



The L3 School Games in the Liverpool City Region (LCR) 2018

**Traffic Management Plan
Wavertree Sports Park, L15 4LE.**

- **4th & 5th July 2018
(Multi-sport events)**

**Version: 1
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Owner: MSP**

Introduction

This traffic management plan for the L3 School Games (LCR) multi-sport events at Wavertree Sports Park on 4th and 5th July 2018 has been prepared by MSP on behalf of the School Games Operational Group.

The aim of the traffic management plan is to identify and outline:

1. traffic levels and expected peaks
2. requirements for vehicles accessing the site
3. safe movement of vehicles on the site
4. parking arrangements for vehicles on site
5. parking arrangements for VIPs
6. access arrangements for emergency vehicles
7. requirements for vehicles exiting the site
8. impact of event traffic on the site and local community
9. minimising the risks and hazards associated with vehicles
10. responsibilities for traffic management

Development of Traffic Management Plan

The traffic management plan is based on an assessment of the site and review of the immediate area surrounding the venue. The assessment has considered the amount of space available on the site, the potential number of vehicles to be accommodated and the specific challenges and risks associated with traffic in relation to an event of this nature.

The plan has also taken into account the general risk assessment undertaken by the site for Safe Access/Exit prepared for minimising identified hazards associated with road traffic.

Constraining Factors – Wavertree Sports Park

It is important to note that there are specific constraints which exist in relation to the site at Wavertree Sports Park, these are as follows:

- the site is situated off a relatively narrow, busy, partly-residential street
- it is possible to use the grass areas on the site for parking vehicles which may in the cause of heavy rain be unsuitable for general parking
- the majority of the site will continue to be used as normal during the day by other client groups and the general public, all of whom may have vehicles needing to park

The constraints identified have been taken into account in the development of this traffic management plan for the event.

1. Traffic Levels and Expected Peaks

The events on 4th & 5th July 2018 will each see up to 1100 children transported to the site to participate on the 4th July and 1800 children transported on the 5th July. Given the number of teams attending (up to 160 during the day on 4th July and up to 166 on 5th July) it is anticipated that there may be anything up to 160/166 minibuses requiring access to the site on the 4th/5th July respectively.

In addition to the children and accompanying team managers travelling to the games, event staff, spectators, local media, and VIPs will, or may, also travel to the site.

During the event the site will continue to operate as normal, meaning additional non-event vehicles will also need site access or need to park on the site.

With schools being asked to arrive by 9.30am for a 9.45am Opening Ceremony and a 10.15am competition start time, the peak times for vehicles arriving is expected to be from 9.00am until 9.40am.

As there is only one access gate onto the site from Wellington Road, it is anticipated that there may be some congestion at that gate at those peaks time due to the volume of vehicles which are scheduled to arrive/depart. Each vehicle entering the site will be directed by a steward and it may be necessary to give instructions to drivers as to where to proceed in order to park, or 'drop off' children. In the event that more vehicles wish to remain on site than can be catered for in the normally-available car parks, the stewards may need to direct vehicles to divert to the Grant Avenue gates, to park on the grass overspill car park. N.B. this will only be made available in case of exceptional need.

Due to the nature of the event, it is anticipated that exit times from the site will vary as and when the differing sports finish, providing a staggered departure and minimal risk of congestion on site.

2. Requirements for Vehicles Accessing the Site

A significant number of vehicles, as detailed above, will require access to the school site for the events on 4th and 5th July 2018.

Stewards will be positioned at the entrance gate during arrival times and will be responsible for:

- supervising the entrance/exit point and event vehicles on site
- directing vehicles to designated parking areas
- providing instruction to drivers, especially in respect to parking
- advising drivers to proceed with caution given the nature of the event
- overseeing crossing points
- supervising vehicles which may need to reverse in order to park, where this is unavoidable
- managing the space available for parking in order to maximise the number of vehicles on the site
- ensuring that all access routes remain clear at all times

In order to ensure that vehicle access to the site for the event is undertaken in a safe and efficient manner, a set of principles have been designed which will be applied to all vehicles.

Any vehicle entering the site is expected at all times to:

- follow the specific directions of the steward
- respect the speed limit of 5 miles per hour in place on the site
- be aware of pedestrians and people crossing the roads/access routes
- avoid backing up as far as is possible, utilising the turning circles available in the Tennis Centre car park, gravelled area by the outdoor courts or Aquatics Centre car park
- ensure vehicle entrance and exit points remain and that emergency exits are not blocked
- show courtesy and respect to other drivers on the site
- avoid double parking or obstructing or block in any other vehicle/s

Due to the nature of the fixtures, staggered departure times are expected. Coupled with the site layout familiarity which drivers will have acquired on entry it is not anticipated that stewarding will be required on exit, however MSP staff will monitor the situation should a large group of schools leave simultaneously and provide stewarding if required.

