

Maindee Festival Association

2015 Maindee Street Parade

Parade & Traffic Management Plan

Document Control
<p>Version 1.2 created on 10th March 2015 by John Hallam, MFA Parade Safety Advisor. Contact: hallams@ntlworld.com 01633 762155</p>
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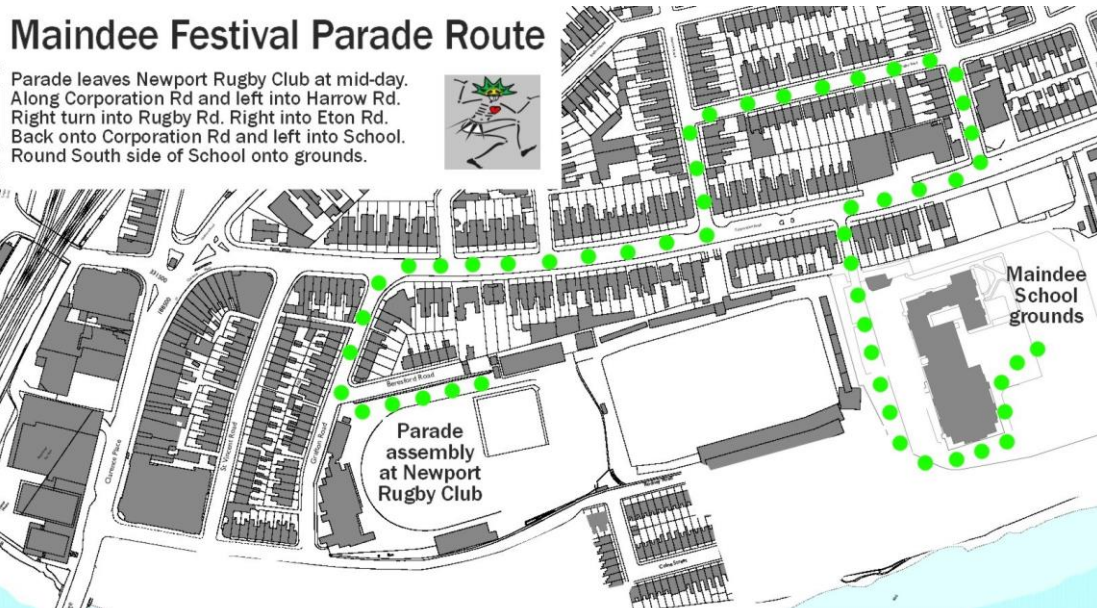
this document replaces all previous versions

Street Parade Safety Plan

1: Overview

The parade forms the initial part of the Maindee Festival, a celebration of community arts and diverse cultures in Newport, South Wales.

The Parade will assemble on the grounds of Newport Rugby Club at 11.00hrs on Saturday May 30th 2015. At 12.00hrs the parade will leave the Rugby Club site and follow the route shown in the map below, arriving at Maindee School grounds at approximately 13.00hrs. Up to 500 people are expected to participate in the parade, which will include giant walking carnival figures.



Leg 1 – Out of Rugby Club to Corporation Road and into Harrow Rd

The parade will assemble at Newport Rugby Club and depart at 12.00hrs, moving up Grafton Road and turning right into Corporation Road. The parade will turn left in Harrow Road. The rear of the parade will enter Harrow Road at 12.20hrs.

Leg 2 – Harrow Rd, Rugby Rd and Eton Road.

After entering Harrow Road, the Parade will turn right into Rugby Road and right into Eton Road. The head of the parade will stop at the junction with Corporation Road. VIPs will join the parade from Community House in Eton Rd.

Leg 3 – Back onto Corporation Road and into Maindee Primary School

At 12.40 the Parade will exit Eton Road, turning right onto Corporation Road and entering the pedestrian way leading to Maindee Primary School. The Parade will enter the school grounds through the vehicle access gates and follow the south side of the building round to the school playing field. The tail of the parade will enter the school at 13.00hrs.

