



Traffic and event safety: a checklist for safer events

Helping organisers, volunteers and schools plan safe, well-managed events

Children are among the most vulnerable people attending events. In 2024, a child was fatally injured after being struck by a motor vehicle at a public event. Incidents like this reinforce the importance of strong, practical traffic management.

Events like school fetes, markets, festivals, fairs, sports days often mean pedestrians, vehicles, rides, deliveries, and volunteers are in the same area. Everyone involved in the event may not be trained in traffic control. Without proper planning, risks can escalate quickly.

This resource supports schools, parents and family (P&F) associations, event organisers, volunteers, contractors, and industries such as food, recreation, and education to create safer, well-managed events.

Common safety risks at events

- ⚠ Vehicles and pedestrians sharing the same space.
- ⚠ Volunteers or untrained people directing traffic.
- ⚠ Temporary structures (tents, rides, stalls) positioned near vehicle paths.
- ⚠ Children moving unpredictably in busy zones.
- ⚠ No clear bump-in or bump-out plan for vehicles.

To keep everyone safe on site, implement a set of practical control measures before and during your event. Including:

- ✅ developing and implementing a traffic management plan
- ✅ using a traffic guidance scheme tailored to the site and event
- ✅ requiring your volunteers and staff to wear high visibility clothing
- ✅ clear communication plans between everyone involved
- ✅ providing regular drills and training
- ✅ recording all incidents and keeping a logbook.

Traffic management plan

A traffic management plan (TMP) identifies traffic hazards and risks and outlines the controls used to eliminate or minimise risks so far as is reasonably practicable.

Your TMP should form the basis of training for all workers, contractors and others and should be provided through the relevant inductions.

The plan should apply to all vehicles on site regardless of the use of vehicles including company owned, contractor vehicles and personal vehicles.

For a TMP to be successful, everyone on site, whether they are operating a vehicle or mobile plant or are a pedestrian, needs to comply with the traffic management requirements.

Key questions to consider

Before any event, ask:



Will vehicles enter the event space?

Such as delivery trucks, stallholders, amusement operators, suppliers.



Are there temporary structures or rides on-site?

Ensure they do not block emergency access or sightlines.



Will children and families be present during the setup or pack-down?



Is the event on school grounds, council land, or private property?

Requirements may differ, but risks remain similar.

Traffic management plan inclusions



A site map with traffic routes and pedestrian zones.



Entry or exit points and emergency access.



Times when vehicles are banned.



Volunteer roles and briefing notes.



Channels of communication via radios or phones.



Setup and pack-down schedule.



Contact details for contractors and amusement operators.



Roles and responsibilities

Community events often involve many people, so it's important that everyone understands their roles and responsibilities when it comes to safety and traffic management.

Role	Responsibilities
Event organiser (for example P&F president)	· oversees planning · ensures safety measures are in place · coordinates volunteers · reviews contractor requirements
School principal (if on school grounds)	· endorses safety plans · reviews TMP · liaises with staff and any government agencies
Volunteers	· attend safety briefings · understand their assigned role which could include managing traffic · follow traffic and site protocols
Amusement operators	· must be licensed · provide setup requirements · maintain safe zones · follow all site safety rules

Amusement devices and temporary setups

Safety checklist to manage traffic around events where amusement devices and temporary setups are present.

-  Check operator licence and insurances.
-  Maintain clear, dedicated safety zones around rides.
-  Avoid placing rides, tents, or stalls near traffic pathways.
-  Ensure electrical cords, generators, and equipment are secured and safe.
-  Know where staff are sleeping or parking (for example, caravans, demountables, vans).



Safety tips, resources and more information

Top tips for a safer event

1. Walk the site beforehand to identify high-risk areas and hazards.
2. Have controls in place to manage risks.
3. Assign clear roles and provide safety briefings and training to everyone involved.
4. Restrict or ban vehicle access during busy crowd times.
5. Share your traffic management plan with volunteers, staff and contractors early.
6. Ensure workers have the necessary licences and have been trained to operate forklift trucks, mobile plant and similar equipment.
7. Walkways to and from parking areas should be separated from traffic routes, be clearly marked, signed and adequately lit and unobstructed.

Resources and templates

[Traffic management for construction and maintenance work Code of Practice](#)

[Traffic management guidance plan and example template](#)

[Amusement device licensing information](#)

[Mobile amusement devices – checklist for school fetes/ event organisers](#)

[Best practice guidelines for event delivery in Queensland:](#) includes templates for bump in, incident reporting, site inspection checklist and more.

More information:

[Workplace Health and Safety Queensland](#) - [On-site traffic management](#)

[Department of Transport and Main Roads](#) - Traffic management at special events

[SafeWork Australia](#) - Traffic management