



01st October 2022

C/o 67 Moormead, Budleigh
Salterton, Devon, EX9 6PS.

BUDLEIGH SALTERTON CARNIVAL

Traffic management Plan

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1. Introduction

Budleigh Salterton Carnival organisers have decided to write a Traffic Management Plan so that we can put in place an effective road closure and ensure that the public, stewards and those taking part in the carnival are fully protected and safe.

This document is to be used to assist the Event Management team to plan the display of signs and to make sure that we reduce the amount of disruption and congestion caused by our event.

The issues we will be looking to address in this document are:

1. The Safety of the Highway users
2. The Safety of those watching the carnival
3. The people taking part in the carnival
4. The route and how we will divert traffic before, during and after the event
5. The issue of parking and how to restrict parking in certain areas
6. How the emergency services will be able to access the route during the procession (if required)
7. How someone will be able to exit the route if an emergency arises
8. How to deal with a broken-down float

2. The Event and the Organiser

2.1 The Organiser

The organisation is a group of eight people who have come together to organise a carnival. Our contact details can be found below or on our website.

Budleigh Salterton Carnival
C/o 67 Moormead, Budleigh Salterton, Devon, EX9 6PS
Telephone: 07538 274888
Website: www.budleighsaltertoncarnival.com

If during the event you need to contact the event organising team, the details are below:

Michael Hilliar
67 Moormead
Budleigh Salterton
EX9 6PS
Telephone: 07538 274888

2.2 The Event

The event itself is a Carnival which will take place once a year and will involve the closure of the public highway for a period.

The first closure will be to close the road know as Upper Stoneborough Lane and East Budleigh Road between Upper Stoneborough Junction and Bridge Road to allow the carnival floats to park up and set up before the event and to set down afterwards. And to allow support vehicles somewhere to park their vehicles.

The route will start from Upper Stoneborough Lane, run along East Budleigh Road, Coastguard Road and onto Marine Parade. The route will then continue up Fore Street and High Street and turn right onto Station Road where it will then follow the road back around to Upper Stoneborough Lane and end.

2.3 The Timings

Below you will find a list of locations along with timings of when the roads will be closed for the event.

Location	Start time	Finish Time
Upper Stoneborough Lane	16:00	22:00
East Budleigh Road (between Bridge Road and Upper Stoneborough Lane)	16:00	22:00
East Budleigh Road (towards Coastguard Road)	19:00	22:00
Coastguard Road	19:00	22:00
Marine Parade	19:00	22:00
Fore Street	19:00	22:00
High Street	19:00	22:00
Station Road	19:00	22:00
West Hill (between Little Knowle and Station Road)	19:00	22:00

All other roads will be open once the last float has arrived back at the setup and set down location.

2.4 Contact Details of Key Personnel

The key personnel involved in the event are listed below, any questions relating to the event before the date of the event should be sent to the address on page 4. If on the day of the event you have an issue please contact one of the following people:

Name	Michael Hilliar	Steve Hagger
Address	67 Moormead Budleigh Salterton EX9 6PS	8 Warren Drive Budleigh Salterton EX9 6EL
Contact Number	07538 274888	07868 889260

2.5 The Management Structure and Responsibilities



Below you will find a flow chart outlining the management structure and the responsibilities of the individuals involved in the road closure.

3. Impact

As you can see from section 2.3 the event is planned to use the public highway, the reason for this is because it is a carnival and there are no fields where the event can be held. The event will be held on these roads; Upper Stoneborough Lane, East Budleigh Road, Coastguard Road, Marine Parade, Fore Street, High Street and Station Road.

Because of the event being on the public highway we will require a road closure to stop the flow of traffic though the route and to make sure the area is safe for those taking part and for those watching the event. We will not require traffic lights for the event as we will be having a full road closure and traffic lights would not be suitable for this type of event.

As with this type of event traffic disruption is highly likely as we will be closing a main route in and around the town. The impact to motor vehicle traffic will be that no one will be able to use High Street and Fore Street during the event or Upper Stoneborough Lane to get around the town. There will be a small impact to cyclists as they will not be able to go through the road closure like motor vehicles, however if they dismount from their bike and use the public footway then they will be able to continue their route through the road closure. Pedestrians will be unaffected by the road closure as no public footways or footpaths will be closed throughout the event.

4. Planning

In this section, we will look at how other organisations in the town have run similar events, giving a prediction of traffic volumes and parking arrangements and route planning.

4.1 Previous Events

Having looked at previous events which have required a road closure, there have been traffic management plans created, however none of these events have had any issues with regards to traffic.

As there are no previous problems to look at there are no lessons which can be learnt. However, when events have happened in the High Street and Fore Street the biggest problems have been making sure there are enough Stewards to help and making sure the diversion route is in place and adequately sign posted.

3.2 Predicted Traffic Volumes

Due to the nature of the event most people will be travelling to the event either by car or by foot. There may be some who will travel by bus however this may be very low, if any. There is no river transport or air transport which needs to be considered.

4.2.1 Coaches

We suspect, because of the nature of the event, there will be approximately three coaches coming to the event who will be delivering two groups of majorettes and one coach delivering a band for the event. We believe these vehicles will be 57 seaters which could potentially bring an extra 171 people to the town.

Because of these coaches we could see an increase in the number of cars with parents coming to the event to support their children. If we base our figures on a full 57-seater coach and have one vehicle per family we will see at least an extra 171 cars in the town.

If we then think about this further, if all those vehicles turn up and have all five seats filled there will be additional 855 people at the event.

Of course, this is a worst-case scenario and not all parents will come and some will car share or possibly travel on the coach, this will reduce the amount of people coming to the event.

4.2.2 Cars

We suspect there will be many cars coming to the town, support vehicles for the carnival floats to those watching the carnival. We suspect if we had an average of 20 floats and three support vehicles per float there would be 60 vehicles just to support the floats. Again, if we use the average of 5 seats per vehicle we could see up to 300 people helping at the start location. (Of course, this figure would be adjusted once we have more information on how many floats are coming to the event.)

Before the event we suspect there to be an increase in traffic coming to the town to watch the event and an increase in the number of cars leaving the town after the event. We predict there will be an extra 100 cars coming to the town which will increase the number of people by 500 (if we base this on a five-seater car). Of course, once the event has finished these same cars will be leaving the town.

Again, is this only a prediction of how many extra cars may come to the event. As this is the first year we are basing this on the worst-case scenario.

4.2.3 Buses

There will be an impact to buses to the town, due to the location of the holding area at Upper Stoneborough Lane and East Budleigh to Bridge Road. The local 357 bus around the town and the 157 buses to and from Sidmouth will be unable to serve the stops in this part of town. The event organising team will be in contact with Stagecoach to discuss the best route to direct the buses.

During the main procession, no buses will be able to serve the following locations: West Hill, Station Road, High Street, Fore Street, Coastguard Road, East Budleigh Road, Upper Stoneborough Lane. Again, talks with Stagecoach will be held and this document will be updated once these talks have taken place.

4.2.4 Pedestrians

During the event, we anticipate an increase in footfall to and from the event, we suspect we will see at least an extra 1000 people entering the High Street before the event and an extra 1000 leaving the High Street after the event. Again, this is only a prediction.

4.3 Traffic Model Share

As an organisation, we understand that people will travel to the event in many ways. We have already discussed these ways in section 4.2. To recap these ways are Car, Coach, By Foot and Bus.

The main way people will travel to the event will be via car, the second way people will get to the event will be via foot and the final way people may get to the event would be via bus or taxi. However, this will be very low compared to the people travelling via car and foot.

To reduce the impact our event has on traffic we will make sure that there is an approved diversion route around the town. During the day, the diversion route will be as follows:

- **From Exmouth** – Leave Station Road and turn left on to Leas Road, then turn right on to Copp Hill Lane and then on to Bridge Road before re-joining East Budleigh Road.
- **From Sidmouth** – Continue along East Budleigh Road then turn right on to Bridge road and follow the road until you reach the turning for Leas Road. Turn left on to Leas road to re-join Station Road towards the town.

When the carnival procession starts, the diversion route will change. There will be a large diversion around the town which will start from West Hill then turning right into Knowle and continuing through Knowle Village before turning right on to East Budleigh Road the route would run in reverse if you are on the East Budleigh Road end.

There will also be notice signs placed at key junctions 2 weeks before the event to make sure people are aware and can plan for this. On the day of the carnival there will be information signs placed at Knowle Junction and Cross Park advising people to use the diversion routes.

If people, follow the diversion route there should be no or little queues. There may be queues forming at the edge of the roads which are closed however if we leave enough room for cars to make a U-turn this should be kept to a minimum.

4.4 Flow Profile

The existing traffic flow within Budleigh Salterton is like most towns in the area, there are high periods of traffic flow and then times when there are low periods of traffic flow.

The mornings between 7:00am and 9:00am are peak times for people travelling into and out of the town for work and dropping children to school. Between the hours of 10:00am and 3:00pm the traffic level reduces to a steady flow throughout the town and the town centre. After 3:00pm the traffic increase with parents heading to the school to pick up their children and traveling back from work. However, on Saturdays this is not an issue as the school is closed, if the weather is good we may see an increase in the number of vehicles heading to the seafront and coming back from the seafront. At around about 4:30pm to 6:00pm you will see an increase of workers leaving the town and returning to the town from work. After about 7:00pm the traffic reduces to a few cars an hour and a bus every hour.

During the carnival day, we will not expect to see an increase in travel flow until approximately 4:00pm in the afternoon when we will start to see our first floats approaching the holding area. Of course, Upper Stoneborough Lane will be closed and depending on the approved diversion route will see an increase in traffic in the town centre and Leas Road, Copp Hill Lane and Bridge Road. At 7:00pm the traffic in the town will be stopped to allow the carnival to start at 7:30pm and allow the floats to enter the route and complete the course. Although traffic in the town will reduce we expect the traffic on the diversion route to increase due to those not wishing to see the carnival or returning to their homes after a long day at the office or on their leisure activities.

4.5 Parking Requirements

The town has five car parks which are available for people to use these are shown people:

- Lower Station Road Short Stay Car Park – 38 Spaces
- Brook Road Short Stay Car Park – 15 Spaces
- Rolle Mews Short Stay Car Park – 45 Spaces
- Lime Kiln Long Stay Car Park – 422 Spaces
- Upper Station Road Car Park – 108 Spaces

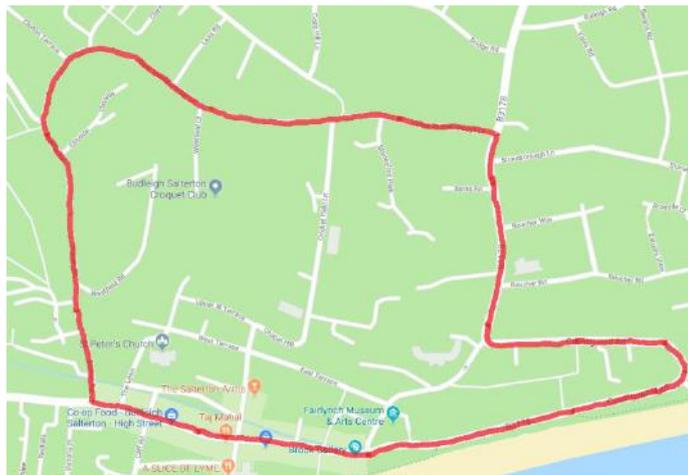
We believe before and during the event these car parks will be used and will fill up and we believe that some vehicles will park in side streets off the main carnival route. We do not believe that we will require any further additional parking. If this changes, we will have to look at contacting one of the local farmers and using one of their fields with a bus service available to bring people into the town.

4.6 Route Planning

In this section, we will discuss the main carnival route and the diversion route which will be put in place.

