Event Application Guide

Safe, Successful Outdoor Events
2022 Revision

Calderdale Council welcomes the use of its parks, open spaces, managed land, and public adopted highway for events. To hold an event, you should first seek the Council's permission. This guide contains important information and advice relating to that process and to the management of events.

To ensure you are referring to the most up-to-date version of this document please check the version number below with the version on the Visit Calderdale website, event hosting page: Event Hosting

Version 032022

Calderdale Council, Regeneration and Strategy Directorate (Tourism)

Introduction

Year on year Calderdale plays host to hundreds of events, attracting hundreds of thousands of people including visitors from across the United Kingdom and overseas. The hugely popular Tour de Yorkshire paid many a visit to Calderdale, with the Tour de France visiting in 2014.

Public events greatly enhance community life, and we foster reasonable and proportionate event management with input from relevant stakeholders, so that events, large or small, can be successful and can take place safely.

Produced by the Events and Film Office with the support of relevant colleagues and partners, this guide, is designed to assist those planning to hold an event on Council land and or public adopted highway; it contains basic but important information, some of which cannot be found elsewhere, which should be considered, prior to making an application.

For a small event, you may only need to read parts of this guide. However, as the scale and nature of the event increase and if use of a highway is involved, then more and more of this guide will become relevant.

Whilst not intended to be exhaustive, the contents of this guide relate to HSE and industry published information, guidance and good practice, professional knowledge, and many years of combined experience.

Other sources of information and a list of contacts are also signposted in Appendix 1 of this guide.

Contents

Event permits

If you are considering planning or have decided to hold an event on Calderdale Council land or public highway, then the Council operates an event permitting process which is managed by the Events and Film Office.

Land: Calderdale Council parks, open spaces, countryside, off-street car parks.

Highway: publicly maintainable highway which for the avoidance of doubt includes roads, pedestrian areas, verges, footpaths, footways, or paths which are maintainable at public expense.

Introduction

Our event permitting process is necessary due to the legal and moral duties that apply to employers e.g. the Council, for the health, safety and welfare of those who are affected by its work; work which includes events which the Council permits. Under common law event organisers also have a duty of care to all persons at the location of the event including members of the public, those attending, and those working and volunteering at the event.

> *Please note that irrespective of where the event is held there may be aspects of your event for which you will require permission. There is no 'one-stop-shop' for all the permissions that may be required. For examples of other permissions that may be required, please see the section on 'Other important things to consider'.*

Applying for an event permit

A link to the cloud-based event permitting system can be found on the Visit Calderdale website, event hosting page: Event Hosting The associated terms and conditions and other related information can also be found on this same web page.

Is the permit application a long form!
No. However, the 'form' is fundamental to the process, it is designed to collect basic information so that we can understand 'what', 'where' and 'when'. 'Who' is responsible for the event, the 'scale', and 'nature' and the 'intended audience'? Rather than having multiple forms the 'form' is designed to cover a wide range of events including those being held on the highway.

What else is needed to support my application?

For a small simple event a 'suitable and sufficient' risk assessment must also be up-loaded at the time of application. As the scale, nature and/or the potential for disruption increases then this will need to be reflected in the supporting information that is submitted e.g., the submission of a site plan and an event and/or traffic

management plan(s) which bring together all the safety and organisational aspects of the event.

To assist event organisers with the development of their own plans a template event management plan and a sample traffic management plan are provided on the Visit Calderdale website, event hosting page: Event Hosting

Where can I find help?

This document includes information, advice, and guidance on some of the different areas that you need to take into consideration. You can also contact the Events and Film Office for advice. Contact details for the Events and Film Office and other sources of information, advice and guidance are also signposted; see Appendix 1.

When should I submit my application and the supporting information?

The 2 categories below highlight the minimum time event organisers need to allow between the submission of the event permit application and the date of the event. **However, the work and the consultation that may be required before the application needs to be submitted varies as it is dependent on the combination of the detail of what is being planned, how ambitious the plans are, the chosen location, etc.**

- **6 Week Notice Period - 'Smaller Events'** Events, on or off the highway, which can be considered as being of a less than complex nature and with audiences/attendees numbering under 500. **Submit your event permit application and risk assessment at least 6 weeks before the event date.**

- **12 Week Notice Period - 'Larger Events'** Events, on or off the highway, which can be considered as being of a complex nature i.e. those with the potential for significant impact. Anticipated audience/attendees numbering 500 or more, multiple elements e.g. stalls, fairground rides, displays and/or potential crowd management issues or as assessed by the event Safety Advisory Group (eSAG). **Submit your event permit application, risk assessment and event/traffic management plan at least 12 weeks before the event date.**

We need to receive detail about events in ample time. If not, this can significantly limit our ability to provide appropriate advice and support. Late applications also significantly limit the ability of applicants to react to any advice, requests or any additional requirements that may be needed to support the application which can ultimately lead to a delay in the issuing of the permit.

What happens once an application has been submitted?

Following submission, event permit applications are processed by the Events and Film Office. For relatively small events taking place off the highway but involving music, basically the key steps of the process are:

Application is then processed or is refered back to the applicant for re-drafting/re-submission

Checks against venue availability and suitability. Is the application complete and refelective of the scale and the nature of event and the venue?

PPL PRS made aware. Invoice issued to applicant and on receipt of appropriate evidence of Public Liability Insurance.

Permit issued

Every event is different. Appreciably the scale and nature of a teddy bear's picnic will differ significantly to that of say an agricultural show. To facilitate the application process, event applications need to reflect the scale and nature of the event.

Where any event permit application includes use of a highway then to be lawful specific authorisation by an order made under appropriate legislation may be required in addition to the issuing of a permit. Use of highways is covered in more detail later within this document

Risk assessment?

What is a risk assessment?

Irrespective of how small the event is, risk assessment is a key, simple, but structured way to plan what you are going to do to minimise the chances of anybody getting hurt. It is about how to identify, and the recording of sensible measures to control the risks significant to your event.

		Impact		
		Low	Medium	High
Probability	High	low	medium	high
	Medium	low	medium	medium
	Low	low	low	low

Why do I need to undertake a risk assessment?

Reasons may include a combination of contractual and/or insurance requirements, duty of care and legal obligations; a need to meet a reasonable standard of care while performing any acts that could foreseeably harm others e.g., organising an event. The process of risk assessment helps fulfill these obligations.