2: Aims of Parade Safety Plan

- To minimise risks to parade members whilst on the public highway.
- To effectively manage motorised traffic in the area of the parade to prevent vehicle access onto the route during the parade and minimise disruption to traffic flow
- To maintain pedestrian and emergency service access throughout the period
- To ensure that residents, emergency services, public transport operators and affected local businesses are aware of road closures and potential disruption in minimised.

3: Legal responsibility

The Parade is the legal and operational responsibility of the Trustees of the Maindee Festival Association (MFA), Community House, Eton Road, Newport, South Wales NP19 0BL.

4: Parade responsibilities

Safety and Traffic Management

MFA has delegated responsibility for parade safety and traffic management to John Hallam, 48 Llanthewy Rd, Newport NP20 4LA. John Hallam has experience of safety planning and delivery at several Maindee parades. John Hallam will:

- ensure compliance with prevailing laws and policies on event safety
- liaise with Police at all stages on the parade
- submit an appropriate safety plan to SAG and relevant authorities
- ensure that relevant permissions and road closures are obtained
- manage the implementation and evaluation of the safety plan
- recruit road closure marshals

Assistant Safety Officer

The Safety Officer has appointed Sarah Rehman as assistant parade safety officer. Sarah has experience as Assistant Parade Safety Officer on three previous Maindee parades.

Highway Authority

The Highway Authority will approve the Traffic Management and Signage Plan before issuing a temporary traffic order.

Police

We understand that Police officers /PCSOs may be present on the day but that the safety of the parade and the safe deployment of the road closure order is the responsibility of the Association. To ensure public order and safety, Police Officers can start, stop or terminate the parade at any stage.

5: Character and make-up of Parade

The parade is in the style of an afro-brazilian street carnival.

Between 300 and 500 people are expected to participate. As the parade ends, up to 800 additional spectators may join the back end of the parade as it moves from Corporation Road into the Maindee Primary School grounds.

Between 50% and 70% of participants are anticipated to be primary school age children (7-11), parading in costumes and organised into groups supervised by parents, teachers and volunteers. The parade includes other groups, such as musicians and dancers and large walking carnival-style figures. Mums with toddlers in pushchairs are also expected to join the parade. Local VIPs (eg AMs, Councillors, MPs etc) will join the last leg of the parade from Community House onwards.

The parade will be held at walking pace. All participants are on foot (and some wheelchairs and prams).



6: Pre-parade publicity and pre-signage plan

Local businesses will be visited and informed about the parade. A leaflet (See Appendix 2) explaining about the road closures will be distributed to local businesses, organisations and residents groups 14 days before the event.

Five pre-event signs to alert drivers to forthcoming road closures, with telephone contact details, to be erected a week before event at locations shown.

Signs to be taken down between 09.00hrs and 10.00hrs on Sunday 31st May.

Specifications

600mm x 600mm with rounded corners manufactured by Standard Signs. Black lettering on yellow reflective background (lettering not less than 40mm or greater than 350 mm):

4 x "MAINDEE FESTIVAL Road closure on Saturday 12.00pm - 1.00pm"

