

Traffic Management Plan

Gate to Southwell 2013

8th June 2013

Created by: John Smith
email - event organiser@morris.co
Phone - 0115 xxx xxx Mobile – 07801 xxx xxx

Distribution: Highways Department Police events planner - Nottingham Police
Traffic Marshals - Organisers – First Aiders

Index:

- 1 Introduction
 - 2 Event proposal – Nottingham and Southwell
 - 3 Roles responsibilities / Control structure
 - 4 Communications
 - 5 Risk Assessment
 - 6 Emergencies, Incidents and First Aid
- Appendix A – Briefing to Marshals – Nottingham
Appendix B – Briefing to Marshals – Southwell and TRO
Appendix C – Risk Assessment
Appendix D – Public Liability Insurance Certificate

1 Introduction:

The Gate to Southwell is a procession of dancers and musicians from Nottingham to Southwell in the manner of an ancient event some 500-600 years old. The modern procession was revived in 1981 and has taken place every year since then.

It is a community event, funded by the dancers and musicians themselves. Since 1981 it has been organised by Dolphin Morris Men and is a non-profit making event.

The Gate to Southwell provides a vehicle for local or national charities to fund raise for themselves.

Our insurers are Royal and Sun Alliance with a public liability indemnity of £10,000,000, a copy of the certificate is attached to this plan.

2 Event Proposals – Nottingham and Southwell

The procession in Nottingham and Southwell will be marshalled by persons who have been fully briefed with the route and safety arrangements for the procession, pedestrians, members of the public and motorists.

Nottingham City Centre

The procession will be marshalled by up to 10 persons who have been fully briefed on the route through Nottingham City Centre. The procession will leave the Old Market Square Nottingham at 9.00am arriving at Sneinton Hermitage Centre at 9.30am.

Southwell

The procession will be marshalled by up to 10 persons who have been fully briefed on the route through Southwell. The A612 Church Street will be closed using a temporary road closure with a Temporary Restriction Order (TRO) operated by marshals. The procession will leave Easthorpe turn at 4.30pm and process to the North Gate of Southwell Minster arriving at 4.50pm. The TRO will be in force from 4.30pm to 4.50pm approximately.

The procession routes, marshalling arrangements and TRO details are shown in Appendix A & B, all times are approximate.

3 Roles and Responsibilities / Control Structure

Event organiser: John Smith
Phone 0115 xxx xxx
Mobile 07801 xxx xxx

Lead Marshall Sheila Smith
Phone 0115 xxx xxx
Mobile 07801 xxx xxx

4 Communications

Mobile phones will be used to communicate with all marshals and contact Emergency Services in the event that they are required. All marshals will have all phone numbers available and will be written on their briefing notes.

5 Risk Assessment

A risk assessment has been constructed and a copy is attached as Appendix C.

The assessment is based on previous year's events but is subject to constant review and updating with comments from interested parties as well as the event organisers and marshals.

Any deficiencies in the Risk Assessment or suggestions and additions should be made to the organiser either during the event if serious or after if considered minor. All 'near misses' must be reported to the organiser and/or Lead marshal.

6 Emergencies, Incidents and First Aid

The designated First Aider for the event is Joe Smith mobile 07720 xxx xxx. Additional First Aider will be Dave Smith mobile 07732 xxx xxx.

The First Aider will be carrying a basic first aid kit which will be used for minor injuries only. All injuries should be advised to the designated First Aider in person or by mobile phone so that he/she may assess them and the situation. In the event of a serious injury, marshals or organisers must contact the Emergency Services by ringing 999 and announcing the service they require and giving the location of the emergency.

All incidents, however minor, must be noted and informed to the event organiser immediately. These incidents include those affecting participants as well as members of the public and motorists.

Traffic Management Plan

Gate to Southwell 2013

8th June 2013

Appendix A

Procession route and marshalling arrangements from Nottingham City Centre to Sneinton Hermitage Centre

Briefings and basic instructions for organisers and marshals

The contents of the traffic plan and route plans shall be briefed to the organisers and those marshalling and First Aider(s) in Nottingham City Centre before the event as well as on the day. Marshals will wear orange Hi-vis waistcoats identifying themselves as event marshals.

