**Method statement for traffic management and safety during road closure for Play Streets Session on (name of road), (date), (time)**

Traffic management will be carefully controlled by stewards for the Play Streets session following the guidelines below.

* The role of the steward is crucial to ensure the safety and wellbeing of all involved in Play Streets sessions and acts to mitigate any risks. At least six stewards will be trained in traffic management, to ensure that there is a manageable rota in place to allow for two stewards at each road closure point, in rotation with a further two stewards every 20 minutes, so that no stewards are on duty for any longer than 40 minutes at a time. (NB If there are more than two road closure points, more stewards will be required).

**1. Closure and reopening of the road safely,** positioning signs and cones according to official council training and guidelines. As well as training from Transport for Bucks, the following videos will be used:

* [Road Closure Demo from Bristol City Council](https://vimeo.com/125137060) (Vimeo)
* [Sustrans/Playing Out: School Street and Play Street stewarding briefing video](https://youtu.be/rcLViIdm56U) (YouTube)

At the end of the session, stewards **will ensure all parents and children** understand that the road is returning to normal**before**re-opening the road.

**2. Staying visible, alert and safe**. Wearing a hi-vis jacket, stewards will be positioned for maximum visibility to oncoming traffic, with full awareness of the activities inside and outside of the closure area. They will avoid any distracting conversation or activity. Good communication between the stewards is key, potentially using mobile phones.

**3. Divert through traffic.** Stewards will remain calm and friendly, yet assertive. They will explain to any drivers briefly what is happening and how long it will last and suggest an alternative route. If needed, they will be clear that this is a legal road closure and residents have been fully consulted. It may be useful to have some general Play Streets information sheets to hand out.

**4. Guide drivers needing access**. Two people are needed to let residents drive in and out - one to clear children from the road and walk in front of any moving vehicles, the other to remain at the road closure point. Before allowing the driver to enter, stewards will ensure the road is cleared of children *before* moving the barriers. If a driver becomes aggressive or confrontational, the steward will call the organiser for back-up and if necessary, dial 999 or 101.

**5.** **Keep children safely within the closure area.**  Stewards will check with parents/carers to ensure older children have permission to leave the closed-off area (should they wish to) and remind them to be aware of traffic.

**6.** **When handing over to another steward, the steward will ensure that their replacement has read the instructions and has hi-vis jacket, lanyard and whistle.**

**7. Dealing with an emergency.** In the case of an emergency on the street, such as a house fire, the stewards would calmly evacuate the road by instructing all residents to return to their houses. If an emergency vehicle needs to enter the road while the Play Streets session is in progress, the stewards would take the same action as for any another vehicle and before allowing it to enter and moving the barriers, ensuring the road is cleared of children. If an emergency incident occurs during the play streets, eg someone is injured, then the stewards would alert the organiser who would call 999 or 101 as required.