

## **Remembrance Day parades – traffic management guidance**

A recent decision has been made by Leicestershire Constabulary to introduce a change of policy under which they will no longer provide officers to carry out traffic management duties and enforce road closure for Remembrance Day parades.

The responsibility to close the road in a safe and organised manner is now the responsibility of the event organisers themselves.

The aim of this document is to assist with this process and offer guidance to ensure the parades are held safely, adequately informing road users of the upcoming restrictions in the same manner as had been undertaken by the Police.

### **Traffic management**

Roads must be closed in a manner that ensures the safety of those attending the parades as well as pedestrians and road users in the area affected by the restrictions.

Parade organisers will firstly be required to contact their District or Borough Council to arrange for an order to close the road to be prepared. They must also provide a traffic management plan and risk assessment, examples of which are provided in the supplementary document. The traffic management plan will need to clearly show which roads they are proposing to close, and the estimated duration of the closure.

The organisers will need to use suitably briefed and competent volunteers to undertake the work of marshalling the event; this will include installing and removing the road closure. If this is not possible then they will need to employ the services of an approved traffic management company.

It is the responsibility of the organisers to ensure that any volunteers working within the limits of the highway are covered by a Public Liability Insurance Policy with a minimum of £5 million of cover.

The district councils will need to collate the locations of all parades within their area and provide the details to Leicestershire County Council. This will be used to inform public transport operators so they can plan accordingly and will also assist the highway authority with the co-ordination of works to help ensure no works are taking place on the parade route.

Due to the short term nature of the parades it will not be necessary to provide and install a signed diversion route however to ensure that road users are well advised in advance and on the day of the parade the following measures will be required.

### **Closing the road**

Only a Police officer has the legal power to stop traffic at a road closure, in all other instances the road closure must be signed correctly in accordance with chapter 8 of the Traffic Signs Manual which covers signing and guarding for road works and temporary situations in the highway.

For example, the illustration below shows the Road Closed sign that must be placed at all points of closure, it is this sign that makes the road closure enforceable in the absence of a Police officer.



The sign is accompanied by traffic cones or barriers creating a physical restriction to traffic. A traffic marshal should be present at all points of closure to offer advice and guidance to vehicular and pedestrian traffic. The marshal will need to be clearly identifiable and be wearing appropriate personal protective equipment such as a high visibility jacket.

In addition to the Road Closed Sign there should be 'Road Ahead Closed' signs on the lead up to the closure to adequately forewarn road users of the restrictions ahead. Leicestershire County Council has a small supply of 'Road Closed' and 'Road Ahead Closed' signs that are available to borrow on a first come, first serve basis. Please let us know as soon as possible if you wish to do this.

The Government web site directs street party event organisers, which may be also useful for parades, to the relevant district council and appropriate traffic management signage is downloadable from the web

<https://www.gov.uk/apply-hold-street-party>

<https://www.gov.uk/organise-street-party/closing-a-road>

### **Advance Warning**

Without a Police presence at the closure points the possibility for conflict with road users on the day of the parades increases therefore the importance of good, clear advance notice is essential to forewarn road users of the restrictions that will be in place during the parade.

Advance warning signs are required at all planned closure points 2 weeks in advance of the parade to ensure road users can plan accordingly to minimise disruption.

An example of such a sign is in the illustration below;



These signs should be removed from site as soon as is practicable after the roads have been reopened.

To reduce costs the advance notice signs can be made from correx material and attached to a nearby lamp column or sign post where possible, where no such feature exists then a free standing board will be required.

If correx signing is to be used then it should be noted that where signs are located over footways the lower edge should be no less than 2.1m above ground level, increasing to 2.4m over cycleways.

Leicestershire County Council's central print service can assist with the provision of such signing if required.

### **Parade routes**

The Police have advised that in light of recent terrorist incidents using vehicles, where possible the existing routes be reconsidered and the most direct route used to the memorial. Whilst this is a potentially contentious issue, it is in the interests of public safety and would also help to simplify the traffic management requirements and assist in reducing costs.

### **Traffic management courses**

There are a number of courses available now that holders of events on the public highway can attend to gain accreditation to enable them create and

manage the traffic management for their events. An example of such a course can be found by following the link below;

<https://www.lantra.co.uk/awards/product/lantra-awards-traffic-management-community-events-tmce>

### **Traffic management providers;**

There are several traffic management providers operating within Leicestershire, Leicestershire County Council are not able to endorse the use of any particular provider but have created this list for the convenience of the parade organisers, however, this list is not exhaustive and there may be other providers to consider.

- Amberon - <http://www.amberontm.com/>
- Go Traffic Management (GTM) - <http://www.gtm.co.uk/services/>
- A-Star Traffic Management - <http://www.astartraffic.co.uk/about-a-star>
- Traffix - <http://www.traffixuk.com/>

### **Further information**

Leicestershire County Council's network management team can provide additional support to traffic management planning and can be contacted directly on 0116 3052163 or by emailing [networkmanagement@leics.gov.uk](mailto:networkmanagement@leics.gov.uk).