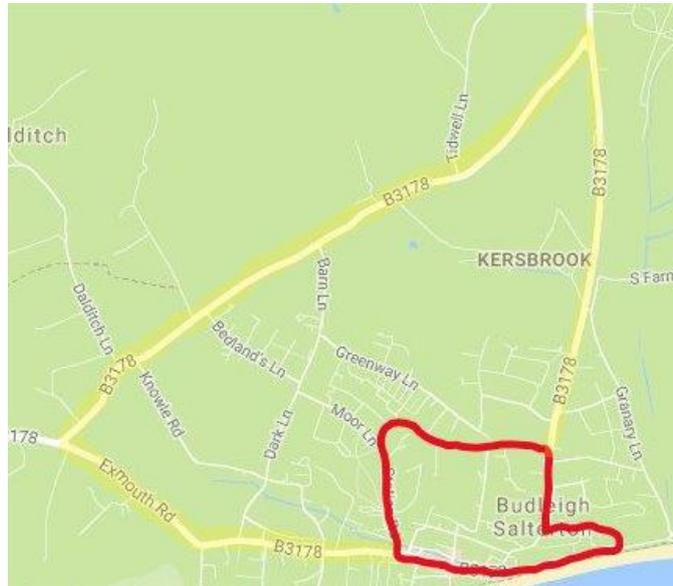
4.6.1 The Main Carnival Route

The main carnival route, as shown on the map below, will be Upper Stoneborough Lane, East Budleigh Road, Coastguard Road, Marine Parade, Fore Street, High Street and Station Road.



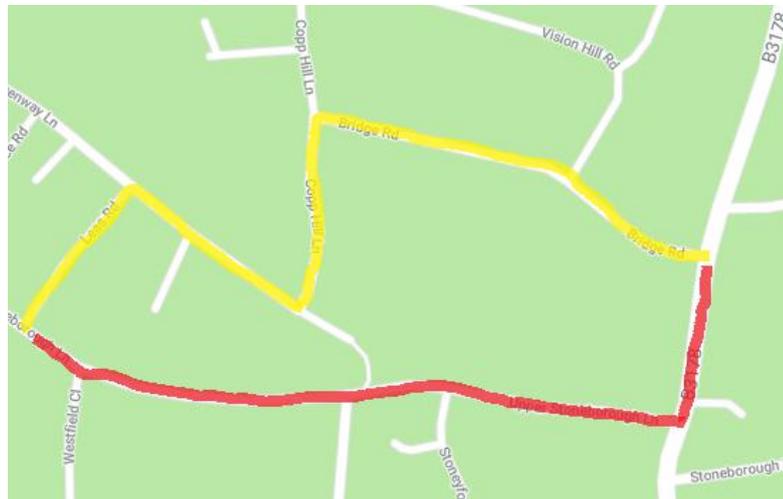
4.6.2 The Diversion Route

During the main carnival (highlighted in red), the diversion route will be from West Hill to Knowle Junction, through Knowle Village and then on to East Budleigh Road. The diversion will run back the opposite way as well. This is indicated on the map below in yellow.



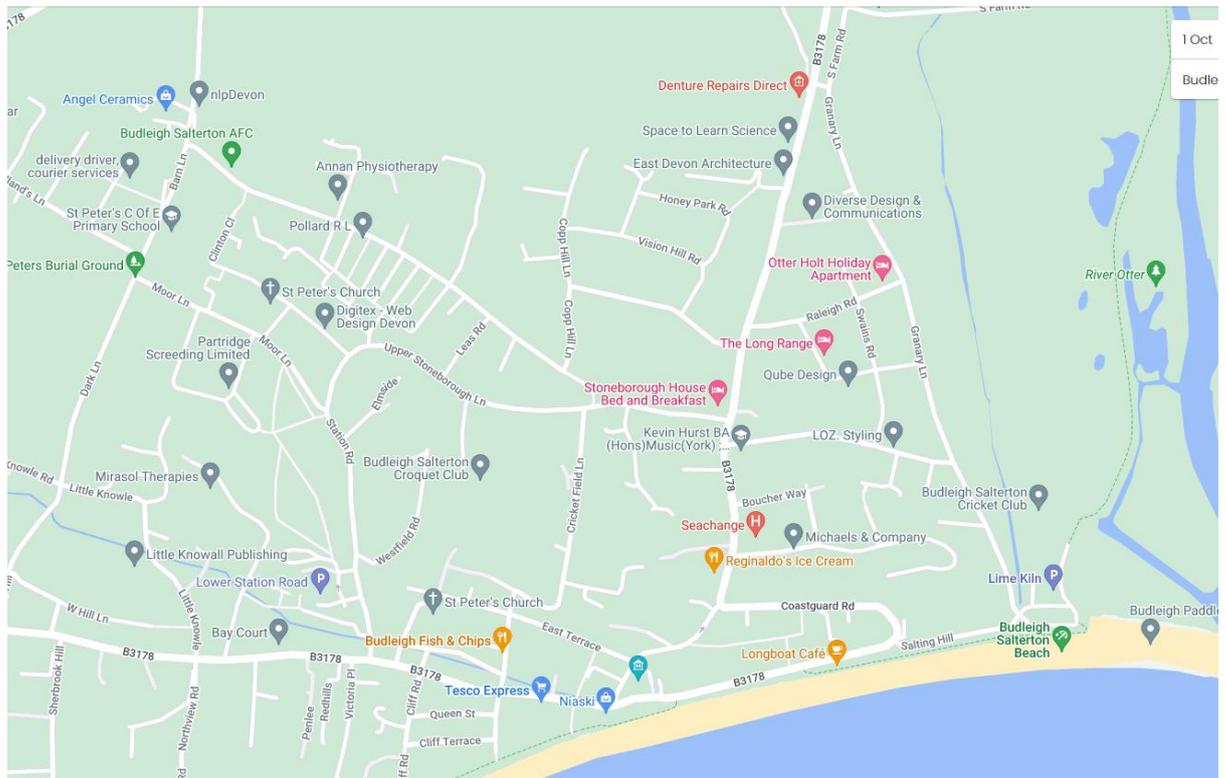
4.6.3 The Holding Area

Before and after the event we will have a holding area, where all the floats will come and set up and take down. During this time, we will create a diversion route around the town to avoid this area. The map below indicates the holding area, in red and the diversion around it in yellow.



4.7 Possible Conflicts with other Events

Having reviewed the devon.roadworks.org website we can see that as of the date of this document being created there are no events which will affect our event.



4.7 Ticketing

The event is a free event for the town and local community and there is no need to combine a ticket with local transport. Those who wish to use public transport to see the carnival can do so but will need to pay full price for their ticket.

4.8 Disabled Person Provisions

As part of our traffic management plan we will make sure that Stewards are on hand to assist those who require additional help at the event, such as crossing the road before or during the event. The stewards will be responsible to make sure that the footway and footpaths in their sector are accessible to allow people to pass without causing an injury to themselves or anyone watching the event.

No public footways or footpaths will be closed before, during or after the event so pedestrians will still be able to walk safely, to and from the event. When the floats are passing through the route the Stewards will be able to stop anyone from crossing, in front or behind a float unless it is safe to do so.

No additional ramps or tapping barriers are required at the event.

5. Public Transport Strategy

As this event is a free community event the public do not have to purchase tickets so there is no need to combine this with the local transport links and there is no need to offer a discount to anyone. With regards to patrons there is no specific area setup for those who have given financial support for the event and as the event is a free event no discounted tickets are required.

5.1 Ability and accessibility

Before the event, public transport will have full access to the town and the surrounding area however at 4:00pm Upper Stoneborough Lane and the section between Bridge Road and the junction of Upper Stoneborough will be closed to all traffic to allow the holding area to be created for the floats and support vehicles.

When this happens buses, taxis and cars will be unable to access this road and so therefore will have to use the diversion route which has been outlined in section 4.6.2.

At 7:00pm the road the carnival will use, as outlined in section 4.6.2, will be closed which means that the local buses will not be able to access the bus stops on the route. However, they will be able to use the diversion route to continue their services to other towns in the area. This will also apply to taxis who will still be able to access certain areas of the town as well other towns in the area.

During the day vehicles will still be able to access the town however between 4:00pm and 10:00pm they will be unable to access Upper Stoneborough Lane. Also, once the road has been closed for the main carnival there will be no access to Station Road, Upper Stoneborough Lane, East Budleigh Road, Coastguard Road, Marine Parade, Fore Street and High Street.

As you can see from above the main types of public transport that will be affected will be buses and taxis which we will now look at in more detail.

5.2 Buses

As stated above, during most of the day buses will be unaffected by the event. However, at 4:00pm Upper Stoneborough Lane will be closed. This road is one of the main roads which serves the 157 services between Sidmouth and Exmouth.

Discussions with Stagecoach will take place to work out the best route for these buses to take. The committee's ideal route would be for buses coming from Exmouth to turn onto Leas Road, then Copp Hill Lane and then Bridge Road before turning left on to East Budleigh Road. Buses coming from Sidmouth to go in the reserve direction of the buses coming from Exmouth.

When the road is closed for the main carnival at 7:00pm no buses will be able to serve Station Road and Upper Stoneborough lane so either bus services will need to be suspended until after the event or bus services will need to avoid the Budleigh Salterton Area until the event has finished.

5.3 Taxis

As with the buses, taxis will have full access to the town and surrounding areas up until 4:00pm when Upper Stoneborough Lane will be closed. Taxis will not be able to access the road again until after 10:00pm. Those who require a taxi will need to walk to the end of the road closure for them to be picked up or dropped off.

Taxis will also have to follow the diversion signs if they need to get through the town and the route will be the same as the bus routes stated in section 5.2.

Again, once the main carnival has started, taxis will not be able to serve Station Road, Upper Stoneborough Lane, East Budleigh Road, Coastguard Road, Marine Parade, Fore Street and High Street.

Unlike the buses, taxis will still have access to most parts of the town and will be able to use the diversion route to bypass the town if required.

5.4 Rail

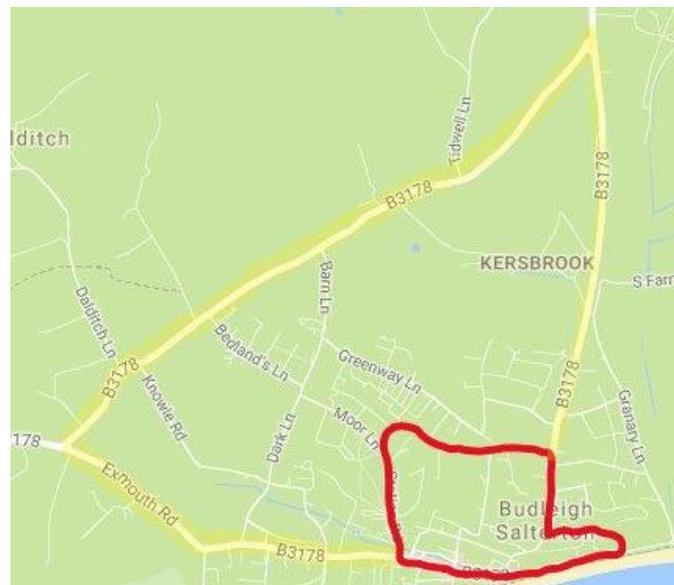
The town is not directly connected to the railway line, the nearest station is Exmouth. Anyone wishing to get to the town from the railway station will have to use buses or taxis. Of course, people may have some difficulty if Stagecoach decides not to operate a service during the main event.

As a group, we feel that the railway will not be impacted directly by our event but may see an increase in the number of people using the train to get to our event.

6. Access Roads (public highways and within the event)

6.1 Route for all traffic

Within the event no traffic will have access unless it is emergency services vehicles. This means the roads around the event will be used as a diversion route. This route will be West Hill (before Little Knowle), Exmouth Road, then right at Knowle Junction, through Knowle Village before turning right on to East Budleigh Road. This map below indicates the route we intend to use for all vehicles including lorries, cars, buses and coaches.



People who are walking will still have full access to the route as no footways are going to be closed before, during or after the event.

6.2 Capacity of the transportation network

The current transportation network will be able to handle the increased traffic follow because the diversion route uses all main roads which are two lanes. All streets on the diversion route are also main streets so the network can handle the increased footfall. There is a large

accessible area known as The Green which people will be able to use to watch the carnival in the evening. This space has more than enough room for people.

6.3 Emergency Access Routes

Emergency Access will be granted to all emergency services if there is a problem within the event timings. If the emergency is on the other side of town or outside of the event area then the emergency services will have to use the diversion route to get around to the affected area. We believe that in the event of a situation the emergency services will come from Exmouth. As part of our road closure, we will be in contact with the emergency services to advise them that the event is taking place. And provide them with the redirection route.

