

Marlborough Jazz Festival

Risk Assessment and Options

1. Introduction

- I. The following report relates to the above event, and is based upon the attached Risk Assessment and Community Impact Issues. The former Document details to reasonably foreseeable risks associated with traffic management of the event, the latter details the Impact the event is likely to have within the wider community, including socio-economic considerations.
- II. Once these Risk and Impact elements are identified, the most suitable option for Traffic Management can be chosen and adopted.

2. Background

- I. It is submitted that the event is likely to attract 10,000 attendees during the three-day duration, with events held in a number of premises within the town centre, the largest venue being a Marquee sited in Priory Gardens, which will have a 500 person capacity.
- II. The A4 is a main arterial route, which passes through the Town, and is likely to attract a range of vehicular traffic during the event, from Cyclists to large goods vehicles.
- III. The town centre and roads covered within the event are subject to a 30mph speed limit.
- IV. In terms of traffic counts, a Traffic Count conducted on a Saturday in April detailed the following traffic flows:

1030hrs

Marlborough High Street, East Bound	552 vehicle/hr. inc. 12 Vehicles over 3.5t
Marlborough High Street, West Bound	438 vehicle/hr. inc. 8 Vehicles over 3.5t

George Lane, East Bound	258 vehicle/hr. inc. 6 Vehicles over 3.5t
George Lane, West Bound	378 vehicle/hr. inc. 5 Vehicles over 3.5t

1600hrs

Marlborough High Street, East Bound	450 vehicle/hr. inc. 2 Vehicles over 3.5t
Marlborough High Street, West Bound	480 vehicle/hr. inc. 6 Vehicles over 3.5t

George Lane, East Bound	216 vehicle/hr. inc. 6 Vehicles over 3.5t
George Lane, West Bound	240 vehicle/hr. inc. 8 Vehicles over 3.5t

3. Risk Assessment

- I. The Risk Assessment is restricted to Traffic Management issues arising from the event, these are identified as:

HAZARD
Road Traffic Collision (RTC) with Staff setting up Traffic Management (TM)
RTC with Staff working at TM Locations throughout event
RTC with attendees walking to the event from the designated parking area
RTC with attendees during daylight period
RTC with attendees during Evening period, reflecting increased risk of intoxication / distraction to drivers

- I. Different options, including the organiser's preferred option, were considered against the identified hazards.

Options to reduce risk

Risks should be reduced to the lowest reasonably practicable level by taking preventative measures, in order of priority. The following options follow the hierarchy of controls concept; an ideal order to follow when planning to reduce risk from event activities. Consideration should be given to each option in the shown.

Elimination: Cancel the event if the risk is perceived to be too high and unable to be controlled/reduced. This option will have an adverse economic impact on businesses in the Town.

Substitution: Change elements of the event to reduce risk. This option would involve the re siting of the various elements involved in the festival to locations away from the public highway, thus removing the risks identified. This could include holding the event in different marquees on The Common hence containing the event away from the Public Highway, or holding the various elements in other locations around the town, such as the Leisure Centre, where the risk can be easily controlled. This option would provide the least impact on the town, negating the need for traffic management, and may be seen as being a viable alternative.

Engineering Controls: Containing the event in areas of the Town. The proposal submitted details the option of closing the New Road area. The submission for this option doesn't fully detail the impact that this will have on traffic flows, including the diverted traffic and the risks involved with the Traffic Management point at the West end of the High Street.

Other options may include:

1. Closure of the High Street to all traffic, diverting all traffic via George Lane.
2. Closure of The Parade and Kingsbury Street, with a one way system for New Road allowing East Bound Traffic only
3. Closure of The Parade and Kingsbury Street, with New Road remaining open.

Administrative Controls: By introducing increased control measures - which could involve increased signage to reduce the risk, and or using trained officers to monitor traffic flow.

4. Community Impact Issues

Issues which impact the wider town community are considered in order to provide balance to the benefit of the event:

- I. The Town Centre and George Lane are served by Bus Routes – any road closure will impact on these services and the users of those services
- II. Marlborough Town Centre is a busy and well attended commercial area, with a number of shops and supermarkets serving the local community – any restriction to the High Street area will impact on the users of these businesses
- III. Marlborough Town Centre has a Saturday Street market which is sited in the east end of the High Street - any restriction to the High Street area will impact on the users of this facility.
- IV. The Fire Station is situated in The Parade, an area which is identified within a number of options for road closures. Consideration will need to be given to the entry and egress of Emergency Service Personnel and the Appliances.

