



**ARUNDEL TOWN COUNCIL**  
**ROAD CLOSURES RISK ASSESSMENT**

**Assessor:** Town Events Manager

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Is any further action necessary?	Action by who?	Action by when?	Done
Emergency services require access to closed roads.	Emergency services personnel, event spectators, members of the public, Marshals, Town Councillors and Town Council Staff risk serious injury.	H	<ul style="list-style-type: none"><li>▪ Notifying emergency services of road closures in advance.</li><li>▪ Putting up advance warning signs for road closures.</li><li>▪ Writing to residents and businesses to request cooperation with no parking of vehicles in parking bays during a road closure to ensure access is maintained.</li><li>▪ If emergency services require access notify all marshals via mobile or radio:-<ul style="list-style-type: none"><li>- Where the vehicle will enter the route</li><li>- Direction of travel</li></ul></li></ul>	No			



			<ul style="list-style-type: none"><li>- Destination</li><li>- Expected duration</li><li>- Exit route and final destination</li></ul> <p>In the event of a vehicle entering a closed road where a procession is taking place, marshals will notify all staff and procession will move over to the pavement or left of the road in absence of a pavement. Once the emergency vehicle has passed the procession can return to the middle of the road unless requested not to do so by a marshal.</p> <ul style="list-style-type: none"><li>▪ If deemed necessary the whole procession will be halted until the route has been cleared, this instruction will be from the staff member in charge of the event via radio or mobile.</li><li>▪ Road closure signage hired from Sunbelt Rentals and are standard weatherproof signs.</li></ul>				
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			<ul style="list-style-type: none"> <li>Conduct pre event meetings with volunteers and workers to ensure adequate instruction is given as to how to deal with emergency service vehicles needing access to closed roads.</li> <li>Conduct post event debrief meeting to discuss any issues with regards to emergency service vehicles needing access to closed roads and how these can be improved upon for the next event.</li> <li>Use ATC website and social media channels to promote safe parking during events to ensure emergency vehicles have access to all roads affected by event.</li> </ul>				
Manual handling of road closure signs & barriers	Marshals, volunteer helpers and Town Council Staff risk muscular-skeletal injuries.	M	<ul style="list-style-type: none"> <li>Where possible within budget, employ Traffic Management Officer (TMO) to drop, erect and collect equipment</li> </ul>	No			



			<ul style="list-style-type: none"> <li>▪ Ensure Town Council Staff are trained in manual handling.</li> <li>▪ Ensure marshals and volunteers are instructed in safe lifting of signage.</li> <li>▪ Ensure staff and volunteers have adequate PPE i.e. Masks</li> <li>▪ Provide gloves for manual handling</li> </ul>				
Vehicles not obeying the road closure signs	Event spectators, members of the public, Marshals, Town Councillors and Town Council Staff risk serious injury.	H	<ul style="list-style-type: none"> <li>▪ Marshals to ensure road closure barriers are manned at all times. Wait for relief marshal to arrived to cover breaks, or request cover over radio before leaving their position</li> <li>▪ Marshals wear high vis at all closure points during entire period of road closure.</li> <li>▪ Marshals communicate any issues via radio or phone.</li> </ul>	No			

Risk Level: H - high, M - medium, L - low.

Date of Assessment: 19/12/23



Signed by Assessor: Tracy Clayton, Town Events Manager

Approved by Full Council on