If an emergency arises we will co-ordinate with the person in charge and stop our carnival to allow the emergency services to enter the route.

If someone in the event area needs to get to hospital, our stewards will co-ordinate with them and allow the person to leave the event space safely and quickly. We will stop the carnival and allow the person to access the quickest route out of the event area.

6.4 Parking Restrictions

The event team are putting in a request for parking restrictions in the following roads:

- Upper Stoneborough Lane
- East Budleigh Road from Coastguard road to Bridge Road
- Fore Street
- High Street
- Station Road (from the junction of West Hill to the junction of Westfield Road)

This is to ensure there is a safe distance between the public and the floats and to make sure that no vehicles are damaged because of our event.

6.5 Entrance/egress capacity

The carnival will have an entrance area where all floats will be able to set up and take down, before and after the event. Floats will be able to enter from the Station Road end of Upper Stoneborough Lane and will exit via the East Budleigh Road end of Upper Stoneborough Lane.

There is enough room for the floats to make the turn from Upper Stoneborough Lane and onto East Budleigh Road with the help of some additional parking restrictions on the edge of the junction.

6.6 Lighting

The committee feels there is no need for any additional lighting on the route as there is enough street lighting in the town. Also at the holding area there are many street lights which will light the route for us.

7. Parking and drop-off

7.1 Parking Capacity

The town has five car parks which are available for people to use these are shown people:

- Lower Station Road Short Stay Car Park – 38 Spaces
- Brook Road Short Stay Car Park – 15 Spaces
- Rolle Mews Short Stay Car Park – 45 Spaces
- Lime Kiln Long Stay Car Park – 422 Spaces
- Upper Station Road Car Park – 108 Spaces

We believe before and during the event these car parks will be used and will fill up and we believe that some vehicles will park in side streets off the main carnival route. We do not believe that we will require any further additional parking. If this changes, we will have to look at contacting one of the local farmers and using one of their fields with a bus service being used to bring people into the town.

7.2 Park and Ride

At this moment in time we see no issue for a park and ride service however, if this changes, we will inform the local authority.

7.3 Temporary Car Park

With regards to temporary parking there is no need to lift or change any parking restrictions in the town and we have no need to create a temporary car park area. However, if we do we will contact the local farms to see if we can use their fields.

7.4 Coach Parking

We will inform those groups who are bringing coaches that there is parking available for them at Lime Kiln Car Park or outside in the holding area between Upper Stoneborough Lane and Bridge Road. Coaches can also park at the end of East Budleigh Road in the junction area with South Farm.

7.5 Drop Off/collection points

We as a committee do not feel that we need a drop off and pick up point. If we do decide to have a park and ride or shuttle service, we will review the situation.

7.6 Accessing the events from parking areas.

Those people who park in the car parks will be able to access the carnival by walking the short distance. All walkways will be accessible and will remain safe as there will be a channel for people to walk up and down the footways.

No signage will be required as the event route is no less than 100 metres from the car parks. Because of this no shuttle buses are required either.

8. Traffic Regulation Orders

8.1 Details of any traffic regulation orders

Due to the nature of our event we will require a full road closure of the roads stated in Section 2.3. The reason why we require this is because the event cannot run off the road. It is also required to make sure that the public and other road users remain safe whilst the event is going on.

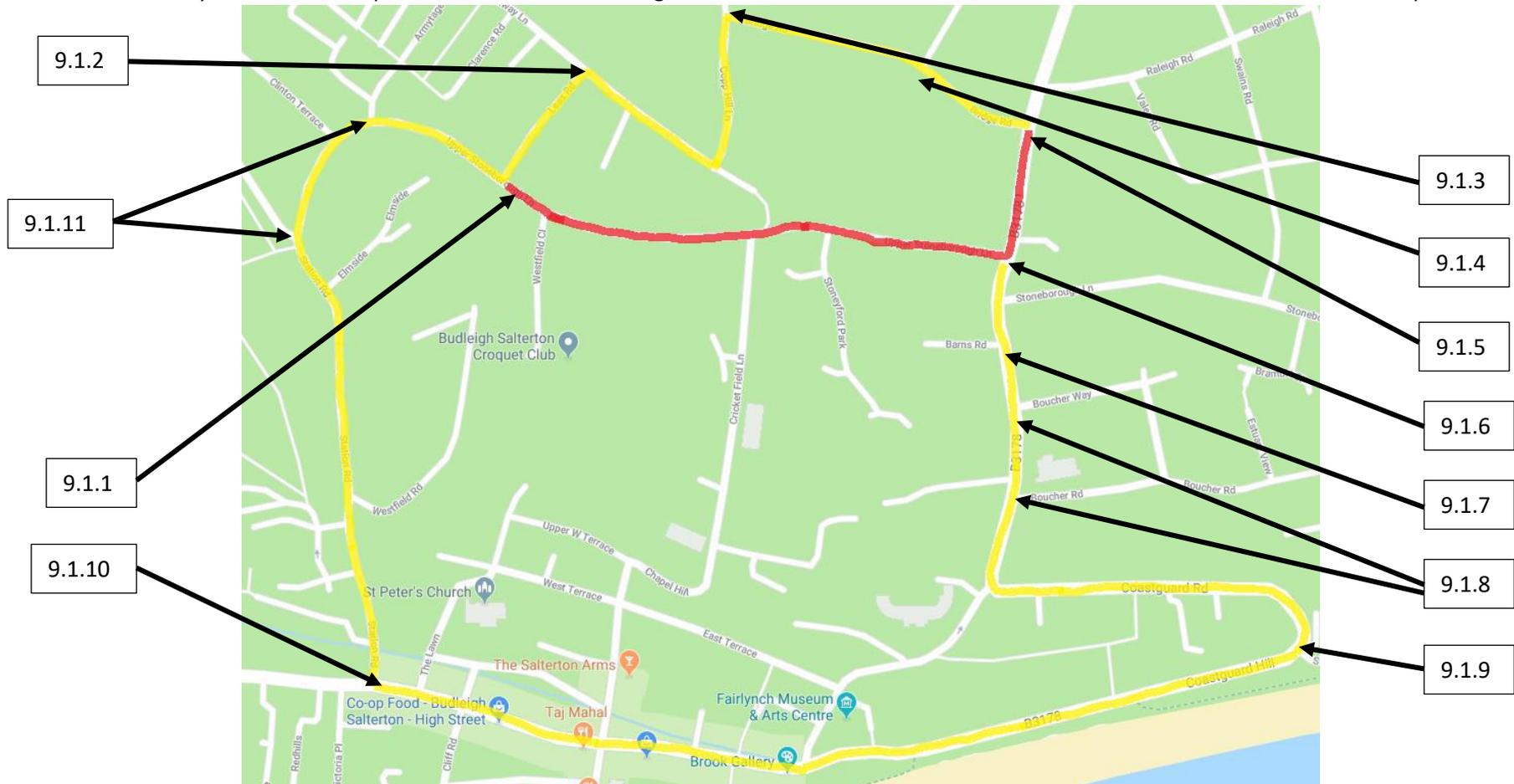
We will also suspend parking in certain areas of the town these areas are:

- Upper Stoneborough Lane – this is to allow space for the larger floats to park up and to make sure that no vehicles are damaged because of the event.
- East Budleigh Road (from Coastguard road to Bridge Road) – this is due to the narrow section of road near the hospital.
- Fore Street and High Street – this is to widen the road to make sure that there is clearance for the floats and to make sure the public remain safe at the side of the road. This has also been done to make sure no vehicles are damaged by a float.
- Station Road – This will be a small section between the traffic lights and the public hall to make sure the floats have clearance to make the turn pass the traffic lights.

9. Directional Signage and Traffic Management Arrangements

9.0 Carnival Float Holding Area and Diversion Map

Below you will find a map of the carnival float holding area and diversion route, the numbers below relate to a section on the map.