The attending musicians and dancers and bus driver(s) shall be briefed before the date that the event has a traffic plan in place and that they should listen to information from the marshals and follow their instructions

Note that the free passage of the Nottingham Trams is a priority, they will not stop for the procession.

In all movements that interact with road traffic, the organisers and marshals shall endeavour to give priority to motorists. Pedestrian crossings and pedestrian areas will be used wherever possible whilst not obstructing the passage of other pavement users.

Marshals should anticipate road junctions and traffic movements and protect the procession by standing in the junction or at pedestrian crossings. They should interact with motorists, explain the short delay, and thank them for their cooperation. Hand movements to road users should be clear and decisive. Decisions to let traffic through the procession should be made aware to fellow marshals at the time.

Starting the procession

The forming of the procession, on the Old Market Square Nottingham, shall start after the Lord Mayor has presented the Southwell Pence and completed his/her speech.

The marshals and organisers shall organise the dancers and musicians into one column facing towards South Parade preceded by the Banner and the board holding the Southwell Pence.

As a minimum, marshals shall form up with two at the head, two at the tail and one at each side of the procession with extra marshals moving ahead of the dancers to check for future hazards. Once the procession has started, the marshals accompanying shall remain with the dancers unless instructed to do so or in an emergency.

The procession must not start until :-

- a) the column is fully formed
- b) a tram has been seen to pass in BOTH directions, the timetable states this should be at 9.01am

The lead marshal shall give the signal to those carrying the Banner and Southwell Pence board to start

The procession will cross South Parade and, turning right, travel along the pavement to turn left onto Wheeler Gate. Wheeler Gate is a mainly taxi only road and likely to be quiet but marshals travelling ahead of the procession should watch out for traffic movements.

The procession will turn slight right onto the pedestrian area of Lister Gate for a short time then turn left past M & S onto Low Pavement. At the end of Low Pavement the advance marshals will operate the pedestrian lights to allow the procession to cross weekday Cross onto High Pavement. This operation should be timed so that the procession will cross in one movement.

The process will travel along High Pavement keeping to the left-hand side at all times mindful of the narrow road and parked vehicles.

(The following is a deviation from previous years)

At the corner of St. Mary's Church the procession will turn left onto Stoney Street and then right onto Hollow Stone, stopping at the junction with A6008, Bellar Gate. Once again, marshals scouting ahead will stop the traffic by using the pedestrian crossing, we will attempt to all cross in a single movement.

The procession will cross directly ahead and onto Dean Street which is a car park for the Ice Stadium. This street ends in steps down to A6008 Lower Parliament Street alongside the Castle Pub.

The traffic the junction between on Lower Parliament Street and Pennyfoot Street will be stopped again by using the pedestrian crossing and every effort should be made to cross the procession in one attempt. Once the procession has crossed the A6008 it will proceed along Pennyfoot street keeping to the left-hand lane.

At the junction with the A612 Manvers Street, the procession will take up position to cross with the traffic lights directly across onto Newark Street, then St. Stevens Road following this road to its end at the Sneinton Hermitage Centre.

The procession will break for a well-earned cup of tea and hear the welcome from the Sneinton Environmental Society. The time should be 9.30am approximately.