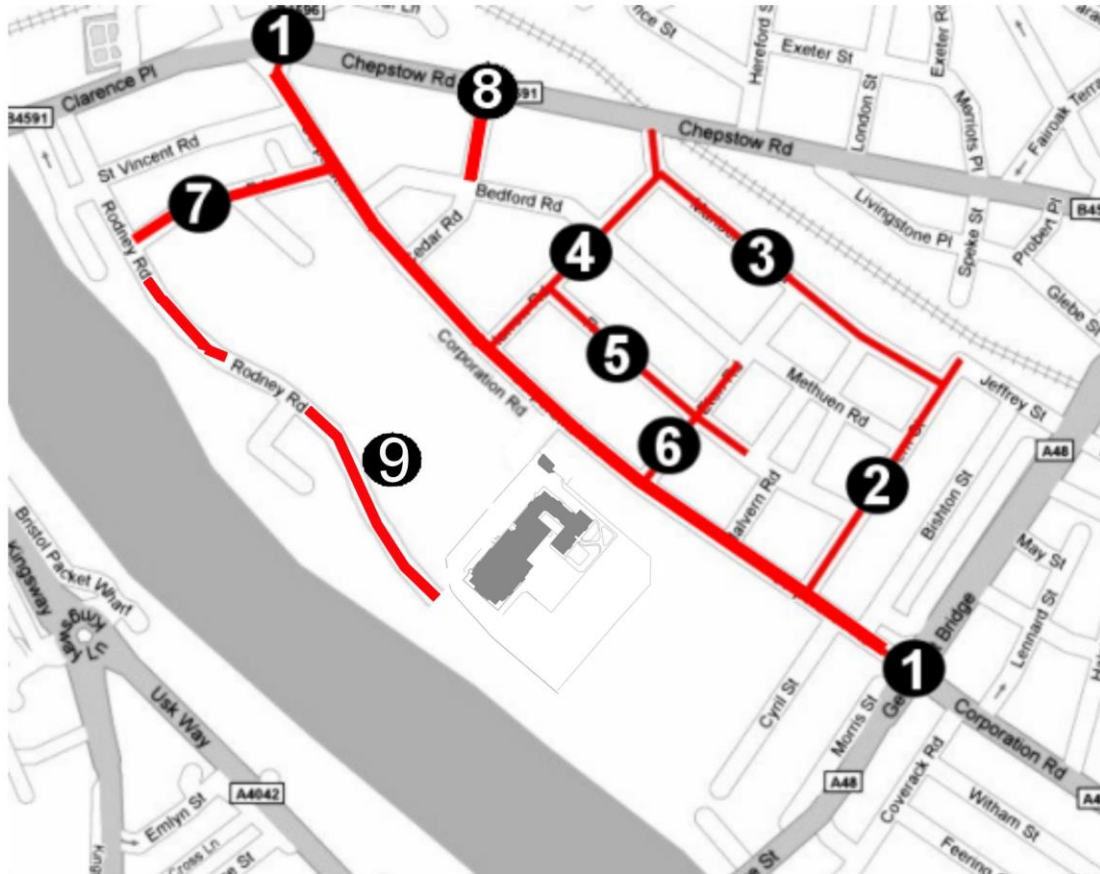
1 x "MAINDEE FESTIVAL Road closure on Saturday 12.00pm - 7.00pm"

All to carry "CONTACT: 01633 762155 for information"

Erected on existing roadside posts on pavements using standard brackets. minimum clearances: bottom of sign to footway + 2.1m; carriageway to side of sign+600mm. All signs erected from pavement.

7: Road Closures

An application will be made to Newport City Council for a temporary closure of the roads shown on the following map.



PARADE: Closure between 11.45hrs and 13.15hrs on Saturday May 30th 2015:

1. Corporation Road (between junctions with Wharf Road and Chepstow Road)
2. Llanwern Street (full length)
3. Marlborough Road (full length)
4. Harrow Road (full length)
5. Rugby Road (Between junctions with Harrow Road and Eton Road)
6. Eton Road (between junctions with Corporation Rd and Bedford Road)
7. Grafton Road (full length)
8. Cedar Road (entrance from Chepstow Road)
9. Corporation Road (between junctions with Wharf Road and Chepstow Road)

SITE ACCESS: Closure between 11.45hrs and 21.30hrs on Saturday May 30th 2015:

9. Rodney Road (After junction with Grafton Rd to School Gates)

8: Analysis of traffic flows

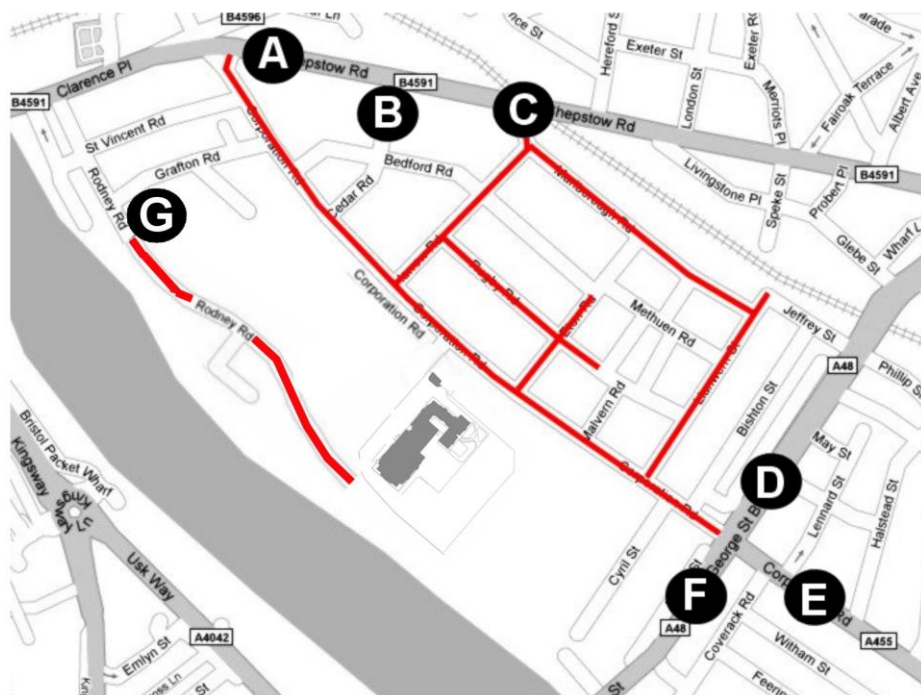
Parade: The area is broadly bounded by two main routes (Chepstow Road to North and Wharf Road/George Street Bridge to West), which have the capacity to carry all diverted traffic around the area. Corporation Road cuts through the area and is the road most affected by the parade plan. The parade will disrupt bus traffic along Harrow Road and Corporation Road.

An analysis of traffic flow in the area between 12.00hrs and 13.00hrs on a typical Saturday identified normal traffic volumes and flows during the parade period.

This showed:

- 400 to 450 vehicle movements / per hour through the parade route area.
- Largest inward flows from junction of George Street Bridge / Wharf Road / Corporation Road (300 per hour)
- Harrow Rd and Cedar Road have smaller inward flows (150 per hour).

The map below shows the principle points at which traffic enters the area. The largest traffic inflow is from the junction of George St Bridge and Corporation Road (D,E and F on map below) which accounts for 85% of total inflow. 13% of inflow is from the Chepstow Road with the junctions with Cedar Road (9% = B) and Harrow Road (4% = C). Inflows from Chepstow Road into Corporation Road (2% = A) are small due to “right turn” restriction from Clarence Place into Corporation Road and use of B and C as preferred entry points.



Festival site road access: Vehicle access to the Festival site is via Rodney Road. The road ends at Cambria House. There are two types of traffic flow:

1. To access housing in Rodney Road, Colne Street and Cambria House
2. City Centre parking (The road provided unrestricted parking for city centre access via the new pedestrian bridge).

An analysis of traffic flows along Rodney Road was undertaken with an estimated (non-resident) flow of >10 cars/hour.

Residents will be pre-issued with car flyers to ensure free access.

9: Action plan

- The table below describes the action plan by location.
- All Marshals will be responsible trained adults, over 18 years of age wearing reflective clothing.
- If emergency vehicles require access to the area, the parade will be stopped until access complete.
- **Emergency Services (via Newport SAG and NCC Highways Closure Order processes) to be advised of road closures.**
- Safety Officer to advise bus service of parade.
- A briefing will be held with Police and NCC Highways before the event
- A de-brief will be held with Police and NCC Highways after the event