9.1 Carnival Float Holding Area and Diversion (in depth look).

9.1.1 Junction of Leas Road and Upper Stoneborough Lane



9.1.2 Junction of Leas Road and Copp Hill Lane



9.1.3 Corner of Copp Hill Lane and Bridge Road

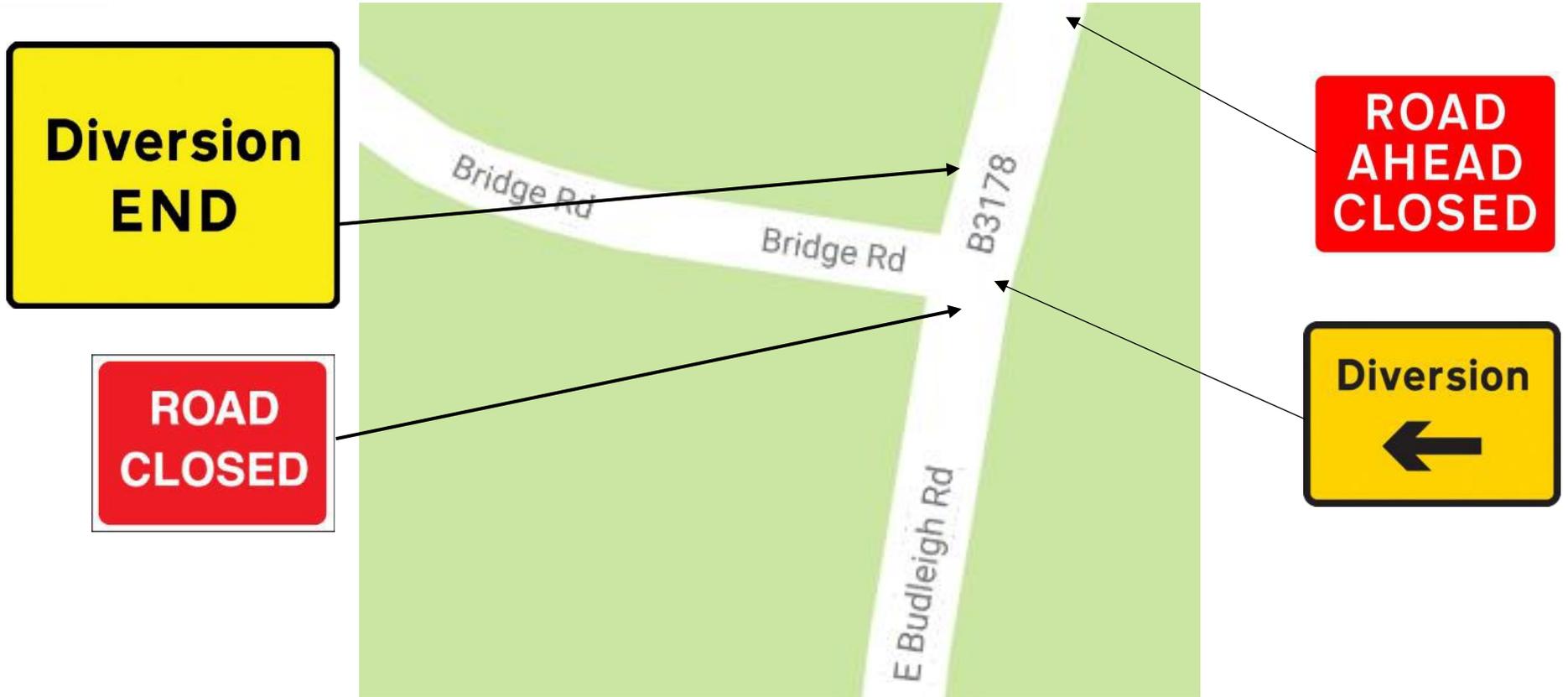
Diverted traffic →



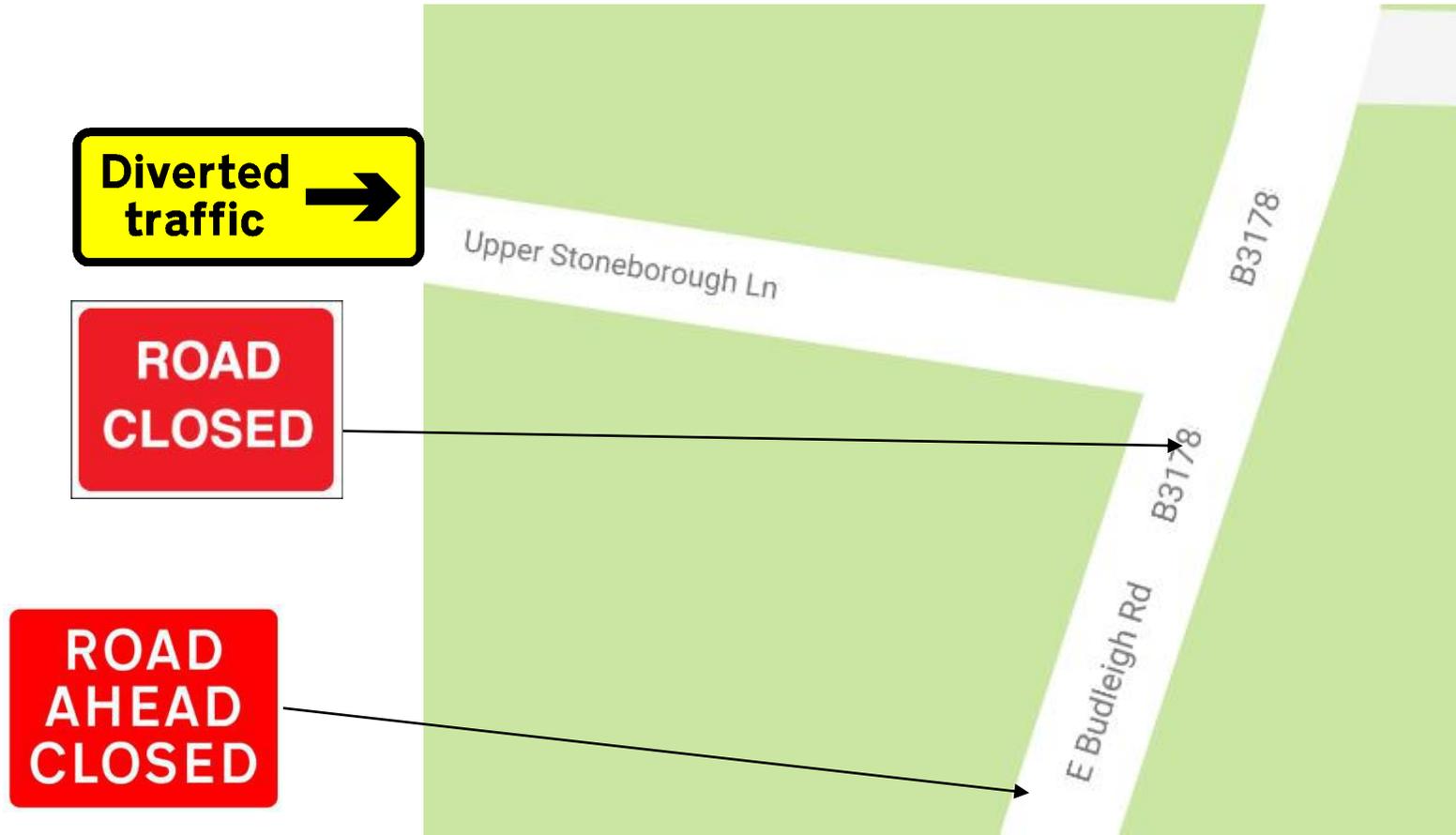
9.1.4 Junction of Vision Hill Road



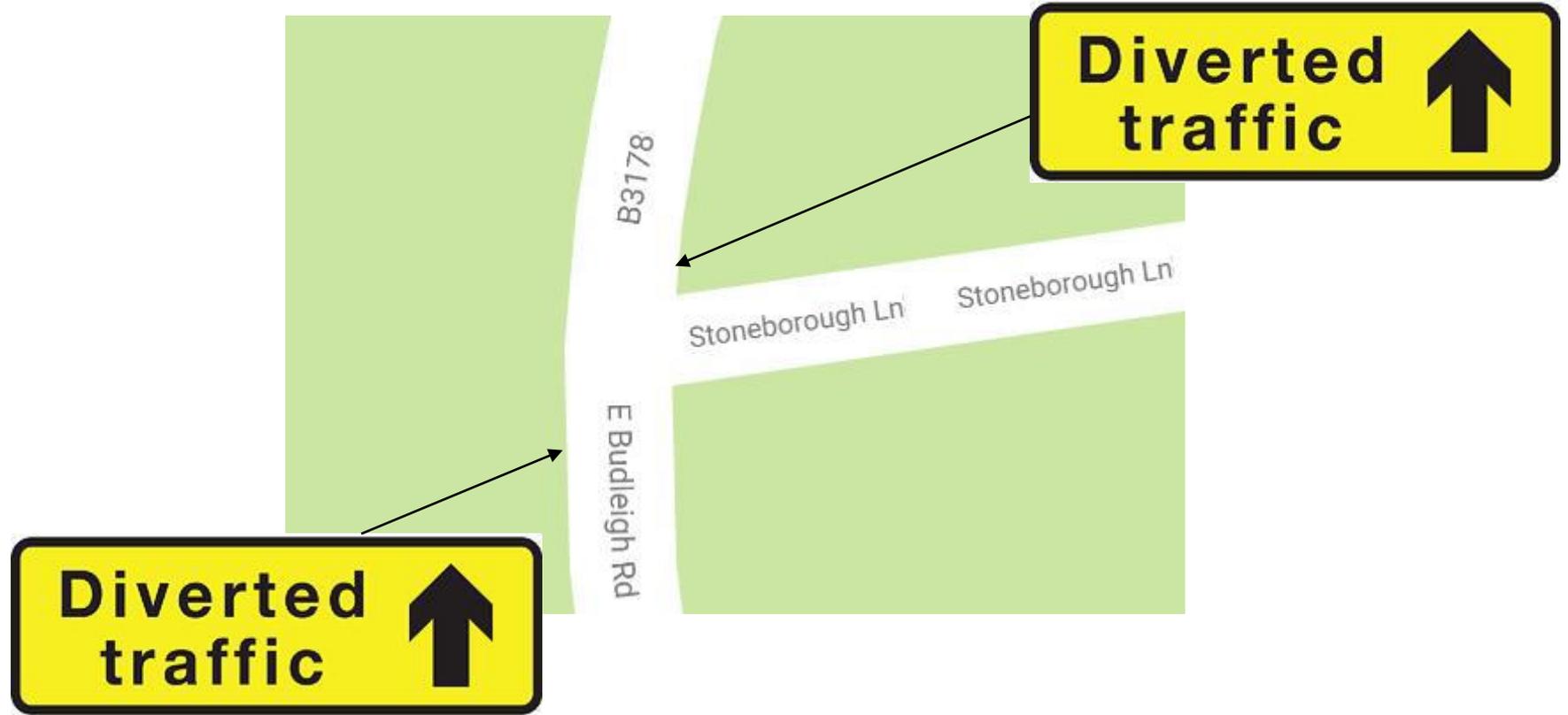
9.1.5 Junction of Bridge Road and East Budleigh Road



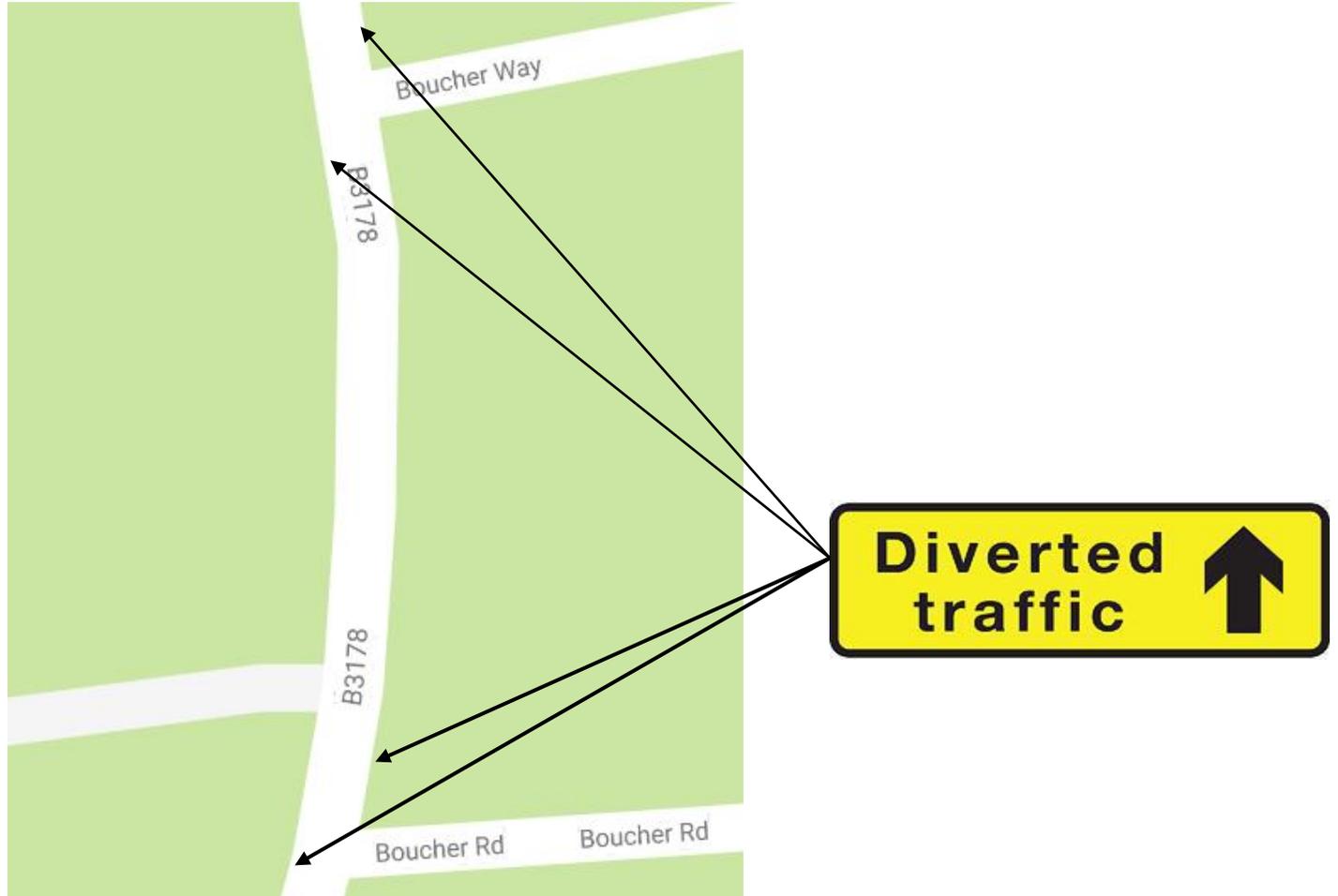
9.1.6 Junction of Upper Stoneborough Lane and East Budleigh Road



9.1.7 Junction of Stoneborough Lane and East Budleigh Road



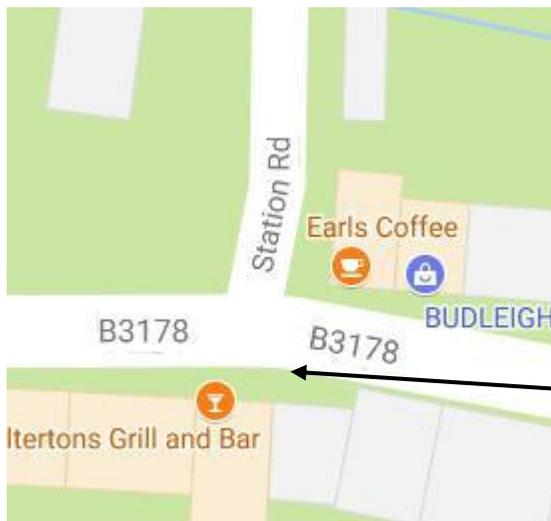
9.1.8 Junction of Boucher Road and Boucher Way and East Budleigh Road



9.1.9 Junction of Salting Hill and Coastguard Road

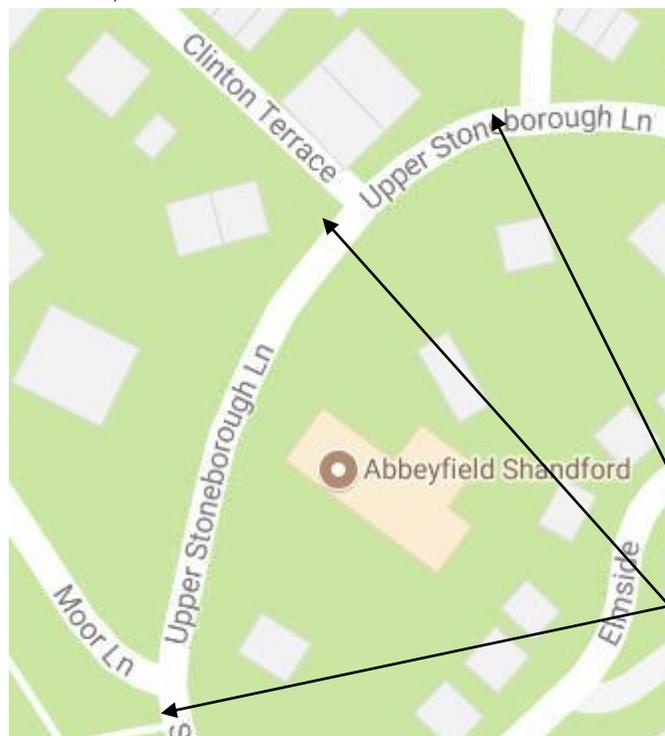


9.1.10 Junction of High Street and Station Road



Diverted traffic →

9.1.11 Junction of Moor Lane, Clinton Terrace, Norman Crescent and Station Road



9.2 Signage Size and how they will be installed (Holding area and diversion only).

These signs we will be used during the holding area and diversion route.