There is no fixed format or content for risk assessment, only that they are 'suitable and sufficient'. They should show that, a **proper** check was made; consideration was given to who and the number of people that might be affected and that all the obvious significant **risks** are dealt with.

In respect of events, a risk assessment needs to be undertaken on the proposed activities, attractions or situations, and control measures put in place for those risks which present an obvious significant risk of injury. It is important that the person carrying out the risk assessment has a good understanding of the proposed event and location, so they have a good idea of what could go wrong. The assessment should be carried out by someone who has the necessary ability, knowledge, or skill to ensure the process is completed successfully.

How people perceive, how they regard, understand, and interpret hazard differs, so the contents of this guide aims to outline some hazards (areas of risk) and the control measures that should be expected to be in place.

In summary the risk assessment process is simple

1. Identify what you are planning to do and where the event is being held (what could go wrong (something foreseeable (predictable)) that can cause significant harm (**the hazard**)
2. Identify who might be affected and how they might be harmed (**the risk** – how great the chance that someone will be harmed by the hazard)
3. Identify controls that are needed to stop it going wrong (**control measures**)
4. Show that any remaining risk after all reasonable controls are in place is low enough to be acceptable

5. Record your findings and keep them. The level of detail recorded should be proportionate to the scale and nature of the event. <u>Insignificant risks can usually be ignored</u>
6. Communicate the outcome of the risk assessment i.e. to those who need to be involved in implementing the control measures
7. Make sure it all gets done
8. Ensure that if anything changes, you check you have got the right things in place. If not, stop the activity and review what is needed

Risk assessment in practice

Imagine you **plan** to run an event with a few stalls and **plan** to use gazebos to define the stalls and provide temporary shelter. Like all temporary structure's gazebos are susceptible to wind and in the slightest breeze or if there are any gusts unsecured gazebos are very likely to take to the air **(the hazard)**!   There is a **likely risk of serious injury to the public, volunteers etc** if hit by the metal frame! How to **control** this? You plan to introduce measures to manage the risk/reduce the risk of them blowing away. You refer to any manufacture's guidance on the wind rating of the gazebo and ensure they are staked or adequately weighted down. You **record** this **risk assessment** and **communicate** it to all concerned and **make sure everything gets done.**

Often risk assessments are recorded in a grid format which includes what the hazards are and what you will do to avoid (control) them. A sample of a grid format is available on the Visit Calderdale website, event hosting page: Event Hosting *Gazebos are also referenced in a later stand-alone section in this guide*

Insurance requirements
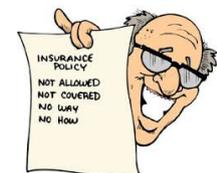
Introduction

As an event organiser you will be inviting others to the location of the event. You may also be contracting suppliers, employing staff, 'employing' volunteers/helpers who fall outside the organising committee, and hiring or renting equipment. Although every effort should be made to minimise the likelihood there is always the chance that something could go wrong; therefore, arranging your own appropriate insurance cover is vital.

From an insurance perspective there are key areas of risk associated to events: Public Liability, Employers Liability, Equipment Insurance and Cancellation Insurance. The risks associated to putting on even a relatively small event will differ and there will be areas of unique need and concern which your event insurance should reflect, seeking advice from your specialist insurer or broker.

Proof of Public Liability Insurance (PLI)

For an event permit to be issued event <u>organisers are required to have their own public liability insurance</u> (minimum level of indemnity of £5m based on minimum industry standards. Prior to the event, organisers are requested to provide evidence.

While this requirement may seem like a burden, accidents can occur in any scenario. Event organisers with a public liability insurance policy in place can rest relatively easy in the knowledge that their insurance policy has them covered to compensate a member of the public if they were to suffer an injury or damage to property at your event. Without this insurance event organisers could potentially be held personally responsible for a claim (compensation and legal fees).

Public liability insurance (check the fine print)

To ensure the best protection possible the event organiser should check and aim to ensure that elements are not excluded. Volunteers who fall outside the organising committee may not be covered and often insurers will refer to/will list high-risk elements "dangerous activities" which are excluded, a list that will routinely contain 'Bouncy Castles' (inflatables) and fairground rides. Where any dangerous activities are not covered the event organiser must provide evidence that the supplier and operator of the 'dangerous activity' has their own equivalent PLI, and supply copies of any associated copies of test certificates and risk assessments.

Do others need their own insurance?

Irrespective of the above, all third parties involved in an event should be suitably and adequately insured for the role they are undertaking, and organisers should verify their public liability insurance.

Hirer's Liability Insurance

For events permitted by us public liability insurance may be available, via Calderdale Council, to eligible organisers to cover you and your volunteers for one-off events held on Council premisses 'hired' from the Council. Please note this cover is only for those who are:

- Not already insured or who cannot (for other than financial reasons), extend a current policy
- People/groups that are non-profit making and non-constituted

A charge would be made for the cover. This will also cover our costs in administering the policy. Details of the insurance would be outlined within the email we would send with the permit. For further details please contact the Events and Film Office eventsandfilm@calderdale.gov.uk

For further information and advice on insurance cover you may wish to consult:

- Your insurance broker; or
- Zurich Charity Insurance Zurich Charity Insurance

General guidance - Event planning

Responsibilities of the event organiser

Ownership of the event and liability for its patrons' rests with the event organiser. However, where the event Safety Advisory Group (eSAG) is given reasonable opportunity, the group can review your plans and where appropriate offer comments, observations, suggestions, and practical advice. It should go without saying that it is good practice to plan your event in good time - 6 months in advance, and longer in the case of complex or very large events.

Published guidance exists (see Appendix 1) to help organisers ensure, amongst other things, the safety of spectators, performers, and event staff.
The majority of organised events held in public places, as a minimum, require permission (a permit) from the Council (as the landowner) and the Councils application process helps to ensure a reasonable and proportionate means of quality control is in place, in terms of safety.