Procession from Sneinton

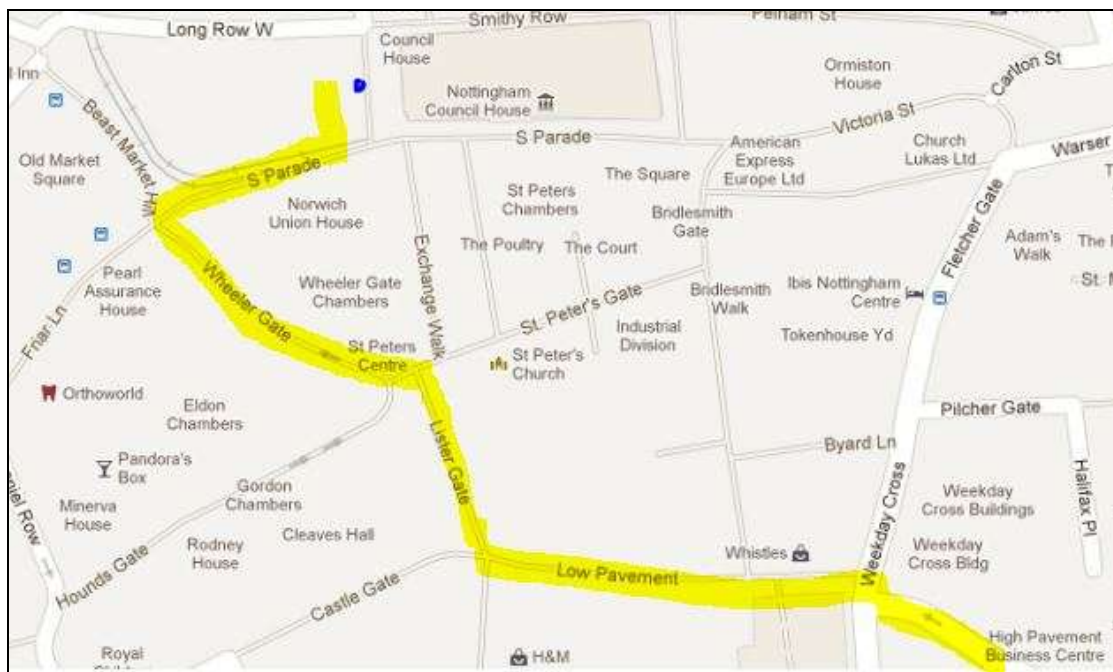
At approx. 10.00am the procession will form up on Sneinton Boulevard on the left-hand side of the road adjacent to the centre. When fully formed the procession will start at a signal from the lead marshal and proceed up the hill to just past the junction with Shrewsbury Road. The bus(es) will follow the procession, keeping pace with the dancers displaying hazard warning lights, to protect the rear of the procession.