Sign Type	Size of Sign	Mounting	Sign Type	Size of Sign	Mounting
	1050x750mm	Metal back folding sign		1050x750mm	Metal back folding sign
	1050x750mm	Metal back folding sign		1050x750mm	Metal back folding sign
	1050x750mm	Metal back folding sign		1050x750mm	Metal back folding sign

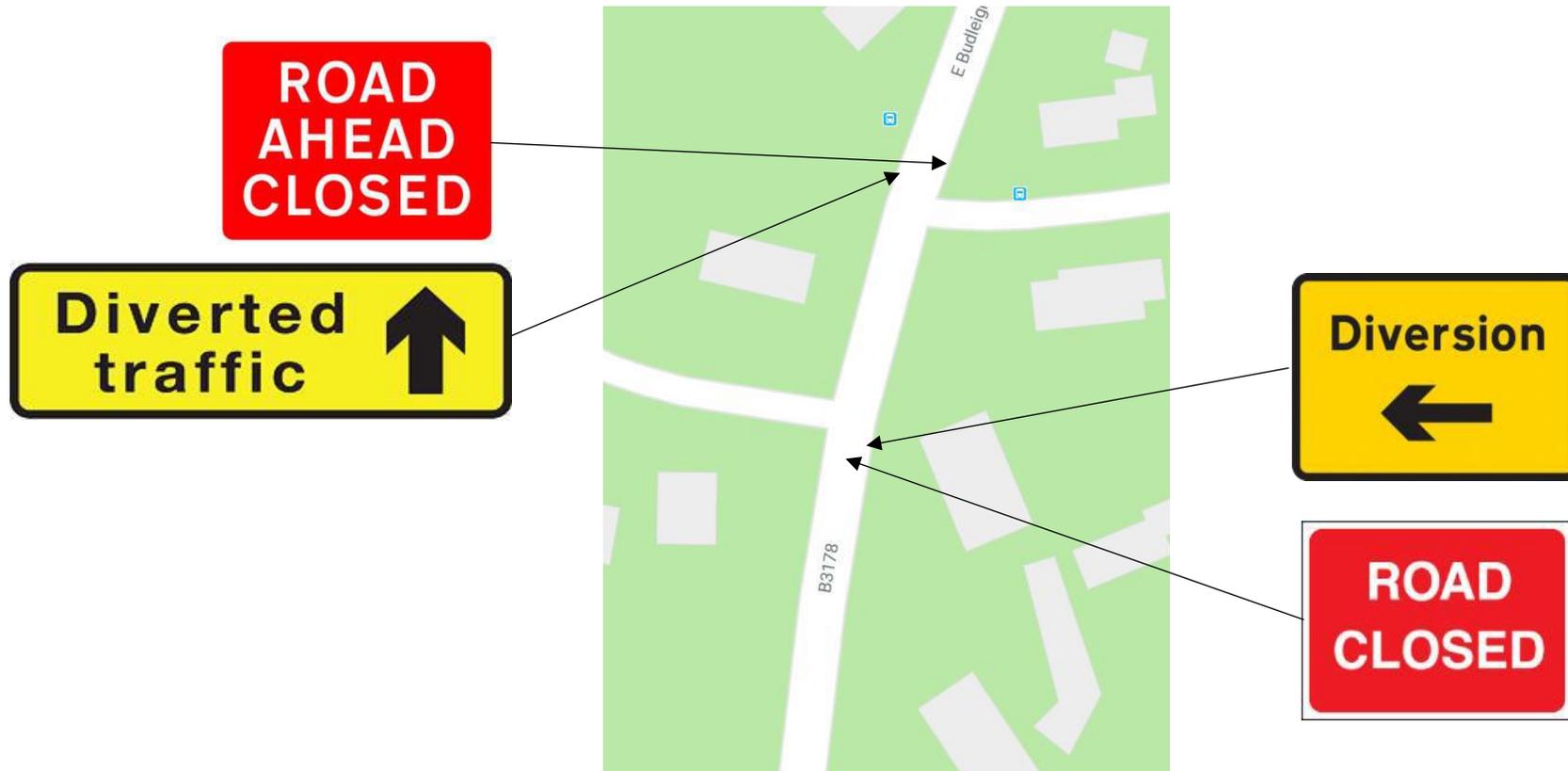
Cones will be required next to road signs which sit on the road.

9.3 Main Carnival Route and Diversion Map

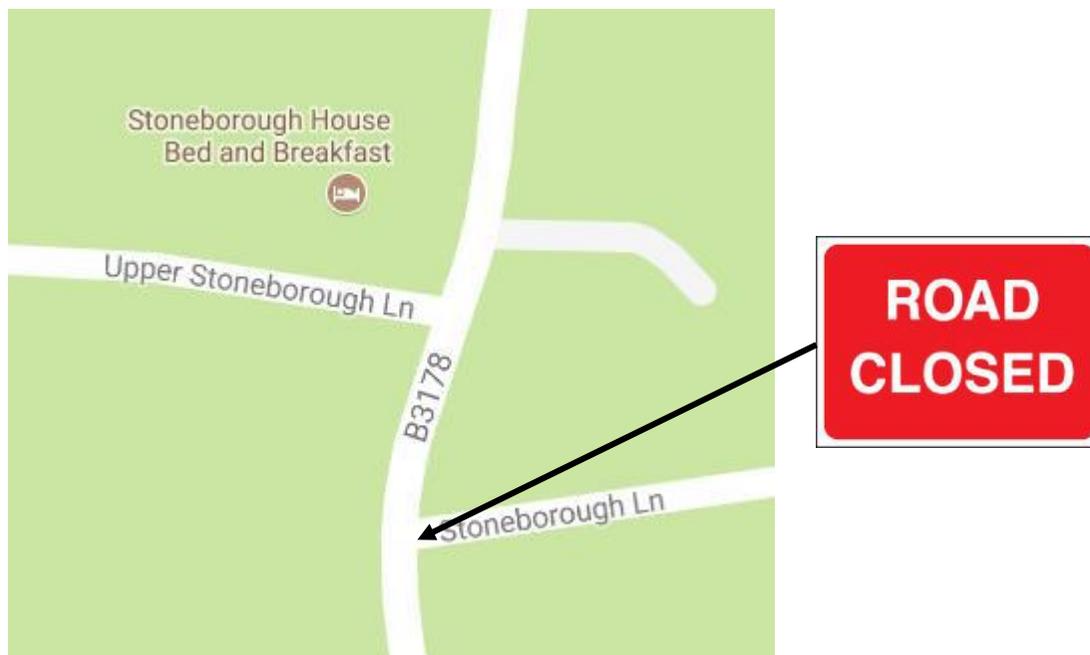
9.3.0 Main Map



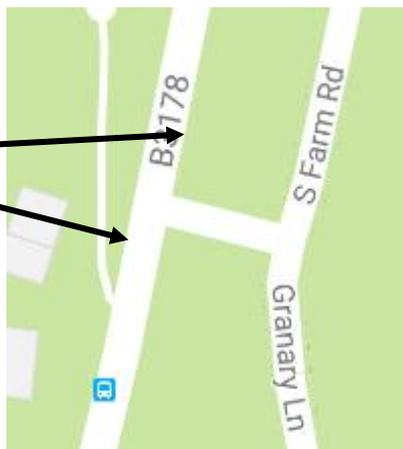
9.3.1 Junction of Bridge Road and East Budleigh Road.



9.3.2 Junction of Upper Stoneborough Lane and East Budleigh Road.



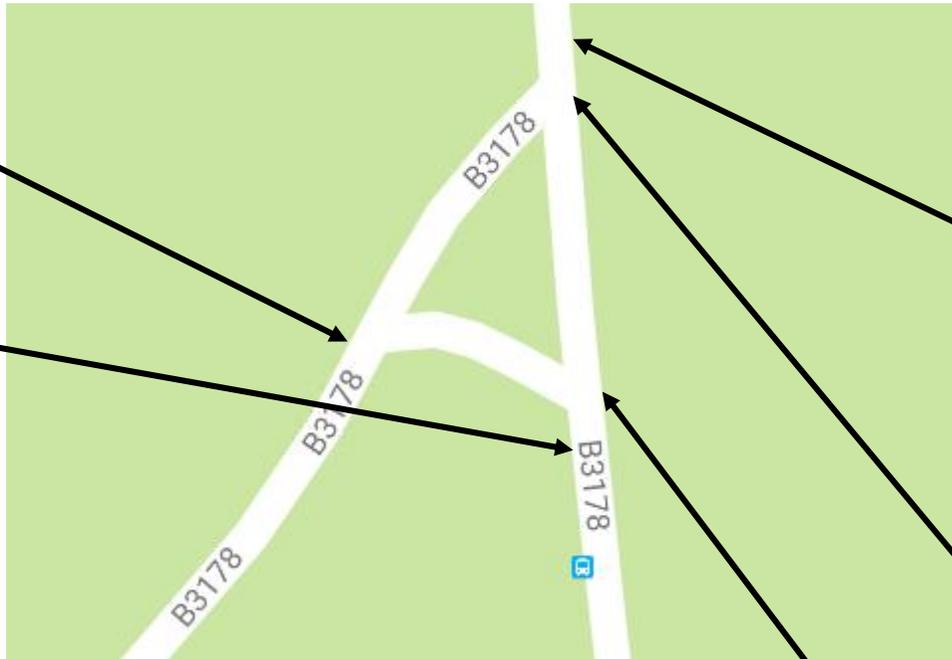
9.3.3 Junction of Granary Lane



9.3.4 Junction of Knowle and East Budleigh Road

Diverted traffic →

← **Diverted traffic**



Information Sign
Road Closed between
Station Road, Upper
Stoneborough Lane, East
Budleigh Road, High
Street, Fore Street. For
Exmouth turn right at
Knowle and follow
Diversion