In general terms, event organisers have a duty to:

- Plan and exercise overall control of the event to ensure that all reasonable precautions are taken to maintain the safety of people involved with or affected by the event throughout its duration (including preparation and clearance).
- Obtain all necessary licenses, authorisation and permission prior to the event
- Assess the suitability of the venue
- Plan the event layout to minimise risk and vulnerability, for example segregate pedestrians and vehicles, minimise/restrict vehicle movement/physically exclude traffic
- Prepare a site plan (see specific section)
- Establish emergency routes/rendezvous points as appropriate
- Consult as necessary with key stakeholders, such as landowners, the Council, emergency services, public transport, neighboring businesses, and residents
- Demonstrate they have adequate resources, including funding, to plan and deliver the event

Know the event

This may seem obvious, but it is essential to understand and demonstrate within your plans what the event is and what is involved in it. Knowing the event means having a detailed grasp on a range of factors, each of which should influence how the event is planned and how you need to allocate time and resources:

- What is being organised and what is involved in terms of entertainment and infrastructure?
- Where is it taking place and how will the characteristics of the location affect the event?

- When does the event take place and what impact will the time of year have on the location and/or activities?

Performer and audience profile

These can have both a positive and negative effect. Performers can influence the numbers attending, the age, and mix of the audience. Performers can also have a negative (disruptive) or positive influence on crowd behaviour and movement. Most people attend events for entertainment and enjoyment. Audience profile is influenced by the nature of the event and its attractions and performances which in turn needs to be reflected in the planning, site design, management, and crowd management of and for the event.

For example, the necessary planning and other required measures for an audience in family groups attending a community gala would differ significantly from one which features a performer who attracts a predominantly young audience in large numbers.

Reasonable and proportionate

The aim throughout the planning for an event should be to ensure that the level of detail within the plans is proportionate to the scale and nature of the event and to the degree of risk. The amount of time that is needed for planning will vary considerably depending on personal experience and the scale and nature of what is being planned. For large and more complex events a year beforehand is not too early a start.

Management arrangements

Whatever the scale of the event, decide who within your group is responsible for what.

Some important things to consider include as part of your planning:

The location (venue/site)	• The choice of location will determine what specific hazards are likely to be present and inform decision-making about risk and event management on a range of issues • Proximity of noise-sensitive premises
Venue capacity (safe crowd density (people per square metre))	• The available space, the square meterage left for people (the audience). This calculation considers any reduction in space where attendees are excluded e.g. the footprint of event infrastructure/temporary structures, arenas, etc. • This calculation would also take into consideration the number and size of exits through any boundaries and the sight lines for the audience to view any entertainment • The number and size of exits and circulation capacity are limiting factors in capacity calculations and must be included in the risk

	assessment and contingency planning/plans for moving people in an emergency/threat situation
Event activities	• The type of activities will determine the risks involved, for instance, health & safety
Audience/participant profile	• The activity will determine the type of people who attend and their expectations of the event • Establishing an audience/participant profile will lead to predictions regarding anticipated behaviour and indicate where any specific risks may arise • The audience/participant profile will inform decisions on various issues, including stewarding
Length and timing of event	• Consider how long the event will last, plus the time of day and time of year • How long the event will last will have specific bearing if you are closing a road
Access	• Ground conditions • Access to and around the site may require careful planning to reduce the likelihood of overcrowding • Onsite traffic and pedestrian routes

Review the available information and guidance

Plans for events should be based on up-to-date guidance, knowledge, circumstances, and arrangements at the time. It is therefore important to undertake a regular review (annually as a minimum) to consider any changes including updated guidance and advice. Knowledge and experience from previous events should play a part in this process as the debrief following a previous event may have indicated something which can be improved.

Event management plans

For events of a relatively simple nature a copy of the risk assessment and the event permit application may be all that is required. However, as the scale and complexity of an event increase submission of an event management/event traffic management plan will be necessary.

Plans of this nature should cover all the safety and organisational aspects of an event. The more ambitious the event and/or the riskier the activities, the more detailed the plan should be. A key tool for creating these plans is the process of risk assessment.
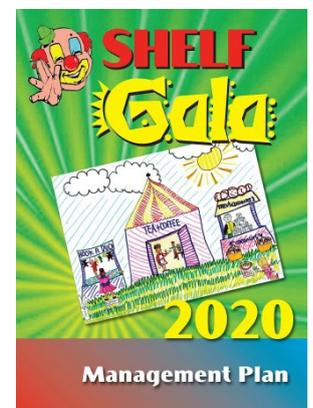
When developing event plans, it is important not to overlook they are a tool intended to assist the team directly involved with delivering the event; they should be developed with that intended audience in mind.

Key components of an event management plan are likely to include:

Version control - a process of naming and distinguishing between a series of draft documents which lead to a final (or approved) version, which in turn may be subject to further amendments. See the event management plan template on the Visit Calderdale website, event hosting page: Event Hosting

- Outline of the event – date, location, start/finish time, type of activity or event
- Audience profile – who is expected to come and what implications this might have for safety management, such as arrival circulation and exit profiles, expected densities, and the numbers and types of stewards
- Management outline – details of the key management holders and their duties
- Details of the event, including venue design, structures, audience profile and capacity, duration, food, toilets, refuse, water, special effects, access and exits, music levels etc.
- On-site transport management plan detailing the parking arrangements
- Traffic management plan (see later section)
- A contingency plan including a major incident plan
- Summary of key risk assessments and findings
- Site plan(s)

It is not unusual for several drafts of an event management plan to be produced. However as there is a need to reach the final draft stage 12 weeks prior to the event, it is important to start developing your plans early, ready for submission to the event Safety Advisory Group (eSAG) by that time.

To assist event organisers with the development of their own event plans a template event management plan and a sample traffic management plan are provided on the Visit Calderdale website, event hosting page: Event Hosting

First aid (medical assurance)

The event organiser should:

- Ensure an appropriate level of competent, <u>dedicated</u> (no other role or area of responsibility), first-aid provision is available to all those attending or involved in delivering the event.
- Ensure when engaging a first-aid provider that they are reliable and are registered with the Care Quality Commission (CQC)

- Aim to minimise the effects of the event on the statutory healthcare services, by providing an appropriate level of care on site
- Consider ambulance access

Level of first aid provision

Competent suppliers will be able to advise on the level of first aid required at an event and some offer an online scoring system. With the support of the Yorkshire Ambulance Service a scoring system has been embedded into the event permitting system and applicants completing the form are offered guidance on the level of first aid that should be engaged for the event.