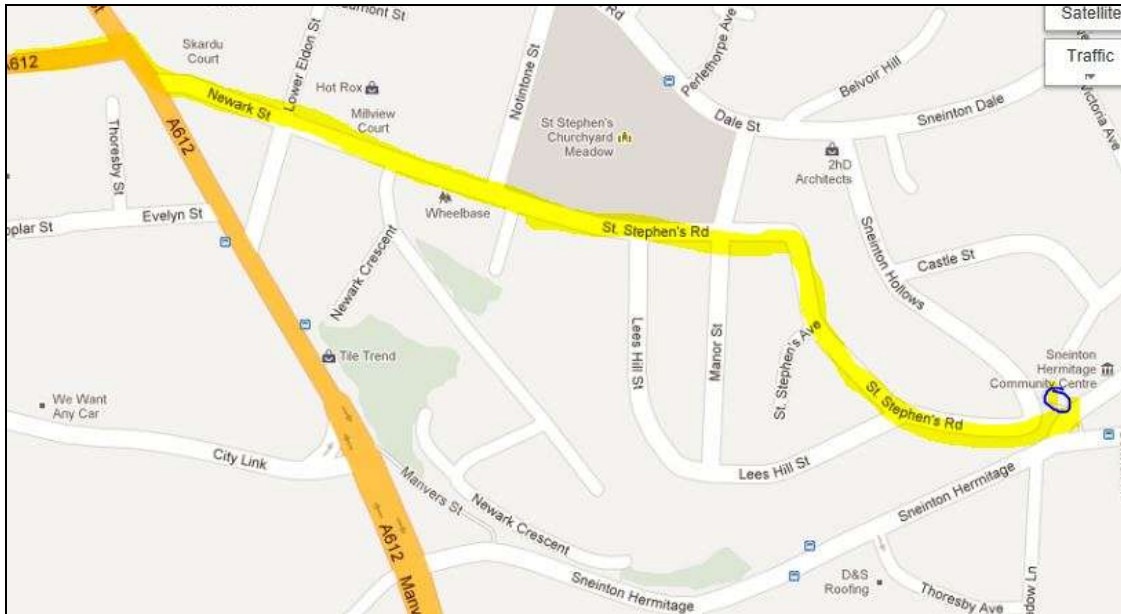
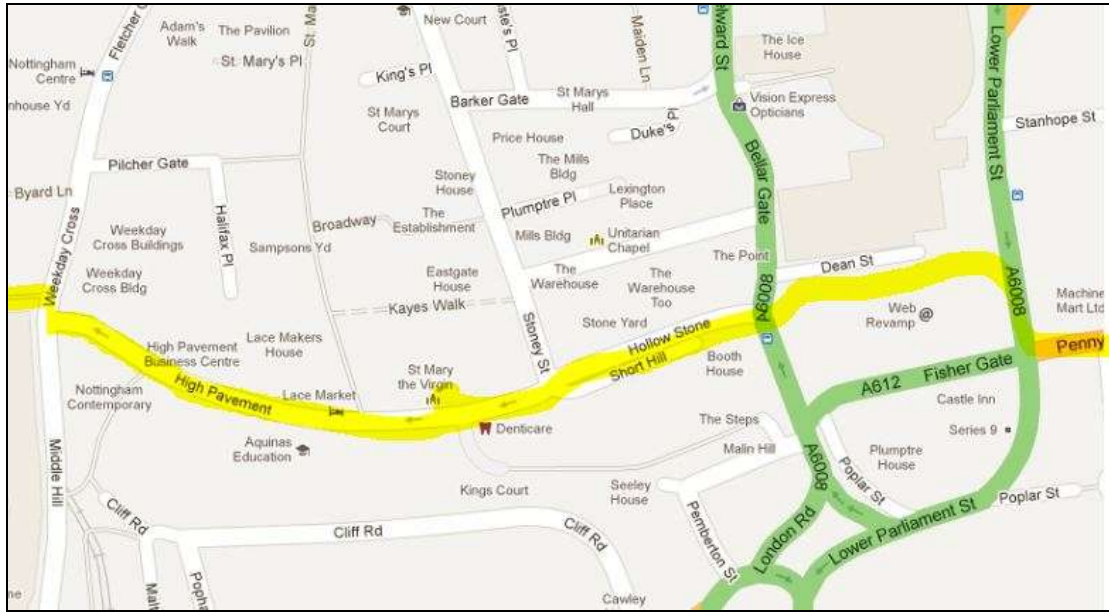
When the procession arrives at the junction of Shrewsbury Road and Sneinton Boulevard, the dancers will move to the pavement and await the bus(es) for onward travel to Burton Joyce.

Maps of the route

Route highlighted in **YELLOW** start and finish in a **blue** circle

Nottingham to Sneinton





Leaving Sneinton Hermitage Centre



If marshals have any questions or queries before or during the event, they should bring them to the attention of the Lead marshal.

Traffic Management Plan

Gate to Southwell 2013

8th June 2013

Appendix B

Procession route and marshalling arrangements and Temporary Restriction Order (TRO) in Southwell A612 Church Street from Easthorpe Turn to the North Gate of Southwell Minster

Briefings and basic instructions for organisers and marshals

The contents of the traffic plan and route plans shall be briefed to the organisers and those marshalling and First Aider(s) in Southwell before the event as well as on the day. Marshals will wear orange Hi-vis waistcoats identifying themselves as event marshals.

The attending musicians and dancers and bus driver(s) shall be briefed before the date that the event has a traffic plan in place and that they should listen to information from the marshals and follow their instructions

Although a Temporary Road Closure will be in force for this part of the procession, in all movements that interact with road traffic, the organisers and marshals shall endeavour to give priority to motorists. In addition, pedestrians should not be obstructed on pavement areas.

Marshals should anticipate road junctions and traffic movements and protect the procession by standing in the junction or at pedestrian crossings. They should interact with motorists, explain the short delay, and thank them for their cooperation. Hand movements to road users should be clear and decisive. Decisions to let traffic through the procession should be made aware to fellow marshals at the time.

Implementing the TRO in Southwell

The road closure will be affected by placing a ROAD CLOSED SIGN and cones at 4 points along the route, (see following map for location). The closure only applies to motor traffic.