9.3.5 Junction of Bedlands Lane

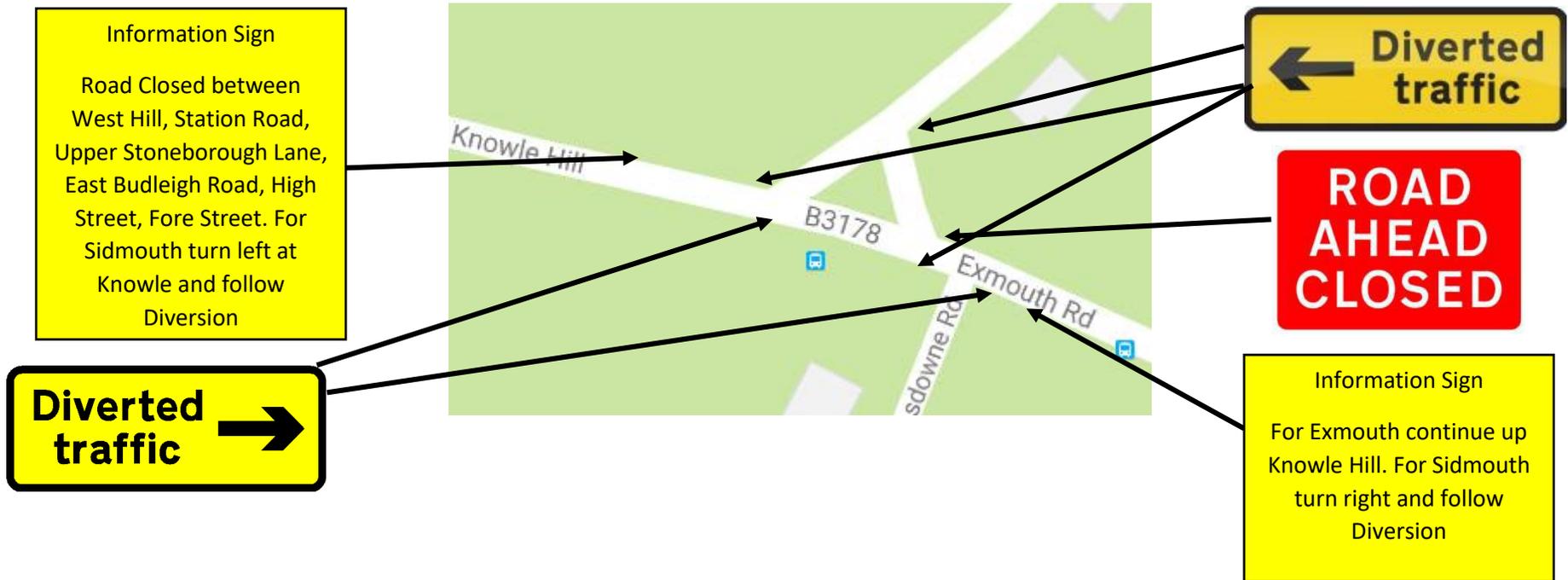
Diverted traffic ↑



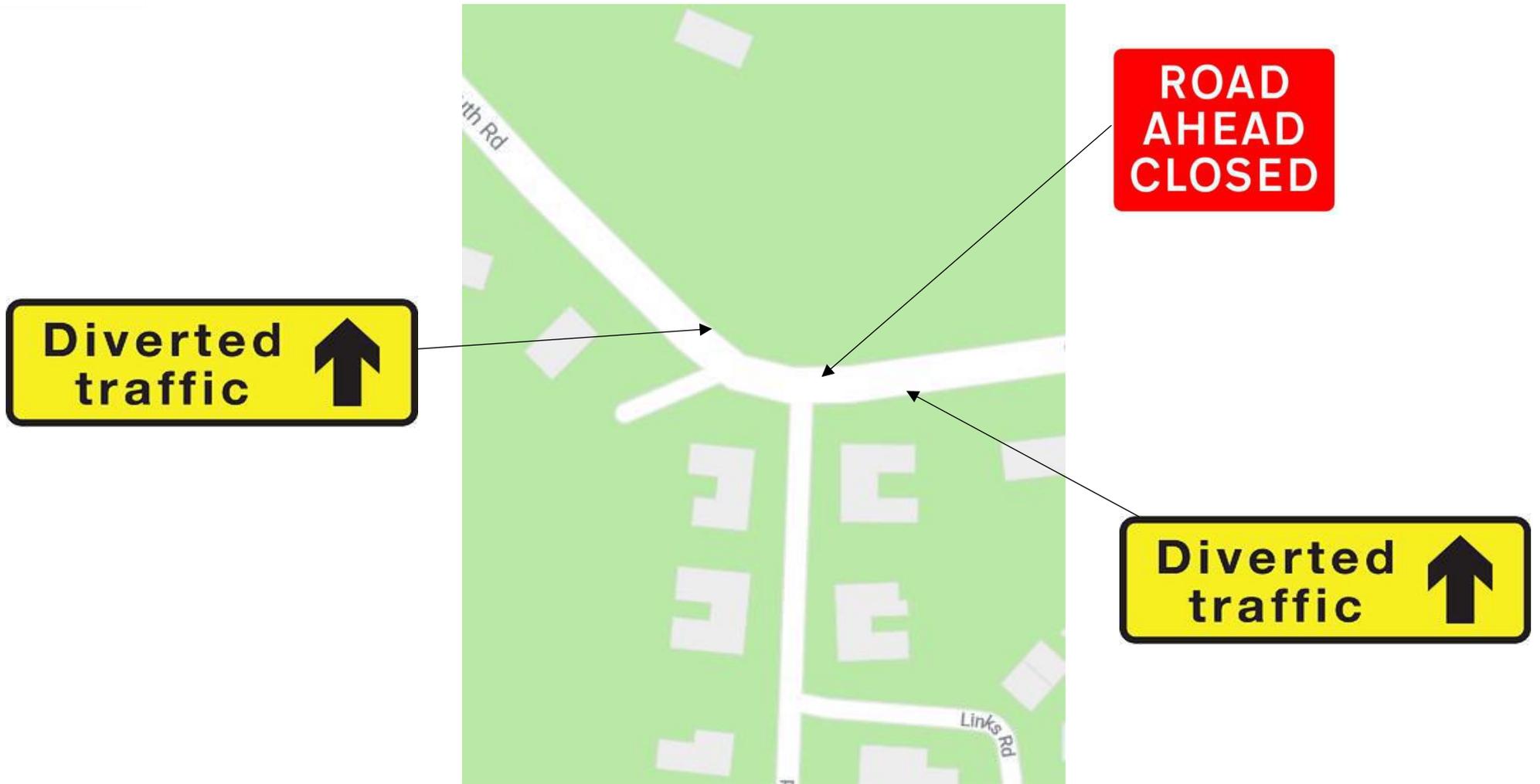
← **Diverted traffic**

Diverted traffic →

9.3.6 Junction of Knowle Corner



9.3.7 Junction of Links Road and Exmouth Road



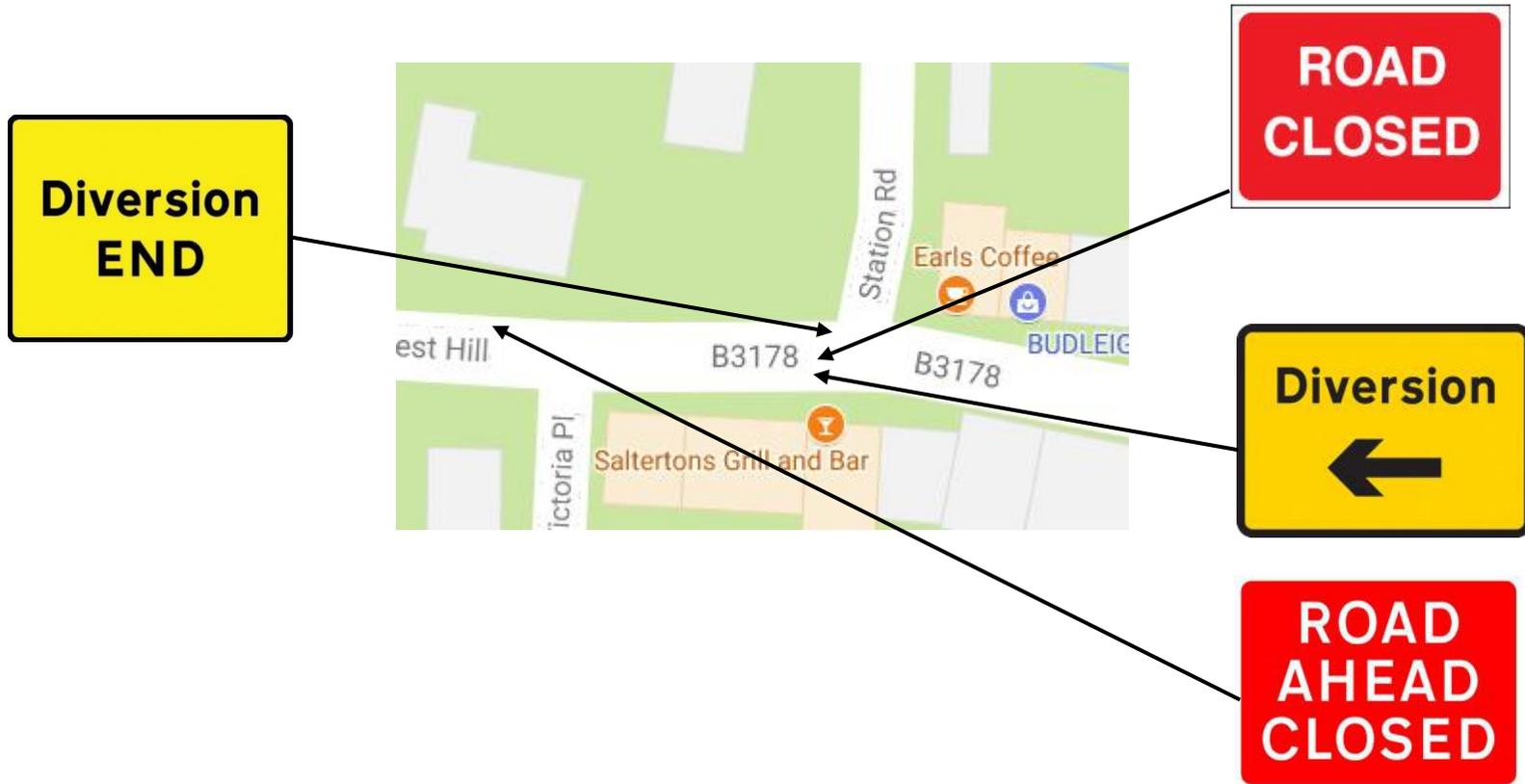
9.3.8 Junction of Halse Hill and West Hill



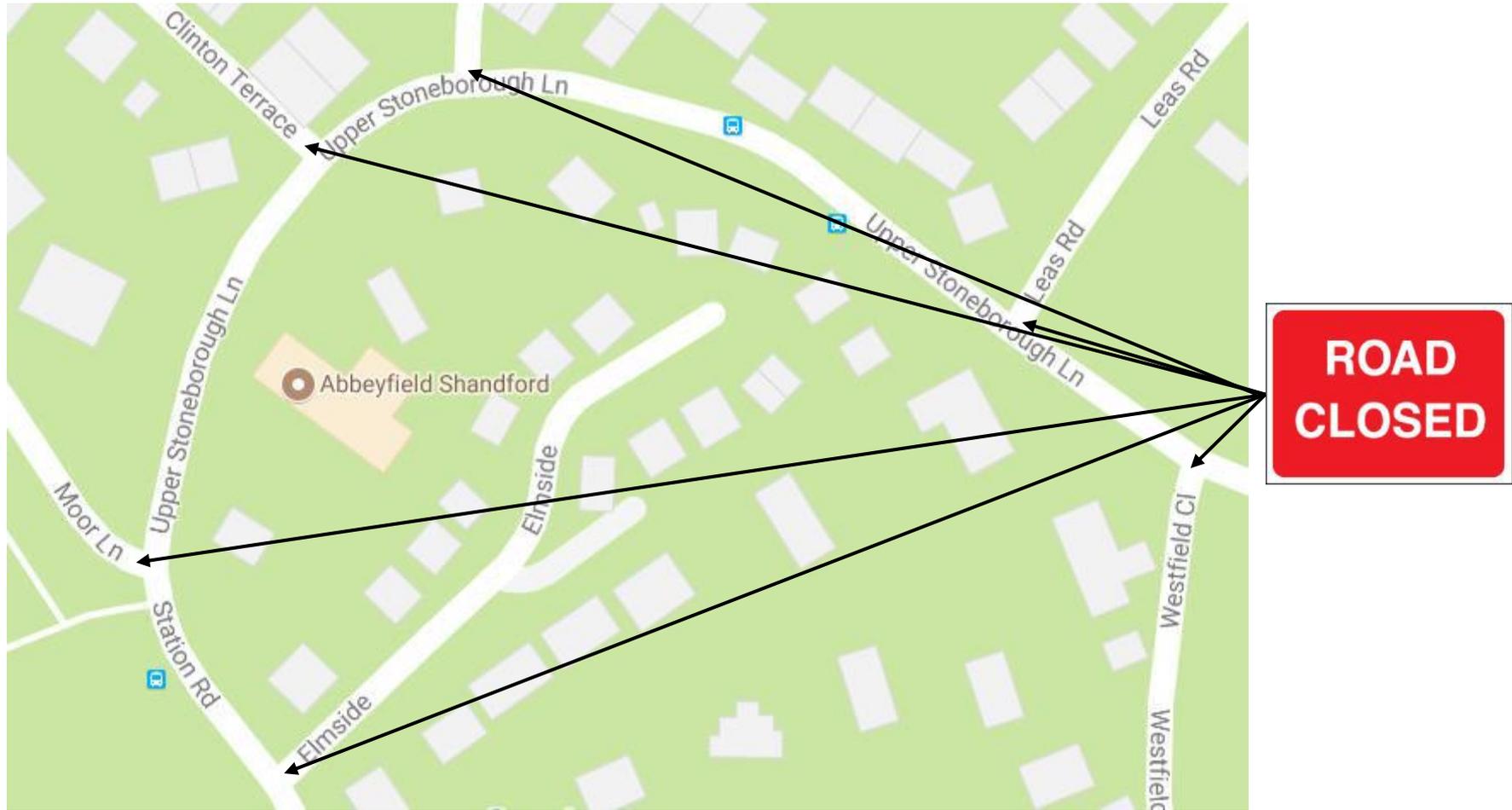
9.3.9 Junction of West Hill Road and Little Knowle