Accommodation for first aid

This needs careful consideration, for example their post should not be shared with 'found/missing' children/vulnerable adults (children/vulnerable adults shouldn't be forced to witness someone needing treatment and those being treat should be offered an appropriate degree of privacy). Vehicle access, possibly even at the height of the event, out of from and into the location and or rendezvous points, also need to be considered

NB Depending on the scale of the event and the risks involved first-aid at work certificates may not be an appropriate qualification as the holder may not have appropriate experience.

Missing and found children (Safeguarding children, young people, and vulnerable adults)

Safeguarding is a term which is broader than 'child protection' and relates to action taken to promote the welfare of children/young people/vulnerable adults and protect them from harm. Safeguarding is everyone's responsibility.

If children/vulnerable are likely to attend your event, you should obtain a DBS check for all staff working supervised or unsupervised, with either young children or vulnerable adults. As a minimum there should be a male and female adult (non-related) in attendance.

Missing and found children/vulnerable adults

At any event attended by children/vulnerable adults, there is the potential for them to become separated from their parent/responsible adult. We encourage you to

consider how they will be protected during your event, and to the safe management of missing and found children/vulnerable adults.

You should provide a staffed 'Missing and Found Children Point' throughout your event and include a policy for the management of 'Missing and Found Children/Vulnerable Adults' within your event management plan. To safeguard the welfare of a found child/vulnerable adults and to protect staff, the following protocol is provided as an example of a policy which should be in place at all events.

Example: missing and found children/vulnerable adult policy
An agreed Collection Point will be available at the event, which will be next to ****.

If found children, parents (separated from their children), vulnerable adults or personal assistants of vulnerable adults, arrive at other points or speak to a member of staff or steward they should be directed or taken to the collection point as appropriate.

Found children or vulnerable adults
- A child or vulnerable adult appearing to be separated should be approached and asked if they know where their parents/guardian is?
- Steward should remain with the child/vulnerable adult at the location they are found for 5 minutes and notify event control immediately to request assistance
- Event control or the Safeguarding Co-ordinator will arrange for a member of staff to pair with the steward so that 1:1 contact with the child/vulnerable adult is minimised (physical contact with the child should be avoided where possible)
- The child or vulnerable adult should gently be asked for as much information as possible, including, their name, who they are with, their parents/ guardians/ personal assistant/ brother etc. names, where they last saw them and a description of them. If the child/vulnerable adult is brought over by another adult, as much information as possible should be gained from them
- Steward to pass details of child/vulnerable adult to event control and Safeguarding Co-ordinator
- Safeguarding Co-ordinator to open an incident log
- After 5 minutes child/vulnerable adult to be taken to the Collection Point as designated in the safeguarding plan
- If the parent/ guardian /personal assistant's name is known an announcement will be made via the PA system "This is a public announcement, could [Name of person] please come to the collection point located at ****
- If the name of the parent /guardian /personal assistant is not known the following announcement will be made via stage PA systems "This is a public announcement, please remember this is a busy event, if you have been separated from a family member, please go to the collection point located in the ****"

- The PA announcement should not mention the name of the lost child/vulnerable adult or give a description of them or their clothing
- Radio code for a child or person found without parent or guardian is "[insert event specific code word]" (example, Welfare to security we have a "[insert event specific code word]" at the **** tent, details as follows…)
- Radio code for a parent/guardian reporting a child or person missing is "[insert event specific code word]"
- Minimum of 2 briefed and suitable staff to remain with the child/vulnerable adult always
- Consider the means necessary to establish the credibility of any adult/carer claiming the child/vulnerable adult, prior to introducing one to the other
- Prior to discharging the child/vulnerable adult, ensure the parent/carer is fit (for example that they are not intoxicated) and consult with event control if there is doubt. (Police intervention may be necessary if the parent/carer is unfit to care for the child)
- When the child/vulnerable adult is reunited with parent/carer, steward to inform event control and Safeguarding Co-ordinator. Descriptions of the child/vulnerable adult should not be circulated in public unless the child/vulnerable adult is already secure
- If a parent /carer /personal assistant is not located with 30 minutes, Event Control will inform the police
- Safeguarding Co-ordinator to update and complete the incident log

N.B. Where there are any doubts or concerns relating to children or vulnerable adults' advice should be sought from the police.

Missing children/vulnerable adult – search plan
Where appropriate, all events will be demarcated into zones at the event planning stage.

The loss of a child/vulnerable adult should be classed as a priority incident, exceeded only by imminent threat to life. When a child is reported missing the following procedure should apply:

- Steward to remain with parent or guardian and record the following information:

  ➢ Name and contact details of person reporting the child/vulnerable missing and the relationship to the child/vulnerable adult
  ➢ Name of child/vulnerable adult
  ➢ Age (or date of birth)
  ➢ Physical description (sex, ethnicity, height, appearance, build, hair, clothing)
  ➢ Location last seen
  ➢ Time last seen
  ➢ Any other significant information

- Steward to communicate above information to event control and Safeguarding Co-ordinator
- Safeguarding Co-ordinator to open an incident log
- Event control to communicate details of child/vulnerable adult via radio and mobile phones to stewards in all zones/locations. (The name must not be passed by radio and must be communicated discretely if by phone)
- A member of staff should remain with the person reporting so that they are not distressed and are available to identify possible sightings of the child/vulnerable adult
- Encourage the parent to regularly return to the collection point if they continue to search for the child/vulnerable adult, in case the child/vulnerable adult is found
- Announcement via radio "Attention please, attention please: Will staff be aware of a missing child/vulnerable adult in Zone or Area [specify]
- A description of the child/vulnerable adult will be passed via radio and sent via mobile phones. If a photograph of the child/vulnerable adult is available, it will also be circulated via mobile phones
- Briefed staff will then be deployed to prearranged locations within the relevant zone(s) as set out in the plan produced by the Safeguarding Co-ordinator in consultation with relevant event personnel
- The last place sighted will be the starting point for stewards/officers to search
- These staff will stand in the locations and observe persons coming and going from the area and try to locate the lost/missing child/vulnerable adult. Persons matching the description of the child/vulnerable adult must be stopped and spoken to, including children/vulnerable adults who appear to be with an adult. This is to check that the child/vulnerable adult belongs to that adult
- Simultaneously other officers/stewards will conduct a sweep of other Zones to look for the missing person. The Zone supervisor will contact Event Control and the Safeguarding Co-ordinator via radio when the sweep is complete

If these initial reasonable steps fail to locate the child/vulnerable, then the Police will be contacted at the earliest possible time. The question of reasonableness will be judged against the prevailing factors at the time that the child/vulnerable adult is lost and circumstances of the child/vulnerable adult.