Ideally, all 4 points should be manned and the closure implemented at the same time, then the traffic 'trapped' in the closure allowed to leave the restricted area.

1. Road Closed Sign (Statutory Type Approved - White text on Red) with 4 cones. Sign in the middle of the road with 2 cones either side to totally block the road. A marshal in Hi-Vis shall man this location. The sign will need to be positioned in such a way that it is visible to traffic coming from the Oxton (left) direction but not impeding flow into and out of King Street.

Marshal(s) at this junction should advise motorists that the closure will be for a maximum of 20 minutes. Motorists should be advised that a diversion exists along Queen Street, The Ropewalk and Lower Kirklington Road/Newark Road and then re-join the A612 at the other end of Southwell.

Traffic may leave the car park, see item 2, by turning right and the marshal(s) at point 1 should let them leave the restricted area.

2. Road Closed Sign facing into the car park with 2 cones closing off half the road. A marshal will be in position to let people in and advise people that they can't leave by turning left until the procession has finished.

If the road closure as described in point 1 is in place no traffic should be entering the car park.

3. Road Closed Sign with 4 cones. A marshal will be in position to advise any residents wishing to leave that they must wait until the parade has passed. Once the parade has passed if the resident wants to turn right you could let them go through as long as this is all sorted out before hand and the Marshall at 4 is aware that this may happen.

4. Road Closed Sign and 4 cones. The sign should be positioned in such a way that it is visible from Fiskerton Road and Easthorpe so that drivers are not surprised by a road closed sign just round a corner.

Marshal(s) at this junction should advise motorists that the closure will be for a maximum of 20 minutes. Motorists should be advised that a diversion exists along Easthorpe, Lower Kirklington Road/Newark Road, and the Ropewalk and then re-join the A612 at the other end of Southwell.

The approved diversion routes are shown in Appendix E



Marshals will wear orange Hi-vis waistcoats identifying themselves as event marshals. Motorists should be politely informed that the road is closed on a temporary basis and will re-open in 20 minutes approximately.

Marshals should be aware that there may 'trapped' traffic within the closure area some time after the closure has been enforced and these vehicles must be allowed to leave the restricted area safely.

In the event of an incident, emergency vehicles must be admitted to the restricted area but not until the drivers or persons in charge have been briefed that a large procession will be blocking the road. Marshals must then contact the lead marshal by phone and inform him/her of the vehicles arrival.

Motorists wishing to leave Farthingate may do so during the road closure providing they leave by turning right and after the procession has passed. Marshals at point 4 should be aware of this possibility

Motorists wishing to leave the car-park may do so during the road closure providing they leave by turning right. Marshals at point 1 should be aware of this possibility.

When the procession has safely entered the Minster grounds, the lead marshal shall contact the marshals at the 4 points and instruct them to remove the Road Closed signs and cones. The signs and cones shall be secured preferably in a vehicle for security.

The two public houses on Church Street, The Bramley and the Heart Good Fellow, should be visited in the week before the event to inform them of the road closure. These are the only two retail premises with the closure area.

Starting the procession

The road closure will have been put in place before the arrival of the bus(es). The closure is of the A612 Church Street/Easthorpe extending from the junction of Easthorpe/Church Street opposite the Old Coach House pub to the junction of Church Street/Market Place opposite the Saracens Head.

A marshal should be at the bus alight point to assist with moving traffic past the scene.

The dancers and musicians will alight from the bus(es) opposite the Old Coach House and immediately move to the 'protected' side of the road closure signs and cones on Easthorpe. The bus(es) will move away immediately they are empty to prevent traffic build up at the road closure point 4.

The procession shall be preceded by the Banner and the board holding the Southwell Pence with the dancers and musicians formed in a column behind them.

Marshals should be aware that dance sides from the Festival may wish to join the procession through Southwell to the Minster and may be unaware of the traffic plan. These sides are welcome to join the procession after a briefing from the marshals.