Ref	Location	Impact	Action
STREET PARADE – Effective from 11.45hrs to 13.15hrs			
1	Corporation Rd (Southern entry) Traffic lights at junction with of Wharf Rd / George St Bridge	Vehicles (est. 100) crossing from George Street Bridge unable to turn left into Corporation Rd.	“Road Ahead Closed” (left arrow) and “Diversion” (arrow straight ahead) signs positioned on approach from bridge. Filter lane for left-turn at traffic lights coned off. “Road Closed” sign and traffic cones across entrance into Corporation Rd and left feeder lane off Bridge. Marshals (4) to control closure signage.
2		Vehicles (est. 175) approaching junction on Corporation Rd (from SW) unable to cross junction to continue along Corporation Rd.	“Road Ahead Closed” sign and “Diversion” (right arrow) sign on approach to Junction. Marshals as above.
3		Vehicles (est 25) approaching junction from Wharf Road unable to turn right into Corporation Road	“Road Ahead Closed” (right arrow) sign on approach to Junction in central reservation. Marshals as above.
4	Corporation Rd (Northern entry) Traffic lights at junction with Chepstow Road.	Vehicles (est 25) approaching junction from Chepstow Road unable to turn left into Corporation Road.	“Road Ahead Closed” sign and “Diversion” (arrow straight ahead) sign positioned on approach in bus lane. “Road Closed” sign and traffic cones across entrance into Corporation Rd. Marshals (2) to control closure.
5	Malvern Road	Local traffic egressing from Malvern Road onto Corporation Road cannot turn right	“Road Closed” sign and Marshal (1) across Corporation Rd on West side of junction with Malvern Road
6	Llanwern Street	Southbound vehicles (est 10) turn right from Wharf Rd into Jeffrey Street.	“Road Closed” sign across Jeffrey Street at junction with Bishton Street + Marshals (2) to direct vehicles down Bishton Street.
		Northbound vehicles (est 5) turn left from Wharf Rd into Jeffrey Street	“Diverted Traffic” sign before junction advises driver of closure at end of Jeffrey Street .
7	Marlborough Road	Vehicles (est 20) unable to enter Marlborough	“Road Closed” sign, cones and Marshals (2). to close entrance to