Site plan

A site plan must be included within the event management plan and a copy intended for the public should be displayed prominently at entrances, information points, car parks, first-aid points and in the event programme. Ensure that plans are large, clear, preferably in large print, waterproof, and are marked with the following information, as relevant, for example:

- Toilets
- Performance areas
- Arenas
- Main attractions
- Exits and entrances
- Car parks
- Main roads
- First-aid points
- Fire points
- Welfare points
- Information points
- Catering facilities
- Lost peoples meeting point
- Found/missing children point
- Children's play areas
- Emergency services rendezvous points

'what3words'

what3words is a free mobile tool making events safer and easier to plan, manage and navigate; a global addressing system that makes it simple to communicate exact locations. Every 3m square in the world has been given a unique combination of three words: a what3words address. For example ///socket.chops.inner is the what3words address for the main entrance off Skircoat Green Road, into Manor Heath Park, Halifax

NB what3words addresses are accepted by most UK emergency services including West Yorkshire Fire & Rescue, Ambulance, and Police Services.

what3words for effective event management:

- Helps with pre-site setup and provides accurate navigation for deliveries
- Allows accurate and consistent communication of location between staff and organisations at the event
- Enables accurate incident reporting
- Improve security services and emergency services response times, helping to ensure public safety
- Delivers an enhanced attendee experience by making it easy to find specific venues and points of interest within the event

Listing what3words addresses for your event

The easiest way for event organisers to find the relevant what3words addresses for their event is via what3words free app or mapsite.
https://what3words.com/daring.lion.race

Event locations are easier to find with what3words addresses, including:

- public entrances & exits
- accessible entrances & exits
- traders (food stalls, retail outlets and merchandise booths)
- emergency assembly points
- key event attractions, such as rides, stages, tents, venues
- first aid points

Once you have found the list of what3words addresses for your event, simply add them to the relevant pages on your event website and remember to direct people to specific what3words addresses via your public marketing, email and social channels and ensure event stewards are trained to direct attendees at the event.

Providing food and drink

Irrespective of the size of the event, food supplied, sold, or provided at all events, even charity or community events, such as street parties, fetes or fundraisers, must comply with the requirements of The Food Safety and Hygiene (England) Regulations 2013.

Event organisers must give due consideration to the safe production of food and must satisfy themselves that those attending the event who are providing food will comply with the requirements of food hygiene legislation. If in doubt about what arrangements will be enough, the Event Organiser should liaise with the Councils Environmental Health department. Environmental Health may not attend your outdoor event, but they do expect that all businesses attending will comply with the food hygiene legislation and the allergen rules.

Drinks and or beverages must not be served in glass.

Alternatives to 'single use plastic' should be encouraged e.g., wooden cutlery, wooden drinks stirrers, heavier duty plastic carrying a deposit, paper/card food containers.

The use of any LPG equipment should be done in accordance with HSE guidance.

All relevant paperwork should be submitted to the event organiser in advance of the event and be available upon request by an Environmental Health Officer.

N.B. A useful link re providing food at community and charity events can be found in Appendix 1

Gazebos, bouncy castles, marquees (temporary structures)

Temporary structures <u>must</u> be properly anchored
The failure of any temporary structure, no matter how small the structure, can have devastating effects. In the wrong wind conditions, unanchored gazebos, without any warning, are likely to become airborne and the metal frame will cause injury or damage if it meets with someone or something!

Where gazebos are used these must be included within the risk assessment to include the erection, use, adverse weather, dismantling and anchoring of the structure. The more reliant the event is on the use of gazebos or other temporary structures the more important the need for a **wind management plan**.

Where gazebos are used on hard standing (where staking cannot be achieved), and if manufactures guidance is not available, a minimum of 13kg (preferably 26kg) should be <u>secured</u> to each leg. Where weights are filled with water or sand to act as ballast, as a guide, a litre of water weighs 1kg, 1 litre of dry sand weighs approximately 1.5kg.

Manufacturers/suppliers guidance
You should check with the manufacturers / supplier's guidance to help ascertain the maximum wind speed for the safe use of temporary structures. If the safe wind speed is exceeded the use of the structure should cease and the area cleared. The structure should be dismantled, when safe to do so.

Bouncy castles (inflatables)
Serious incidents have occurred where inflatables have collapsed or blown away in wind conditions. Simple precautions can help you avoid serious incidents whether you are allowing one to attend your event or are hiring one in and operating it yourselves.

Risk assessments - bouncy castles (inflatables)
Risk assessments, specific to each inflatable, must be submitted to the Events and Film Office before the event. It must be evident within these risk assessments, that as appropriate, advice which is available via the following link, has been considered. Where it is evident that this advice has not been considered, the risk assessment is likely to be rejected.

HSE - Bouncy castles and inflatables: Safety advice

Check - Is the venue licenced for entertainment and/or sale of alcohol under the (Licensing Act 2003)?

Where events contain licensable activities such as the sale of alcohol, performance of a play, exhibition of a film, performance of live music, the playing of recorded music, performance of dance etc., event organisers need to ensure, that where required, a Premises Licence or Temporary Event Notice is in place.

Existing premises licences

To assist event organisers the Events and Film Office have licenced nearly 30 Council locations, see Appendix 2. Where there isn't an existing premises licence or where an existing premises licence does not cover all the planned licensable activities, then advice should be sought without delay as it may be necessary for the event organiser to seek Licensing Act permission separately. **This involves a specific Council Team (Licensing Section) and a separate process with its own strict timescales.**

Advice can be sought either from the Licensing Section on 01422 288001 email licensing@calderdale.gov.uk or the Events and Film Office on 01422 384796, e-mail eventsandfilm@calderdale.gov.uk

Where an event is permitted under an existing Premises Licence held by the Events and Film Office, which allows the sale of alcohol, the event organiser is responsible for ensuring that a named 'Personal Licence Holder' is present who gives their written consent to being specified as authorising the sale of alcohol at the Event.