As a minimum, marshals shall form up with one at the head, one at the tail and one at each side of the procession with extra marshals moving ahead of the dancers to check for future hazards and any 'trapped' vehicles unaware of the road closure. Once the procession has started, the marshals accompanying shall remain with the dancers unless instructed to do so or in an emergency.

The lead marshal shall give the signal to those carrying the Banner and Southwell Pence board to start

When the procession has fully entered the Minster grounds, the lead marshal will contact the closure points to allow the road to re-open.

Signs should be recovered and secured preferably in a vehicle.

Traffic Management Plan Gate to Southwell 2013 8th June 2013

Appendix C Risk Assessment (25/05/13)

Name of Group:		Dolphin Morris Men	Start Date of Event:	8 th June 2013	
Name of Organiser:		John Smith	Date of Assessment:	25 th May 2013	
Name of Risk Assessor:		Terry Smith	Date of Review:		
Hazard & Potential Consequences	Persons at Risk	Control Measures	Current Risk Rating (High, Med, Low)	Additional Control Measures Necessary	Residual Risk Rating (High, Med, Low)
Procession walking to Southwell Minster Possible interaction with motor vehicles	Participants Members of Public	County Highways informed - TRO in place Traffic management plan in place Adult Marshalls to walk on roadside ahead of the procession Marshalls to wear hi viz vests	High	Participants to be advised of safety measures before moving off. Local businesses to be made aware of road closure 1 week before event. Road closure in place (TRO by Notts CC Highways)	Low
Management of Safety and clear responsibilities	Participants Members of Public	Public Liability Insurance covers the event. A list of safety rules and procedures will be drawn up and distributed to all Marshalls and those who need to be aware of safety procedures.	Medium	Ensure copies of the documents are available onsite during the event Carry out briefings of Marshalls	Low
Alcohol	Participants	Participants advised to limit alcohol consumption until after the event	Low	Event organiser to brief participants	Low
Adverse Weather Issues	Participants Members of Public	Organiser to cancel activity if there is extreme weather (e.g. torrential rain, snow etc.) If hot sunny weather reminders to participants re sunscreen	Medium	Event organiser to brief participants	Low
Slips, trips, falls	Participants	Ensure that first aider amongst group and name briefed to Marshalls First aid kit available with the procession	Low		Low
Lack of access for emergency services	Participants	Brief Traffic marshals to halt parade and clear road in event of emergency access needed	Medium	Event organiser to brief participants at road closure points	Medium

Traffic Management Plan Gate to Southwell 2013 8th June 2013

Appendix D Public Liability Certificate Risk Assessment (25/05/13)



CONFIRMATION OF PUBLIC LIABILITY INSURANCE

PROVISION OF COVER 2013

The Insured	The Joint Morris Organisation (Morris Federation, Morris Ring and Open Morris)
Insurer and Policy Number	Royal and SunAlliance RS-AP 0683800200
Period of Insurance	25-01-13 to 25-01-14
Name of Side or Organisation	Dolphin Morris Men
Being a fully paid up member or associate member of the Morris Federation, the Morris Ring or Open Morris.	
The issue of this document by the Treasurer or Membership Secretary of one of the Morris Organisations who are members of the Joint Morris Organisation confirms that the Side or member stated above has paid the subscription for the period stated above and is covered in respect of public liability for performances of the Morris and associated traditions and during practice to a limit of indemnity of £10,000,000 subject to the terms and conditions of the policy.	
SIGNED	
DATE OF ISSUE: 1st January 2013 ISSUED BY: Steven Archer POSITION: Treasurer of The Morris Ring	
NOTE A PROPERTY DAMAGE EXCESS OF £250.00 APPLIES	

Michael Stimpson, PO Box 115, Rickmansworth, Herts. WD3 1WB Tel: 01923 770425

Fax: 01923 721559 e-mail StimpsonM@aol.com www.insurance-marine.co.uk

TOWERGATE MARDON, New Zealand House, 150-162 Abney Forge, Shrewsbury, Salop. SY2 6AL