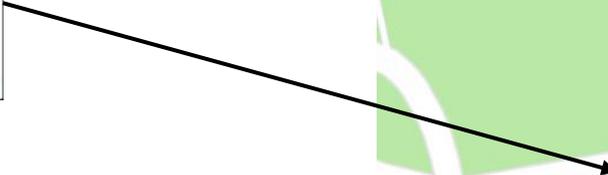
9.3.10 Junction of West Hill Road and Station Road



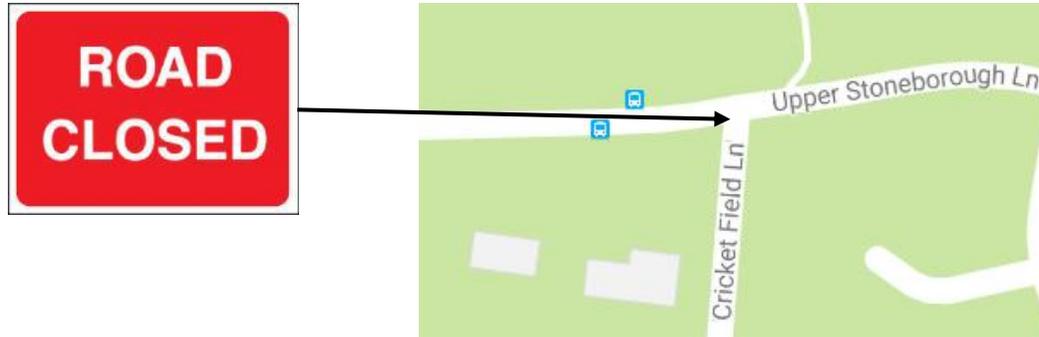
9.3.11 Junction of Moor Lane, Clinton Terrace, Norman Crescent, Leas Road and Westfield Close



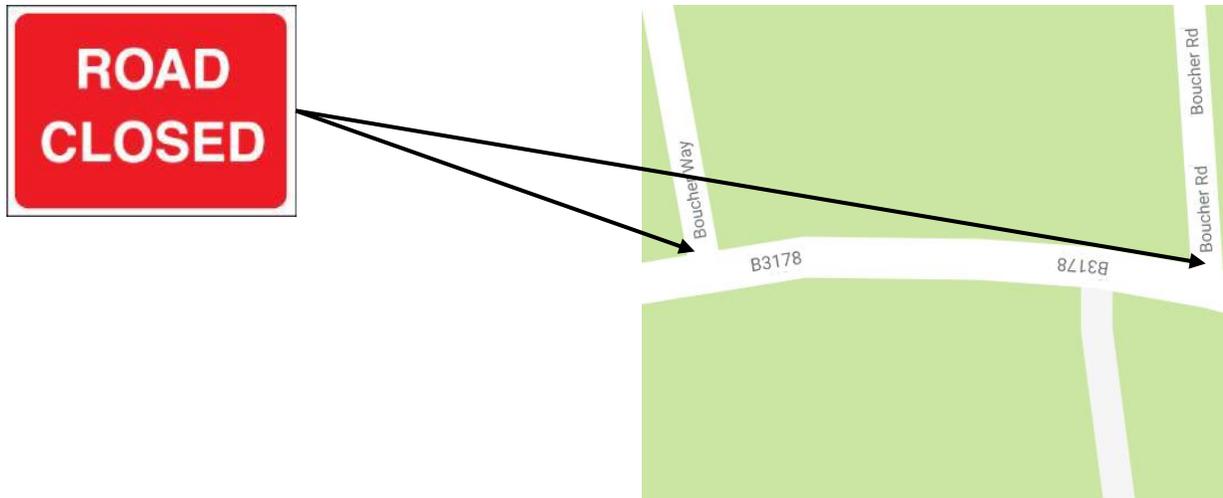
9.3.12 Public Hall and Westfield Road



9.3.13 Junction of Cricket Field Lane



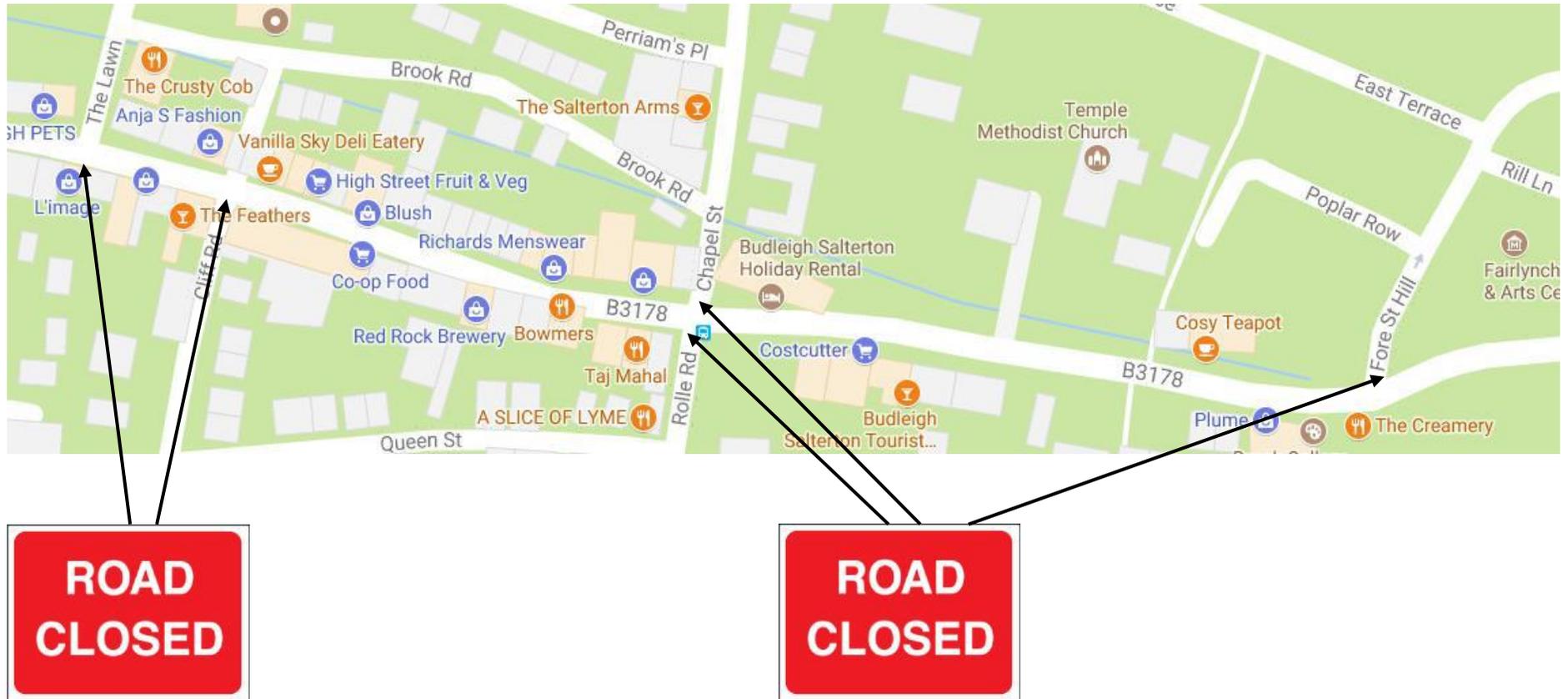
9.3.14 Junction of Boucher Way and Boucher Road



9.3.15 Junction of Salting Hill



9.3.16 Junction of Fore Street Hill, Chapel Street, Rolle Road, Cliff Road, The Lawn



9.4 Signage Size and how they will be installed (Main Carnival).

These signs will be used during the holding area and diversion route.

Sign Type	Size of Sign	Mounting	Sign Type	Size of Sign	Mounting
	1050x750mm	Metal back folding sign		1050x750mm	Metal back folding sign
	1050x750mm	Metal back folding sign		1050x750mm	Metal back folding sign
	1050x750mm	Metal back folding sign		1050x750mm	Metal back folding sign

Cones will be required next to road signs which sit on the road.

9.5 Installation, Maintenance and Removal of Signs

9.5.1 Installation

The diversion signs will be installed on the Friday night and Saturday morning in preparation for the holding area and the main carnival.

They will be loaded into a vehicle with an orange light attached to the top of the vehicle for safety. The people putting out the signs will be wearing yellow Hi-Viz vests and will also be wearing suitable foot wear i.e. trainers or boots and gloves to ensure their safety.

When placing the sign on the side of the road the person will open the rear legs and place the sign on the ground. The signs will then have one or two sandbags placed on the rear leg to make sure they stay up if there is a wind. Any signs that are on the edge of the highway and not on verges will have an orange cone placed next to them to ensure they are not knocked over.

During the main carnival procession the road signs will be placed out approximately 30 minutes before the main event, they will be checked by the traffic manager and a steward will be placed behind the sign to make sure the signs remain in their place.

9.5.2 Maintenance

The signs will be checked on periodically before the event to make sure they are still in their locations and are still upright. If any signs have been removed or blown down these will quickly be found and put back up in their place.

Inside the main carnival procession the signs will be right next to a steward who will keep them in place until they are instructed to remove them.

9.5.3 Removal

At the end of the event, the road closure signs will remain in place until the last float has cleared the route. The first signs to be removed will be the road closed signs, followed by any diversion signs which are no longer required.

Once the holding area has been cleared, the road closure signs will be removed followed by the diversion signs.

10. Management and Personnel

10.1 The Role Of The Steward

The role of our stewards will not be to direct traffic, traffic will be controlled using diversion signs and road closure signs. If a member of the public is unable to follow the diversion route a steward may be able to go over to the vehicle and give verbal communication on how they can get around the road closure.

10.2 Queue Management

It is unlikely that our event will create a queue situation. However if one does arise the steward at that point can call the event management team who will assist in clearing any queues created. This will then be logged in this document and any changes will need to be made to next year's document.

12.3 Lift Trucks and Breakdowns

If a vehicle breaks down outside of the route diversion they can contact their breakdown company who will be able to assist them. If a carnival float breaks down during the event stewards will be on hand to inform the event management team who will be able to assist

where possible. Those on the float will have to leave the float and if the float is driveable then this may continue to the finish.

If the float is not driveable then the organisers of that float will have to sort out the removal of the float from the site and area.

12.4 Resources Required and Training.

From looking at our carnival route the management committee feels we will need a minimum of 20 stewards to man the road closures. We also feel it would be good to have an extra 10 people in the High Street and Fore Street to make sure everyone remains safe as we feel this will be the area with the biggest crowd.