> *No matter who owns the land (the venue), the requirement for a Premises Licence or a Temporary Event Notice (TEN), should not be confused with requesting a permit from the land owner to use the land, nor should either of these be confused with the need for a Music Licence from PPL PRS if music is to be played or performed. If in doubt check*

Hypnotism

Event organisers are reminded that 'hypnotism' is controlled under the Hypnotism Act 1952 and requires additional separate permission to be sought from the Licensing Section (see above).

High profile guests and performers

This refers to individuals or groups attracting or intent on attracting a lot of attention and interest from the public and or media/social media. The potential effect on the scale and nature of events by the attendance of high-profile guests or performers can be significant, is easy to underestimate, and is therefore something that needs to be considered, risk assessed, and planned for (early).

For example, the crowd numbers that may attend; an audience made up of predominantly young people; the potential for controversy and conflict; the generation of a security risk. Any number of these risk examples and more, can be associated with the attendance of high-profile guests and performers.

Welfare facilities (toilets and hand washing)

Event organisers are responsible for ensuring that an appropriate number of toilets are provided (including accessible units) and should seek advice from a specialist events supplier on the number and type of facilities required (suppliers may offer online calculators).

Avoid plumbing problems!
Blocked toilets are unheard of in the world of portable event toilets so event organisers are advised not to rely on the availability of any existing built toilet facilities as they are likely to be quickly overwhelmed (become blocked/un-useable). Also, due to circumstances beyond the Council's control, existing public toilets can suffer from vandalism or other maintenance work may be required which could result in them being removed from service at very short notice. However, should any existing facilities be available at the venue, event organisers are advised to include them within their own arrangements, i.e. replenishing toilet rolls, cleaning etc.

Hand washing

Just as important as toilets; hand-washing facilities with running water and adequate supplies of suitable soap are the most effective means for cleaning hands. Antiseptic hand wipes or bactericidal soap/gel can be provided; however, event organisers should be aware that these alternatives may only be effective when hands are not visibly contaminated (for example, by mud). **In respect of some events, those involving animal handling, hand-washing facilities must be provided.**

Ground protection

Irrespective of any specific restrictions such as those applying to Centre Vale Park, plans need to be in place to protect the location from ground damage resulting from vehicle traffic.

Vehicle access requirements increase in line with an increase in the scale of the event which in turn raises the risk of costly damage to the location. As appropriate this risk needs to be considered and reflected within the plans for the event.

Plan - beware costly damage!

Drivers who can enter onto and move around on grass areas may not give any consideration to the damage they are causing and are not likely to have the same vested interest as the event organiser who is held responsible for the cost of any necessary repairs following the event!

NB. Ground conditions and the weight bearing capacity of turf and its resistance to damage, dramatically reduce as the moisture content increases during or following wet weather – **develop a 'what if' (contingency plan) to prevent or minimise costly damage**

Advice:

- Anticipate that drivers entering the area you are responsible for may not treat the area with any respect. Experience shows that once drivers leave the open road the application of due care and attention is far from guaranteed. Vehicles including their speed and direction will need to be managed
- Most drivers will not have any good experience driving off road, even if they are driving a vehicle with off road capability. For example, slow gradual turning is less likely to cause damage than a tight turn
- Standard hazard lights should not be used on any moving vehicle. Aside from anything else their use inhibits the ability to indicate to others when a vehicle is turning. If a visual warning is required use amber beacons
- Do what you can to 'make good' the location before leaving and or decide to return early the next day and communicate this to the Events and Film Office
- Where minor rutting occurs or where paths need to be cleaned, the event organiser may be able to reduce their costs by promptly carrying out some of the remedial work themselves (with the use of hand tools)
- An inspection will be completed by the Council post event. If anything requires further attention or repair, costs will be identified and recharged to the event organiser

- Where there is a significant risk of damage to the location routinely a bond will be taken against damage.
- Organisers should consider taking a bond from those with the potential to cause damage
- Consider the fact that you may have to cancel the event
- Consideration should be given to event cancellation/abandonment insurance balanced against the potentially significant costs for reinstatement

Reinstatement (repair) of grass areas

In respect of grass areas, it should be noted that any measures that can be taken to mitigate damage are better than the cure. Alternatively, reinstatement can carry significant costs for which the event organiser accepts responsibility.

Reinstatement work is also reliant on nature and damaged areas can take a long time to fully recover. This can have a knock-on effect with other events and on sports use with pitches being unsuitable for hire leading to additional costs and 3rd party complaint. Foot traffic aside event organisers should always aim (plan) to return the location in a similar condition to what it was found.

Weight/other restrictions – Centre Vale Park, Todmorden

Additional to the above and in relation to Centre Vale Park, Todmorden; the Event Organiser is responsible for putting specific plans in place and for adherence to the restrictions (outlined below), to protect the underlying drainage system:

- A 5.6t Gross Vehicle Weight limit (firm ground conditions and irrespective of the load being carried). A £250 per vehicle/trailer penalty applies per occasion for any evidence of non-adherence. This strict restriction applies to specified grass areas unless proper ground protection, designed for the load to be carried, is provided by the event organiser. The 5.6t Gross Vehicle Weight restriction reduces in line with softening ground conditions to eventually encompass all lighter vehicles (unless proper ground protection is provided for these too)
- Restrictions on the depth, by area, to which anything e.g., stakes and pegs, can be driven into the ground

Waste management

All events produce some degree of waste. It is essential that those working at the event and those attending have ample provision to dispose of their waste responsibly and promptly.

Over and above the routine removal of the contents of any existing litter bins, unless written agreement is reached (on each occasion) with the Area Manager;

event organisers are themselves responsible for the generated waste, for ensuring that:

- Rubbish, litter, and waste are kept to a minimum during the event
- Appropriate provision is made for the responsible disposal of waste during and immediately following the event
- When arranging for the collection, that the person collecting the waste is a registered waste carrier

Problems associated with the poor management of waste include:

- Accumulations of waste blocking emergency access or hampering movement as well as presenting tripping hazards to the audience
- Traders who take the opportunity to abandon trade waste/food waste
- Fire hazard when combustible waste can accumulate
- Broken glass (this is a hazard on grass areas and the use of glass at outdoor events is not permitted)
- Vehicle movement associated with waste collection
- Waste attracting vermin
- Waste being spread
- Complaint/poor perception of the event organisers
- Costs including commercial waste tipping charges being recharged to the event organiser where the Council needs to remove event litter or waste

Event organisers should take all reasonable steps to reduce the use of single-use plastics and alternatives to 'single use plastic' should be encouraged e.g. wooden cutlery, wooden drinks stirrers, heavier duty plastic carrying a deposit, paper/card food containers. Where single-use plastic items cannot be avoided, they should be carefully chosen.