5. Preferred Option

- a. If attempting to achieve a balance between risk to the attendees and minimising the impact to the Local and wider Community, it is considered that Option Six may be the most appropriate: if the street event element were to be contained in road closure areas of Kingsbury Street and The Parade.
- b. These two areas are connected by a pedestrian Crossing to facilitate access across the A4
- c. There will be a residual risk with pedestrians in the High Street area, particularly in the evening when the effect of intoxication is considered, however this risk may be controlled/ reduced by the use of signage, barriers and stewarding control measures.

Assessment Conducted by: **Simon Rowe**
 Event Assessed: **Marlborough Jazz Festival 2016**
 Date Completed: **April 2016**

Option	Hazards	Risk			Control Measures to be considered	Community Impact	Observations
		L	S	R			
Option One Cancel Event	Road Traffic Collision (RTC) with Staff setting up Traffic Management (TM)	1	1	1	<ul style="list-style-type: none"> All risks eliminated - No Control Measures required 	<ul style="list-style-type: none"> No Adverse impact on Community – access to Community facilities and Services are unhindered An adverse Socio-economic impact will result due to the loss of income to local businesses 	Whilst this option will be wholly unacceptable to the Organisers, it is however an option, and hence, should be considered.
	RTC with Staff working at TM Locations throughout event	1	1	1			
	RTC with attendees walking to the event from the designated parking area	1	1	1			
	RTC with attendees during daylight period	1	1	1			
	RTC with attendees during Evening period, reflecting increased risk of intoxication / distraction to drivers	1	1	1			
Option Two Site Event in a self Contained Venue	Road Traffic Collision (RTC) with Staff setting up Traffic Management (TM)	1	1	1	<ul style="list-style-type: none"> TM will only consist of placing out information / direction signage 	<ul style="list-style-type: none"> No Adverse impact on Community – access to Community facilities and Services are unhindered. An adverse economic impact may be experienced by individual premises however the overall financial gain may be achieved 	This option will provide a safe event, with a single car parking, performance and refreshment venue. If held at the Common, it will negate the need for active TM intervention, and negating the risk of pedestrian/ traffic incidents
	RTC with Staff working at TM Locations throughout event	1	1	1			
	RTC with attendees walking to the event from the designated parking area	1	1	1			
	RTC with attendees during daylight period	1	1	1			
	RTC with attendees during Evening period, reflecting increased risk of intoxication / distraction to drivers	1	1	1			

*Key L = Likelihood
 1 = Very unlikely
 2 = Unlikely
 3 = Possible
 4 = Very likely
 5 = Certain

S/C = Severity/Consequence
 1 = Injury, no time off
 2 = Injury, time off
 3 = More than 3 days off
 4 = Long term absence
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Option Three Re-site various Venues to areas more conducive to Road safety	Road Traffic Collision (RTC) with Staff setting up Traffic Management (TM)	1	1	1	<ul style="list-style-type: none"> TM will only consist of placing out information / direction signage The risk to attendees could be reduced by use of barriers/ Stewards 	<ul style="list-style-type: none"> No Adverse impact on Community – access to Community facilities and Services are unhindered. An adverse economic impact may be experienced by individual premises however the overall financial gain may be achieved 	This option would require the various events to be held in locations away from the High Street area, i.e. Car parks, leisure centre etc. Unlike the above option, there will remain a risk when attendees walk between venues or attend licenced premises within the High Street area.
	RTC with Staff working at TM Locations throughout event	1	1	1			
	RTC with attendees walking to the event from the designated parking area	2	2	4			
	RTC with attendees during daylight period	2	2	4			
	RTC with attendees during Evening period, reflecting increased risk of intoxication / distraction to drivers	3	3	9			
Option Four Road Closure Option C	Road Traffic Collision (RTC) with Staff setting up Traffic Management (TM)	3	2	6	<ul style="list-style-type: none"> This option places TM staff on live carriageways throughout the event inc. evening. This option allows for the free movement of traffic in the High Street – use of barriers and stewards may reduce this risk particularly at peak attendee flows at conclusion of events 	<ul style="list-style-type: none"> This option will significantly impact the access to community facilities by the wider public by restricting movement/ access to Town Centre shops and to the Market. It will impact traffic flows around the High Street. The TM staff at the west end of the High Street has the potential to cause significant congestion 	This option allows the free flow of traffic into the High Street area but closes the exit to the east end. The option includes TM staff stood in live traffic flow at the West End of the High Street. The Option does not identify the enhance risk due to increased traffic flow in other roads such as Hyde Road, which is likely to be a pedestrian route to the Event Parking Area
	RTC with Staff working at TM Locations throughout event	3	3	9			
	RTC with attendees walking to the event from the designated parking area	2	2	4			
	RTC with attendees during daylight period	2	2	4			
	RTC with attendees during Evening period, reflecting increased risk of intoxication / distraction to drivers	4	3	12			