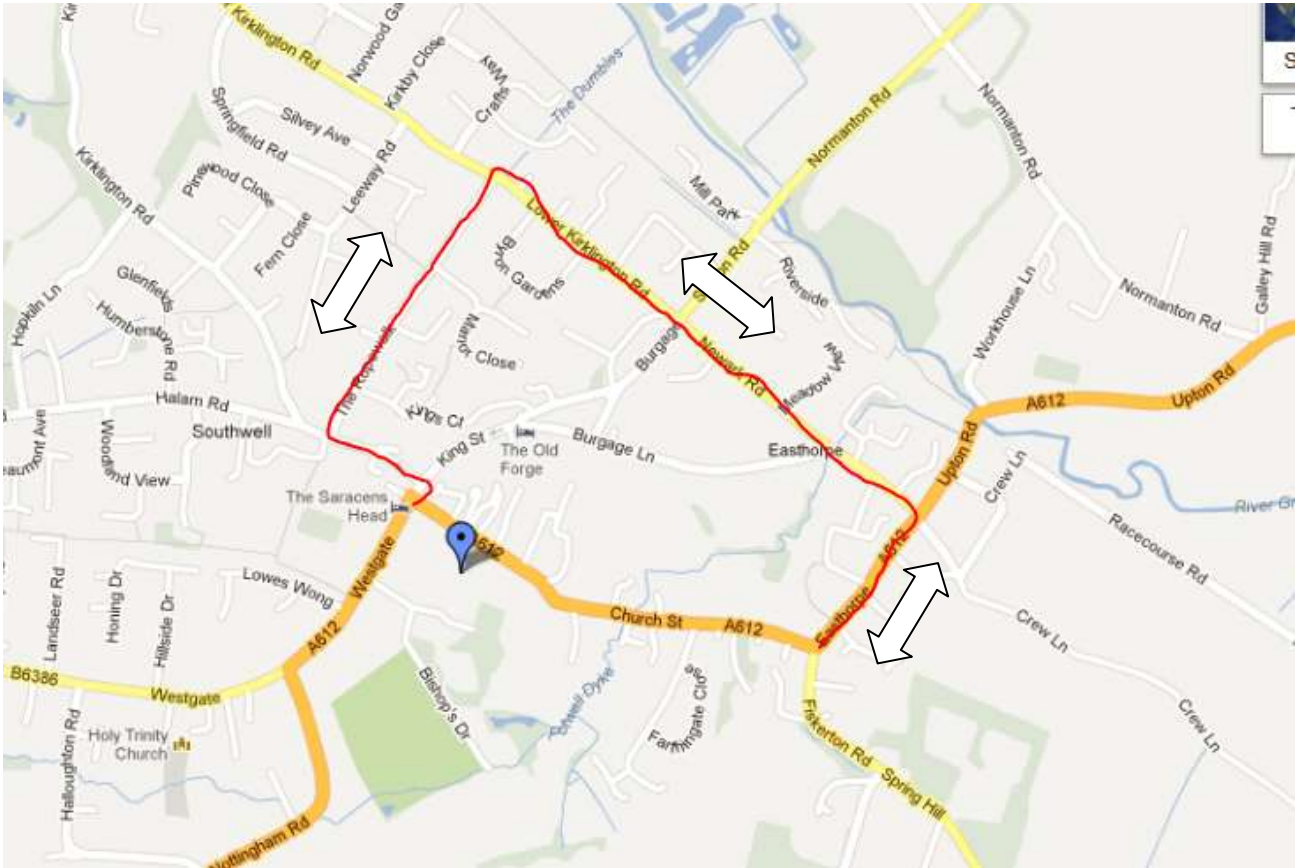
Tel: 0870 1506377 Fax: 0870 1506378 e-mail: Mardon@Towergate.co.uk www.Towergatemardon.co.uk

Towergate Mardon, incorporating Michael Stimpson and Associates, is a trading name of Towergate Underwriting Group Ltd

Registered in England No. 141759 Registered Address: Towergate House, 2 Clarendon Gate, George Street, Malvern, Glos. WR14 3ST. Authorised and regulated by the Financial Services Authority.

Traffic Management Plan Gate to Southwell 2013 8th June 2013

Appendix E



Diversion Route Gate to Southwell 8th June 2013