Styrofoam (polystyrene) containers and cups should not be used.

Other things to be aware of include:

Music Licence

Under the Copyright, Designs and Patents Act 1988, if music is being used, played, or performed at your event, the chances are you will need a music licence. The Council is obliged to make PPL PRS Ltd aware of events which include music, following which PPL PRS Ltd will make direct contact with the event organiser. Event organisers can also make direct contact with PPL PRS Ltd and may be able to secure a reduced charge based on their status. See Appendix 1 for contact details.

Street Collections Permits

A Street Collections Permit is required to authorise the collection of money or the sale of goods for charitable purposes in a public place. It is an offence to conduct collections without a permit. Street Collections Permits are issued by the Council Licensing Team, not the Events and Film Office. See Appendix 1 for contact details.

Street trading

Street trading is regulated by the Council within Brighouse and Halifax Town Centres ('trading' is prohibited on most streets within the two towns) and requires consent of the Council Licensing Team, not the Events and Film Office. See Appendix 1 for contact details.

Stalls - more than 4 = 'Temporary Market'?

If you are planning an event with stalls (buying or selling) and there are more than 4 stalls then this may constitute a market and require consent (6 weeks' notice applies to applications), contact the Council's Markets Team (see Appendix 1).

There are several factors to be considered to determine whether an event or part of an event constitutes a temporary market, namely:

- The number of stalls (events with 4 stalls or less do not usually constitute a market)
- Is a payment received from the occupiers of the stalls?
- Is the event open to the public?
- Do the occupiers of the stalls retain any of the income from those stalls?
- For what purpose are the proceeds of the event to be used?

They will need the details of your event in order to determine what the category of your event is and if it is deemed a rival market to one of those operated by the Calderdale Council. It is not the Council's intention to prevent other events taking place, but to ensure that the Council's rights to operate markets are upheld and all market type events are registered with the Council and regulated. CONTACT markets@calderdale.gov.uk

Drones

All flying activities in the UK (including the use of drones) are regulated by the UK Civil Aviation Authority (CAA), with the rules and regulations being established in law.

Event organisers should take care to ensure they are hiring a competent operator with suitable qualifications, permissions, and insurances. The pilot of the drone must be able to provide general documentation (items required to gain permission from the CAA) to the event organiser:

- An operations manual outlining all company training, policies, maintenance and procedures;
- A CAA Permission document, in date, describing the allowed flight parameters;

- Evidence of flight specific insurances compliant with EC785/2004;
- A pre-flight location survey and flight planning records specific to the proposed flight;
- Risk assessments and method statements specific to the flight plan under discussion;
- Aircraft maintenance, repair and battery cycle records demonstrating good condition of the equipment.

Suitable **take-off and landing areas** need to be identified, defined, and controlled for safety. These locations must be separated from, and sufficiently away from, uncontrolled persons, buildings, and vehicles. There should also be a visible boundary line identifying it as a controlled area.

Existing concessions in parks and open spaces

Within some of Calderdale's parks and open spaces, concessions are granted including the operation of cafés, mobile refreshment, ice cream vendors and children's rides and depending on when tenders are invited the details may change. As with other businesses that may be affected by organised events, whilst any concession may not have sole rights, you still need to liaise with the operators of these concessions, and access will need to be arranged to allow them to trade. For further information/contact details please see Appendix 1.

Holding events on the highway

Introduction

The Council (Highways Authority) has specific duties and legal obligations relating to the management of its highway network with a responsibility to keep traffic moving; taking account of all road users, including pedestrians, and to take action to minimise or prevent problems. These areas of responsibility underpin the advice given to the organisers of events and each application for use of the highway is taken on its own merits.

Wherever an event is held consideration needs to be given to the risks presented by the venue itself. Where the venue for an event or part of an event is a highway, this introduces specific elements that will need to be considered and addressed. This does add time to the required process when compared to an event being held off the highway.

As the following section contains information, advice, definitions, and terminology which is specific to use of a highway it is important

to read and digest this section in full. If this leads to any questions or queries, please do not hesitate to contact the Events and Film Office.

Highways Glossary:

To assist those who are considering arranging or are planning to hold an event on the highway, it is important that we clarify some specific terms:

- Highway - public highway, managed and maintained by the Highway Authority which in this case is Calderdale Council (excluding the M62). *Everyday use normally implies roads, while the legal use covers any route or path with a public right of access, including footpaths and areas people may consider as being pedestrianised, etc.*
- Advanced Warning Signage – Temporary signage set out in advance warning of potential delay and or temporary restrictions
- Blue Light Services - police, fire services, ambulance, emergency responders
- Chapter 8 - Chapter 8 refers to the Department of Transports Traffic Signs Manual, specifically chapter 8 part 2. It details the requirements for traffic safety measures and signs for temporary situations
- Directing traffic – (see Temporary Traffic Management)
- Diversion route - an alternative route arranged for traffic to follow when the normal route cannot be used
- Highway Code – Rules which apply to all road users including pedestrians, horse riders and cyclists, as well as motorcyclists and drivers
- High Visibility Clothing - In all cases those involved with managing an event on the highway (as a minimum) must be wearing appropriate Class 2 or Class 3 high visibility clothing
- Live road – areas of the highway in use by normal traffic
- Marshal – see standalone section on marshalling later within this section
- Obstruction - Section 137 of the Highways Act 1980 says that "if a person, without lawful authority, in any way wilfully obstructs the free passage along a highway he is guilty of an offence"
- Right to pass - The public have a Common Law right to pass and re-pass…. and make reasonable use of public adopted highway. Any fixed restrictions on/management of this right to pass, e.g. loading times, One Way systems, will be backed up by a Traffic Regulation Order
- Planned event – Something where decisions and arrangements are made for in advance
- Private Road – see un-adopted roads
- Road Closure – Where the physical closure of the road is necessary for a substantial period which may require the signing of a diversion route
- Rolling Road Closure – Where it is necessary to interrupt the flow of traffic for a short period of time
- Stop and direct traffic – The use of hand signals and verbal instructions to manage traffic
- Stop/Go – A specific style of Temporary Traffic Management

- <u>Temporary Traffic Management</u> – Temporary physical measures adopted to restrict, direct, stop traffic
- <u>Traffic</u> - Users of the highway including pedestrians, ridden animals, vehicles, buses, and other conveyances, either singly or together
- <u>Traffic Management Plan</u> - A traffic management plan for an event should detail all the traffic management related arrangements and information in a single authoritative section or an appendix.
- <u>TTRO (Temporary Traffic Regulation Order)</u> – A Legal Order made by the Council to authorise Temporary Traffic Management (authorises restriction of the right to pass)
- <u>Un-adopted Road</u> – Private roads not maintained by the Highway Authority.