Steward training will be done on the day of the carnival in one of the local halls where they will learn to set up the road sign and take them down and what order the signs will need to be put out in. This is to make sure that the road closed ahead signs are placed before the road closed signs. Stewards will also be trained not to give hand signs and what to do if a vehicle enters the road closure.

All stewards will have communication with the Traffic Manager and will have contact details for the police, if required.

11. Communication

Communication is a key part to making sure that the event runs as smoothly as possible. We have already contacted the local businesses to inform them of our intentions and we are having "Meet and Greet" soon to inform every one of the route and what the impact might be to the businesses during the course of the event.

On-site to off-site communication will be handled using mobile phones and we as a group feel the only time off-site communication will need to be made will be to the emergency services if there is an issue.

We also have a website where this document and the diagram of the route will be uploaded so that everyone can see that we have a plan in place for the event and for people to see if they will be affected by the carnival and what impact that will have on them during that day.

We are also in talks with our local radio station, Bay FM, who will be having us on the radio a couple of weeks before the event so that we can make sure as many people as possible are aware of the intended route and if they have any concerns to contact the organising team. We will also be putting a leaflet through residents' and businesses' doors so that they are aware of the event and the route that will be taken. The press will publicise the "Meet and Greet" event as well as the carnival itself

12. Risk Assessments

Below you will find out risk assessment for the event

Activity Title	Budleigh Salterton Carnival	Date Of Assessment: 08/06/2022
Location Of activity	Upper Stoneborough Lane, East Budleigh Road, Coastguard Road, Marine Parade, Fore Street, High Street and Station Road.	Date Of Event: 01/10/2022

Brief Description of Event
<p>Members and participants of Budleigh Salterton Carnival Committee will undertake to run a traditional carnival procession. This will involve a number of different types of entries including mounted vehicle towed units, walking entries, collection vehicles and other powered vehicles deemed necessary to run the procession. Control of the procession is through the Budleigh Salterton Carnival Traffic Manager who will be assisted by stewards.</p> <p>Additional support is provided by the Devon Freewheelers who will be on hand to provide first aid if required.</p>

	Hazard	People at Risk	Consequences	Assessment (High, Medium, Low)			Control Measure	Residual Risk
				Effect	Probability	Risk		
1	Vehicle and Carnival traffic on the procession route	Spectators, members of the public, Stewards	Non-procession traffic prior to road closures	M	H	L	Road closures will be in place at all junctions to introduce a sterile area along the procession route. All major junctions will be manned with minor side roads having stewards in the vicinity. Road closures will be implemented 15 minutes before the procession starts and will be confirmed clear before the procession can move off.	L
			Non-procession traffic after road closures	L	L	M		L

	Hazard	People at Risk	Consequences	Assessment (High, Medium, Low)			Control Measure	Residual Risk
				Effect	Probability	Risk		
	Vehicle & carnival traffic on the procession route (continued)	Spectators, members of the public and Stewards	Procession vehicles during the carnival	L	L	L	Stewards will be placed along the route with consideration being given to higher risk areas and pinch points. Stewards will have mobiles and radios to communicate with each other.	L
			Non-procession Traffic after the road closures have been lifted	H	H	M	Removal of road closures will only be implemented once all crowds have dispersed and the area has been inspected by the traffic manager and deemed safe to do so. All road closure removals will be confirmed by radio or mobile phone before they can be removed.	L
2	Crowd interaction with procession route	Spectators, members of the public and Stewards	Potential injuries to members of the public who are standing off the pavement too close to the procession traffic	H	M	M	Stewards will be placed along the route with consideration being given to higher risk areas and pinch points. Stewards will have radios and mobiles to communicate with the traffic manager.	L
			Children running out to pick up dropped coins	M	M	L	Stewards are briefed to be especially observant of children suddenly running out in front of procession vehicles to collect change that has fallen on the road.	L

	Hazard	People at Risk	Consequences	Assessment (High, Medium, Low)			Control Measure	Residual Risk
				Effect	Probability	Risk		
3	Potential projectiles from coins thrown on to collecting carts	Spectators, members of the public and Stewards	People injured by thrown coins	M	L	L	All collection trailers used in the procession will be of sufficient height (not exceeding 5 metres) to prevent coinage being accidentally thrown over the trailers. Stewards are also briefed to look out for people deliberately throwing objects in an unsafe manner and to contact the traffic manager for assistance if required. All collection trailers have extending sides to catch as many coins thrown short as is practically achievable without exceeding the 3.35 metre width limit. Collectors follow the collection trailers picking up stray coinage to minimise the risk.	L
4	Impact with procession vehicles	Spectators, members of the public and Stewards	Crowds moving forward and potentially encountering vehicles in the procession	H	M	M	All stewards have been pre-briefed to ensure they maintain a safe area between the crowds and the side of the procession vehicles to minimise the risk of contact and potential injury. This is especially important with small children who may sit on the kerbs in front of the crowd. Stewards in the area brief children and parents of the potential dangers of being close to large slow-moving vehicles in the procession.	L

	Hazard	People at Risk	Consequences	Assessment (High, Medium, Low)			Control Measure	Residual Risk
				Effect	Probability	Risk		
5	Non-procession individuals and groups on the route	Children and collectors	Interference of the procession and potential entanglement with vehicles	H	M	M	Collectors are sent out ahead of the procession to ensure they are not close to any vehicles.	L
6	Emergency services require access to procession route	Emergency services personnel, Spectators, members of the public and Stewards.	Potential injury caused by procession vehicles and emergency vehicles using the same route	H	L	M	<p>All procession vehicles travel in the centre of the road during normal operation. In the event of an emergency vehicle requiring access to the route during the procession the traffic manager will use the radio systems or mobiles to notify all stewards: -</p> <ul style="list-style-type: none"> • Where the vehicle will enter the route • Direction of travel • Destination • Expected duration • Exit route and final destination <p>In the event of a vehicle entering the route, stewards will notify the traffic manager and procession vehicles will pull over to the left once it is safe to do so and stop. Once the emergency vehicle has passed, the procession vehicle can return to the middle of the road unless requested not to do so by a steward. Ambulances will only enter the route as a last resort as the Devon Freewheelers will conduct initial treatment and diagnosis. If deemed necessary the whole procession will be halted until the route has been cleared, this instruction will be from the procession direct via the radio system or mobile.</p>	L

	Hazard	People at Risk	Consequences	Assessment (High, Medium, Low)			Control Measure	Residual Risk
				Effect	Probability	Risk		
7	Public Disorder	Spectators, members of the public, Stewards and Emergency services	Any public disorder that has the potential to affect the crowds or procession entries safety	M	L	L	All public order issues are to be dealt with by the relevant emergency service. Stewards should not intervene or become involved with the incident. Stewards should help move crowds away from the incident if it is deemed safe to do so and does not increase the risk of safety with regards to moving procession vehicles	L
8	Loss of steward communications	Spectators, members of the public and stewards	Unable to contact stewards and keep them informed of changing conditions and issues	H	L	L	In the event of communication failure between the stewards a list of mobile phones is available. If a single radio failure occurs, spare radio sets are available and can be sent out to the effected stewards using a runner. Stewards experiencing radio difficulties should contact the next available radio stewards to ensure the traffic manager is aware of the problem and can take necessary action to remedy the situation.	L

Personal Protective Equipment required:

All stewards will wear personal high visibility clothing as required for their roles and will be identified with a unique number for identification purposes which will be issued to the steward at the time of signing on.

Emergency Instructions & First Aid:

Most stewards are suitably qualified and experienced people who have received relevant training.

All personnel undertaking a steward role will be briefed prior to the procession by the traffic manager in relation to the emergency procedures and first aid arrangements dealt with by the relevant emergency service. All stewards are issued with written instructions at the time of signing on outlining Budleigh Salterton Carnival procedures and requirements.

Further control measures required? If yes, list with actions

This risk assessment must be reviewed at the venue prior to the event taking place and any findings recorded and, where necessary, the additional control measures implemented.

Add Additional Findings Here

13. Insurance/Certification

As a committee, we have gone to 10 insurance companies to get insurance for the following:

- £5 Million Public Liability
- £10 Million Employers Liability for 15 people

We are pleased to advise that we have obtained insurance through Graham Sykes Insurance who contact details are:

**Graham Sykes Insurance
37 Rolle Street
Exmouth
Devon
EX8 2SN
01395 255100**

This insurer has put an endorsement on the policy which advises that any third-party person taking part in the procession does not need to have their own insurance cover. However, we have stated on our entry forms that all participants must have their own insurance cover in place which we will make sure we see a copy of before the float or walking entry can enter the procession.

The insurance cover also includes employer’s liability which covers those people who will be stewarding the event and making sure the road closure in place. This cover covers them for any injury caused to them or any third party watching or taking part in the carnival. As you can see we have only quoted for 15 people this is because the Budleigh Salterton Lions Club will be providing additional stewards who are covered under their insurance.

The following people in our carnival team have received Chapter 8 training for setting up and taking down of traffic management measures:

Name	Michael Hilliar	Steve Hagger
Address	67 Moormead Budleigh Salterton EX9 6PS	8 Warren Drive Budleigh Salterton Devon
Contact Number	07538 274888	07868 889260

14. If things go wrong

1. Severe injury of person

As a committee, we plan to run a safe carnival and hope that no one will be injured because of our event. However, we do recognise that accidents do happen and we must be prepared for these. As part of our insurance company's requirements and for the safety of the public, we will be having first aiders on site before, during and after the carnival event. This is being provided by the Devon Freewheelers. We will be having one ambulance on site in case there is a need for someone to be rushed to hospital and it will take too long for an NHS ambulance to arrive.

In the first instant if someone becomes ill or injured they should contact a Steward who will contact a Devon Freewheeler who will come and attend to the person. If the person requires hospital treatment we will contact the emergency services and clear the carnival route in that area so that the emergency services can enter the route.

Once the incident has been cleared the carnival will be able to continue if it is safe to do so.

2. Breakdown blocking access

If a vehicle breaks down and is blocking access to the route that person will need to contact their breakdown company or local mechanic who will need to come out and deal with the problem.

If a mechanic is not available stewards can help move the vehicle clear of the access area however they will only be able to do this if they inform the traffic manager and if they feel comfortable to assist.

3. Adverse weather rendering site impassable

Our carnival site and route is not affected by weather as this event happens on main roads which have measures in place to deal with weather related problems.

4. Severe weather

If there are severe weather issues the committee will see if the event can be delayed for 30 minutes or an hour to see if the weather passes. If the weather doesn't improve then the committee will cancel the event and rearrange it for later in the year if possible. The event does run on main roads and the road network should be able to hand the effects of weather.

One weather system which could also affect the carnival is the winds along the seafront. If there is a heavy gale then the event may need to be delayed or cancelled as this could affect the driving ability of some of the floats which could put the public in danger.

If severe weather happens the committee will have a meeting to discuss if the event continues or if it will need to be delayed or moved to another day. If the event does get changed to another day all routes will be reopened and the Local authority will be informed of the committee's intentions.

15. Conclusion

In conclusion, the committee has considered the impact the event will have on businesses and members of the public. We have looked at how we plan to run the event and what the public transport strategy will be. We have looked at access roads for all forms of traffic that will be affected by the event. We have also looked at the capacity of our local car parks and concluded that these will be good enough for the event.

We have looked at our traffic regulation orders and our traffic management arrangements for the event and have shown our intentions in this document. As a committee, we have also looked at managing personnel and how we will communicate the event to the public.

We as a committee have also looked at what risks the event could have on those taking part, watching and stewarding the event. And we have made sure that adequate insurance has been put in place and that we have a plan if things go wrong.

As this is our first time doing this event we feel we have covered everything required of us however if anything doesn't work or we need to change anything for next year's event. This document will be updated and resubmitted to the local authority.

If you have any questions please feel free to contact us using the following contact details:

Budleigh Salterton Carnival
c/o 67 Moormead, Budleigh Salterton, Devon, EX9 6PS

07538 274888

Email: budleighcarnival@outlook.com

Website: www.budleighsaltertoncarnival.com

Facebook: <https://www.facebook.com/BudleighSaltertonCarnival>