3. Parking Arrangements for Vehicles

Due to the constraints identified and large number of vehicles which potentially require parking on the day of the event, the following outlines the specific arrangements which will apply. It is not possible to state the exact number of vehicles, or types, however this plan is based on the assumption that the schools will arrive either by coach, bus or minibus.

3.1 Coaches

Schools arriving by coach or bus (40 seats plus) will be requested to drop

their children at the drop-off point via Wellington Road and then leave the site via the turning circle. There is no on-site parking for large coaches/buses.

3.2 Minibuses

It is anticipated that many minibuses will be parked on the site for the duration or part of the day and that they will make up the bulk of the vehicles entering the site. Please note that there is limited parking for minibuses which will be utilised on a first-come-first-served basis. Minibuses which are only dropping off, then leaving site can do so using the drop off point accessed via the Wellington Road entrance.

The steward will direct minibuses to the designated parking area (gravel area to side of outdoor courts in the first instance, with the Tennis Centre car park to be utilised as a second choice option – drivers using this area will need to park sensitively, given the spaces are set out primarily for cars, rather than larger vehicles).

3.3 Spectators

Any spectators – parents, guardian or carers - will be directed to park in the main car parks subject to availability of spaces.

3.4 Media

Members of the press and VIPs will be directed to park in the Tennis Centre car park.

3.5 Disabled Visitors

Disabled visitors who hold a Blue Badge will be directed to park in the dedicated disabled parking area.

3.6 School Games Organisers & Event Staff

School Games Organisers, Sports Organisers and other key event staff will be directed to park in the Tennis Centre car park.

3.7 Wavertree Sports Park Staff

Wavertree Sports Park staff will use the car park as per normal.

3.8 Overspill Parking Arrangements

The event organisers do not anticipate overspill parking arrangements being necessary, based on previous vehicle volumes. However, in the unlikely event of car parks becoming full drop off facilities will remain in operation, with the steward instructing vehicles to drop off and then leave the site to park. At the discretion of the Stewards, the Event Lead and the site staff a further parking area MAY be made available via Grant Avenue subject to conditions on the day.

4 Parking Arrangements for VIPs

Significant numbers of VIPs are not expected, however any VIP guests arriving will be directed to the Tennis Centre car park via Wellington Road entrance.

5 Access Arrangements for Emergency Vehicles

Ensuring access for emergency vehicles to and from the site are the event parking stewards.

In order to ensure emergency access routes are kept clear vehicles must not:

- double park, obstruct or block in any other vehicle
- park in a manner that obstructs access points or road junctions
- block or obstruct any emergency exits

Through ensuring all emergency exits remain clear emergency vehicles will be able to access Wavertree Sports Park, where the events are taking place.

It is the responsibility of the stewards to ensure that emergency access routes or exits are kept clear. Equally, it is the responsibility of all drivers to ensure that they take into account emergency exits.

11. Impact of Event Traffic on the Local Community

With the measures outlined above and given that this scale of event usage is not outside of the norms for this sporting venue it is not anticipated that this event will have a significant impact on the surrounding area.

12. Minimising the Risks and Hazards Associated with Vehicles

The safety and well-being of everyone attending the event is the paramount concern for all.

The organisers will make every effort to minimise the potential risks associated with traffic on the site through:

- identifying the specific risks and hazards associated with vehicle activities
- assessing whether existing controls are adequate and
- putting in place additional controls to further reduce the potential risk

The risks identified from the assessment and the controls which are in place are summarised in **Appendix B (Traffic Management Risk Assessment)**.

13. Responsibilities for Traffic Management.

The following details the responsibilities for the management of traffic:

MSP

MSP will be responsible for:

- preparation of traffic management plan and risk assessment in advance of the event
- circulation of plan to School Games Operational Group
- ensuring that the traffic management plan and controls identified in the risk assessment are implemented on the day of the event
- resolving any specific issues which arise during the day relating to traffic insofar as they are able, given they will have no jurisdiction over the public highway, but can offer advice in relation to using/not using the venue grounds for parking

- reviewing with School Games Organiser colleagues the traffic management plan following the event

School Games Organisers

School Games Organiser colleagues will be responsible for:

- notifying schools and indirectly through schools, the spectators, of any specific requirements and information likely to ease traffic congestion at the event
- identifying and making MSP aware of any specific issues, additional concerns or problems relating to traffic management before or on the day of the event
- supporting MSP to resolve any identified issues which may specifically arise on the day of the event in relation to traffic management
- providing feedback to MSP before, during or after the event on the traffic management plan in place in order to identify areas for improvement

School Team Managers

School Team managers will be responsible for:

- directing and supervising their pupils whenever they are required to cross roads or the venue car park, or whenever walking close to either of the above

Appendix A - Traffic Management visual overview



Diagram of turning arrangements for vehicles dropping off only via Wellington Road entrance.