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Option Five Road Closure Option C with Option A closure after 5pm	Road Traffic Collision (RTC) with Staff setting up Traffic Management (TM)	3	2	6	<ul style="list-style-type: none"> This option places TM staff on live carriageways but removes this during evening. This option allows for the free movement of traffic in the High Street – use of barriers and stewards may reduce this risk particularly at peak attendee flows at conclusion of events 	<ul style="list-style-type: none"> This option will significantly impact the access to community facilities by the wider public by restricting movement/ access to Town Centre shops and to the Market. It will impact traffic flows around the High Street. The TM staff at the west end of the High Street has the potential to cause significant congestion during the day 	This option provides a higher level of protection to attendees in the High Street during the evening, when the risk is likely to be enhanced due to intoxication etc.
	RTC with Staff working at TM Locations throughout event	2	2	4			
	RTC with attendees walking to the event from the designated parking area	2	2	4			
	RTC with attendees during daylight period	2	2	4			
	RTC with attendees during Evening period, reflecting increased risk of intoxication / distraction to drivers	2	2	4			
Option Six Road Closures at The Parade and Kingsbury Street only – A4 to remain open	Road Traffic Collision (RTC) with Staff setting up Traffic Management (TM)	3	2	6	<ul style="list-style-type: none"> This option places the event in contained areas, i.e. The Parade and Kingsbury Street. This option allows for the free movement of traffic on the A4 – use of barriers and stewards may reduce this risk particularly at peak attendee flows at conclusion of events 	<ul style="list-style-type: none"> No Adverse impact on Community – access to Community facilities and Services are unhindered It will significantly reduce impact traffic flows around the High Street. 	This option provides two areas for attendees, with are connected via the existing pedestrian crossing facilities. There will be enhanced risk during the evening period in the High Street, this could be reduced by barriers and No Waiting signs in the High Street
	RTC with Staff working at TM Locations throughout event	2	2	4			
	RTC with attendees walking to the event from the designated parking area	2	2	4			
	RTC with attendees during daylight period	3	2	6			
	RTC with attendees during Evening period, reflecting increased risk of intoxication / distraction to drivers	3	3	9			

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Option Seven Road Closures at The Parade and Kingsbury Street only with East Bound One Way Traffic in New Road	Road Traffic Collision (RTC) with Staff setting up Traffic Management (TM)	3	2	6	<ul style="list-style-type: none"> This option places TM staff on live carriageways but removes this during evening. This option allows for the free movement of traffic on the A4 – use of barriers and stewards may reduce this risk particularly at peak attendee flows at conclusion of events 	<ul style="list-style-type: none"> This will negatively impact access to Community facilities and Services although at a reduced level It will reduce impact traffic flows around the High Street providing a one way system on the High Street and two way traffic at George Lane. 	Similar to the above option, this option provides two areas for attendees, with are connected via the existing pedestrian crossing facilities. There will be enhanced risk during the evening period in the High Street, this is reduced by introducing a one way system at New Road and could be further reduced by barriers and No Waiting signs in the High Street
	RTC with Staff working at TM Locations throughout event	3	2	6			
	RTC with attendees walking to the event from the designated parking area	3	2	6			
	RTC with attendees during daylight period	3	2	6			
	RTC with attendees during Evening period, reflecting increased risk of intoxication / distraction to drivers	3	3	9			

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