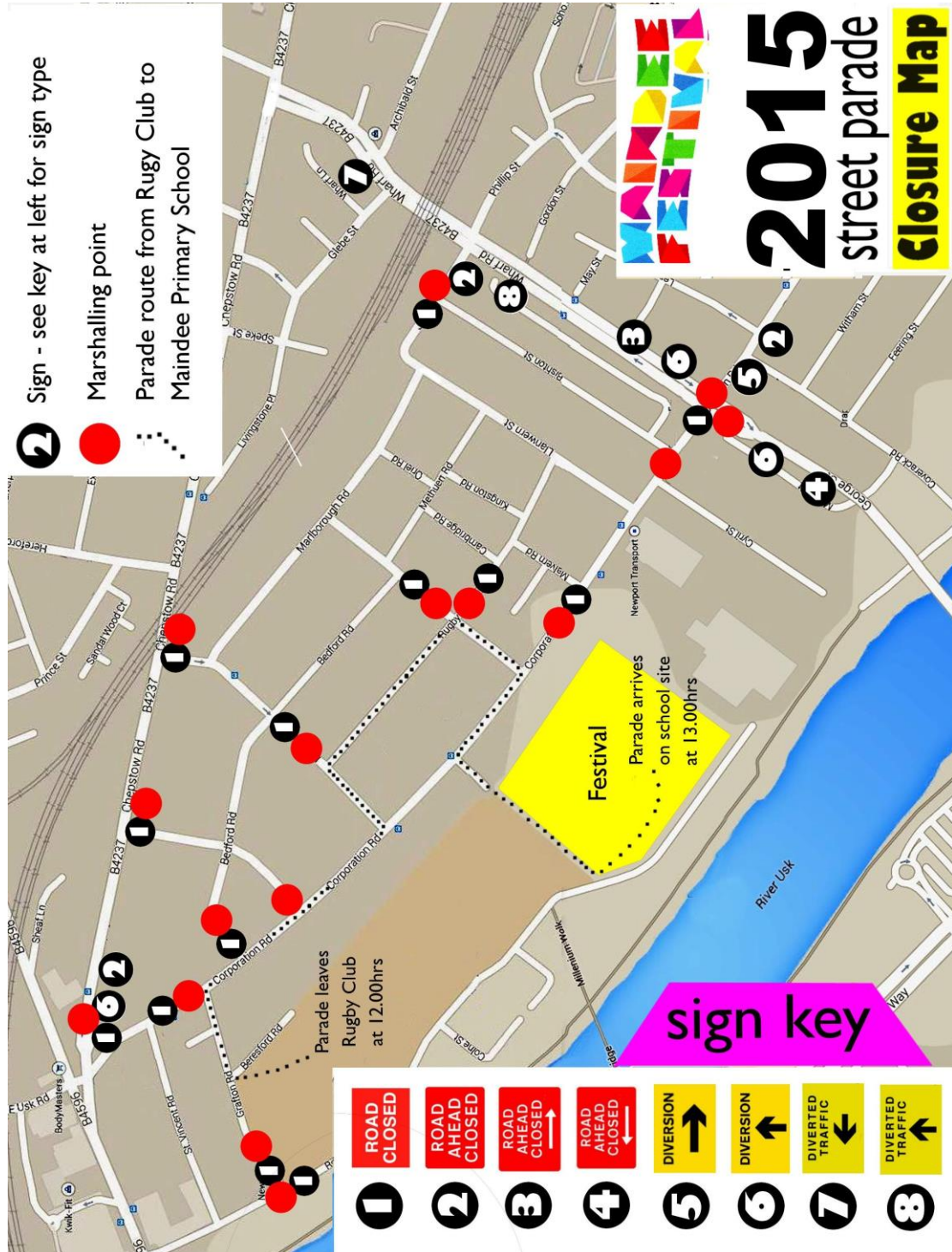
		Road from Chepstow Road.	Harrow Road from Chepstow Road.
8	Harrow Road	Vehicles (est 30) unable to enter Harrow Road from Chepstow Road.	As shown in (8) above.
		Vehicles unable to proceed beyond junction with Bedford Rd	"Road Closed" sign and Marshal (1) to direct local traffic down Bedford Road.
		Harrow Rd is one way (North – South)	Potential traffic entry from Bedford Road into Harrow Road to be controlled by marshal at junction.
9	Rugby Road / Eton Road	Vehicles (est 10) unable to enter Eton Rd from Corporation Rd	"Road Closed" sign and Marshals (2) to close entrance to Eton Rd until parade moves onto Corporation Rd from Eton Rd, when Marshals moves out onto Corporation Rd.
10	Cedar Road	Vehicles (est 40) unable to enter Cedar Rd from Chepstow Road	"Road Closed" sign, cones and Marshals (2). to close entrance to Cedar Road from Chepstow Road.
11	Grafton Road	Vehicles (est 10) unable to enter Grafton Road from Rodney Road	"Road Closed" sign and Marshal (1) at junction with Rodney Road.
12	St Vincent Road	Vehicles entering St Vincent Road from Rodney Road can then enter closure area	Marshal (1) at junction of St Vincent Road and Rodney Road to advise traffic to turn left at junction with Corporation Rd.
13	Bedford Road	Vehicles cannot enter Corporation Rd from Bedford Road	"Road Closed" sign and Marshal (1) at junction with Corporation Rd.
14	Cedar Road	Vehicles cannot enter Corporation Rd from Cedar Road	"Road Closed" sign and Marshal (1) at junction with Corporation Rd.
MAINDEE PRIMARY SCHOOL ROAD ACCESS – effective from 11.45hrs to 19.00hrs			
15	Rodney Road	Vehicles (est 30) unable to enter Rodney Road (beyond junction with Grafton Road). Residents' vehicle access permitted.	"Road Closed" sign at junction with Grafton Road. Marshal on duty at Junction (11.45hrs – 19.00hrs). Residents in Colne Street, Rodney Road and new City Vizion flats pre-issued with car window permits.

