and event organisers should consider the cost benefit of putting measures in place to protect the ground from damage.

Aberdeen City Council advise organisers to install protective measures to prevent ground damage and incurring additional charges. A bond of £2000 may be required from event organisers by Aberdeen City Council to ensure that any repatriation costs are covered. Once the event site has been returned to Aberdeen City Council in good condition the bond will be returned.

### **Mandatory Conditions:**

Event organisers must return the land to Aberdeen City Council in the condition it was found – any costs incurred for repair will be charged back to the organiser.

## External Traffic Management

Traffic Management Plans should also detail the measures in place to ensure safe access to the event for all attendees, staff, contractors and emergency services, as well as the measures in place to reduce the impact on local roads, residents and businesses.

Aberdeen City Council, as the Roads Authority under the Roads (Scotland) Act 1984, retain powers under section 16 of the Road Traffic Regulations Act 1984 to facilitate road closures for events. If your event requires any changes to the normal road operations, including road closures, waiting or parking restrictions and / or directional changes then a Temporary Traffic Restriction Order or stop works sign will be required.

Organisers are advised to get in touch with Aberdeen City Council's Roadworks Coordination Team at their earliest convenience to discuss their event proposal and seek confirmation of whether a TTRO or Stop Works Sign is appropriate for their event. At this stage the Roadworks Coordination team will be able to provide information and advice on the event's traffic management requirements and discuss any concerns they have with the proposals. The Roadworks Coordination Team can be contacted on 01224 522290, 01224 522298 or by email at [RoadworksCoordination@aberdeencity.gov.uk](mailto:RoadworksCoordination@aberdeencity.gov.uk)

Once the Traffic Management has been agreed in principle with the Roadworks Coordination Team, the event organiser will be required to submit a TTRO application or a formal request for a Stop Works Sign. It is important that the event's application includes all measures and closures required for the event.

If the Roadworks Coordination Team confirm that a TTRO is required, organisers must submit their application no later than 8 weeks prior to the closure. Organisers can find the application [here](#).

The Safety at Street Works and Road Works Code of Practice states that only appropriately trained and competent persons should be engaged to design, install and remove traffic management controls; this means that organisers will not only need to apply to amend traffic operations but will also need to employ a professional contractor to install the measures on the ground.

Organisers can utilise Aberdeen City Council's Roadworks Operations team or any other suitably qualified private contractor.

The cost of closing roads or amending normal traffic operations can often be one of the highest costs incurred by an organiser, so it is important that this is accounted for in the event budget and forecast from the offset. The cost of the TTRO application is £875. The cost of implementing the traffic management will depend on the scale of the works required, but as an example to assist organisers understand the finances required, the costs incurred to close Union Street, between Albyne Place and Castlegate, is in the region of £3000. It should be noted that only Police Scotland can legally direct traffic on live roads.

### **Communication and Collaboration with the Traffic Management Contractor**

It is important that organisers and the contracted traffic management supplier cooperate and communicate effectively to ensure the needs, roles and responsibilities are clearly defined and that works are carried out as required. There will be key interdependencies between the operation of the event organiser and the Traffic Management contractor, which if coordinated ineffectively can leave those involved with the event at risk and jeopardise the integrity of the event's traffic management plan.

Organisers and contractors should develop the event's traffic management plan, in line with the TTRO/Stop Works request, and agree the scope of the works, the timeline of works, the responsibilities of each party and the methods of communication to be employed on the day of the event.

Aberdeen City Council advise organisers to arrange to meet their contracted Traffic Management lead on the day of the Traffic Management installation to reaffirm arrangements and requirements before works commence.

Once both contractor and organiser are happy, the road closure will be installed by the contractor, who should confirm once the road closure is in place and when it is safe for the organiser to occupy/utilise the road.

### **Maintaining the integrity of the road closures**

It is important for the integrity of the event's Traffic Management Plan and the safety of those taking part, that once the road closures are installed that they remain in place and are not compromised until the event is finished and the closure points are lifted by the Traffic Management Contractor. One way of giving comfort that the road closures are maintained is to position a steward, volunteer or traffic management operative at each closure point. This will reduce the likelihood of drivers removing the closure or breaching it and give the organiser early notification if issues occur.

It is important that anyone allocated to Traffic Management point duties are safe and supported. To reduce risk and improve their effectiveness, Aberdeen City Council advise that they are briefed, advised not to put themselves in danger, where deemed necessary are buddied up and are also provided with a method of communication to organisers where any issues can be flagged, and support provided as and when required.

### Stop Works Sign & Temporary obstruction signs

A 'STOP- WORKS' sign can only be used to stop vehicular traffic for short periods. Each period can last no more than 2 minutes in any 15 minutes and the sign can only be used at sites where the risk is deemed as being low.

The sign can only be used by sector approved traffic management operatives, and the following conditions need to apply:

- The road is single carriageway
- The stoppage is for a maximum period of 2 mins
- Its use is restricted to once in any 15 minutes
- The minimum clear visibility for drivers to the sign is 60m (for speeds of 40mph or less)

A 'Temporary obstruction' sign can only be used by sector approved traffic management operatives, stop vehicular traffic for up to 15 minutes, and the following conditions need to apply:

- No alternative method of operation is practicable
- Other forms of temporary traffic management are not practicable
- The traffic delay is no more than 15 minutes at any one time and there is at least one hour between such delays
- The 'Temporary Obstruction' sign is place within sight of the obstruction

#### Mandatory Condition:

Aberdeen City Council, will require a TTRO to be granted, Stop-Works sign or Temporary Obstruction sign to be in place for any activity or event which requires road closure or amendment to normal traffic operation.

As per the Safety at Street Works and Road Works code of practice, Aberdeen City Council will only allow for trained and competent suppliers / operatives to implement Traffic Management measures.

## Public Transport

If your event requires changes to normal road operations, there is a chance that these changes will impact the day to day routes on which buses operate. If this is the case the bus operators may require early engagement to ensure that they have enough time to plan, communicate and implement diversion routes. If your event will close roads and likely to have an impact on public transport then please contact the Public Transport Team to discuss further at [publictransport@aberdeencity.gov.uk](mailto:publictransport@aberdeencity.gov.uk) or by calling 03000 200 292

## Further Guidance

[Purple Guide](#)

[HSE Event Safety - Transport](#)

[Safety at Streetworks](#)