Appendix 1 - Maindee Street Parade and Access Risk Assessment

No	Hazard	Likely-hood	Severity	Risk Level	Countermeasures	Owner	O/C ?
A01	Parade is poorly planned and co-ordinated leading to accidents.	L	H	A	An experienced Safety Officer will be appointed with a track record of safe street foot parades.	MFA	C
A02	Accidents to parade members from motorised vehicles in parade.	M	H	A	No motorised vehicles will be allowed within the parade, which will be on foot only. Bicycles and unicycles may be used on parade but only at walking pace and within defined sections.	Safety Officer	C
A03	Accidents to parade members during build-up period.	M	H	A	The parade will be assembled at Newport Rugby Club to avoid any conflict with road traffic during build up period. Gate control at Rugby Club in place.	Parade Director	O
A04	Accidents to parade members on public highway from motorised vehicle traffic.	L	H	A	MFA will seek road closure to prevent motorised vehicles from accessing the parade route between 11.45 and 13.15 on the day. A vehicle will follow the end of the parade to prevent vehicles seeking to ingress the road at the rear of the parade. Appropriate signage marshals in place. MFA will recruit and train marshals to control road closure point signage at start and end of parade period.	Safety Officer	O
A05	Faintness from dehydration of parade members on route.	M	M	B	Parade members, especially children, will be encouraged to drink water at Newport Rugby Club before parade departs. A water dispensing point will be established along the route and stewards will carry bottled water along route.	Parade Director	O
A06	Parade members have minor injuries such as cuts and scrapes along route.	H	L	B	Glass containers will be banned on the parade. Stewards will check the ground for trip hazards and other hazards, such as broken glass on road, immediately before and during the parade. Two first-aiders will be on duty for the parade.	Parade Director	O
A07	Parking on narrow side streets creates bunching and increased risk of injury	L	L	D	Cars parked on route will be leafleted during week before festival to advise owners of parade.	Site Director	O
A08	Bottlenecks at main entrance to school when parade enters site leads to injuries.	M	L	A	Stewards on site will move onto pedestrianized way from Corporation Rd to School gates to increase escort support for parade as it enters site. Parade stewards will control visitors at rear of parade to prevent forward surging as parade enters school.	Site Director	O
A09	Bunching within parade in	M	L	A	Parade to be controlled and spaced out at junction with Corporation Road and school pathway to	Site Director	O

	pedestrian way to school and through gates increases risk of crush injuries				prevent bunching as parade enters site.		
A10	Parade disperses badly on arrival on site leading to lost children and risk of minor injuries	H	L	A	Parade route on site will take participants around to grassed area at rear of school for dispersal.	Site Director	O
A11	Drivers will be unaware that parade is taking place and seek to enter parade streets leading to risk of injuries or traffic bottlenecks	M	M	A	Reflective yellow metal information signs, to alert drivers to the parade on Saturday, will be securely erected on lampposts 7 days before the event at the following locations: 1) Entrance into Harrow Road off Chepstow Road 2) Corner of Jeffrey Street 3) Junction of Wharf Road and Corporation Road (west side) 4) North west end of Corporation Road on junction with Chepstow Road Signs will be removed on Sunday 8 th June.	Safety Officer	O
A12	Rodney Road becomes congested, preventing access by emergency vehicles	H	H	A	Rodney Road will be closed (except for residents and official Festival vehicles) between 11.45hrs and 19.00hrs. Traffic Marshals will ensure that road is kept clear at all times.	Safety Officer	O
A13	Parade does not follow agreed route	M	H	B	The parade will be led by a marshal	Safety Officer	O

Appendix 2 – parade route, signage, marshalling



Maindee Parade & Festival

Road Closures

30th May 2015

The annual Maindee Street Parade and Festival will be held on Saturday May 30th 2015.

To ensure the safety of the children and adults on the parade, access will be severely restricted during this short period when road closures will be in place on the following roads between 11.45am and 1.15pm:

1. Corporation Road (Wharf Road to Chepstow Road)
2. Marlborough Road
3. Harrow Road
4. Rugby Road (Harrow Road to Eton Road)
5. Eton Road (Corporation Rd to Rugby Road)
6. Grafton Road

Rodney Road (between Grafton Rd and Maindee School) will be closed to all (non-resident) traffic from 11.45am to 9.30pm

Pedestrian access will not be affected.

Colne Street and Cambria House residents will not be restricted

Please contact the Maindee Festival Association on 01633 762155 or info@maindee.org if you have any concerns or need further information.

MAINDEE FESTIVAL ASSOCIATION

c/o Community House, Eton Rd, Newport NP9 0BL
www.maindee.org 01633 762155 info@maindee.org