Can the event be organised to comply with the Highway Code?

The above is an important first question. In answering, organisers need to consider:

- The risks involved in using the highway
- That Marshals/Stewards and other individuals do not have the authority to stop and direct (mange) traffic, including pedestrians

So, for example, a running race: *a runbritain (UK Athletics) fact sheet highlighted that "there are only two lawful options for staging a running race on the highway:"*

1. Either you close the road (or part/s of the road) to vehicle traffic under a TTRO - to allow competitors to run in the carriageway.

<div align="center">or</div>

2. **The normal highway rules apply on an 'open' road and runners must comply with the Highway Code - using the pavement wherever possible and giving way (or stopping) where other road and footpath users have priority.**

"Both of these options could be combined within one race – for instance by having a short road closure just for the start assembly and the first 2-3 miles of the race but open roads on the remainder - but there isn't a lawful "Third Option".

As highlighted above *"Marshals can only direct (manage) runners - not traffic/ pedestrians".* Marshals have no authority to direct (manage) traffic or pedestrians on live roads, even when a TTRO has been obtained. In this instance a marshal's role is:

- To direct (manage) runners, warning them of approaching hazards (oncoming vehicles, pedestrians etc)

- To place & maintain traffic management signs where a TTRO for a Road Closure has been obtained

"Individual runners are free to make their own decisions. If a runner makes a judgement that it is safer for him/her to step off the pavement into the carriageway to avoid a pedestrian that is fine. But the advice from the organisers must be legally compliant and marshals should reinforce – for instance by directing runners back onto the pavement, and warning of them of approach or oncoming vehicles or pedestrians, and instructing them to stop if necessary, to give way to vehicles or pedestrians".

Road safety risk assessment

As part of the risk assessment process, an appropriate level of understanding of road safety and the vulnerability of those participating in and attending the event will need to be demonstrated.

Example risk assessment (event on the highway)

For events of a relatively simple nature the risk assessment may identify that there are no significant risks and that the event can be organised in line with the **Highway Code**, for example:

> The route of the sponsored walk has wide footways throughout. All roads are 20-30mph speed limit with good sight lines. No children are taking part and participants have been advised to adhere to the **Highway Code** and to walk facing oncoming traffic (maintain the ability to see and be seen by approaching vehicles) and to take due care when crossing roads giving due care and consideration for their own safety. The event is taking place mid-summer during daylight hours.
> The event is starting from an off-road location which allows for participants to be strung out sufficiently prior to joining the highway. Obstruction of others use of the footway is not anticipated.
> You have been advised by event Safety Advisory Group (eSAG) that since participants are using footways and are not obstructing other pedestrian traffic that no specific permission is required, and this can be considered normal use of the highway.

In this example it is evident that the potential conflict between vehicles and participants (road safety) has been considered and that the event can take place in relative safety without having to manage other traffic.

Alternatively, in the following example:

> The risk assessment for mass start of a road running race has identified that there is insufficient space for participants to be strung out sufficiently for them to be in single file before they reach the highway. This highlights risk of personal injury, road traffic incident and/or the potential conflict between

vehicular traffic and participants (pedestrian traffic) that will need to be managed (temporary traffic management).

In the last example the organiser would need to consider that to control the risk they would need to detail within the application a request to manage the use of/close a section of the highway to facilitate the start of the race.

As a minimum the risk assessment for a road race should identify areas of risk i.e., strategic points, where this DfT approved sign, on the right, either with a yellow or white background, would be displayed on the day of the race. While these can be attached to lamp standards, they must not be attached to traffic lights or at pedestrian crossing points. The lower part of any sign must be 2.1m from the floor.

Events which can be organised in compliance with the Highway Code

Where the answer to the question 'Can the event be organised to comply with the Highway Code' is a categorical 'YES' then an events permit isn't likely to be needed (there is no obligation to submit a permit application). However, the Events and Film Office should still be made aware about the event and In making the Events and Film Office aware we would expect to be supplied with the route and as this may flag up some areas of concern/questions, to prevent any delay, you may wish to submit your risk assessment at the same time.

Race licences (running races)

In some instances, the issuing of a race licence by a Governing body may require that permission is sought from the Council. If so, an application will need to be submitted for an event permit to be issued.

Any person involved with delivering any event and 'working' in proximity to any moving vehicles must be specified within the risk assessment as wearing appropriate Class2/3 reflective clothing. The gentleman on the right is wearing a Class3 jacket.

Events that may not, or will not, comply with the Highway Code

Where compliance with the Highway Code isn't feasible then by default, the delivery of an event may involve some form of traffic management. Earlier sections of this document relate to general event planning and management, the following sections concentrate on the management of traffic; where it is foreseeable that others right to pass and repass will be obstructed/there will/may be an inability to comply with the Highway Code. Lawful authorisation (a TTRO) will need to be applied for (associated detail and information supplied as part of the application for the event permit). Implementation of a TTRO involves the displaying of an associated notice and is likely to involve <u>temporary traffic management</u> in one degree or another.

Throughout this section the key considerations (questions) relating to the management of traffic, which need to be considered and addressed, are:

- *Will someone using the road or footway from any direction understand exactly what is happening and what is expected of them?*
- *Will the location (area of highway) have been made reasonably safe for the event and for the public?*
- *Is the traffic management plan being coordinated with the management plan for the rest of the event?*

The permit application form accommodates events which take place on the highway with 'drop-down' sections which include questions relating to the details that are required before a TTRO can be raised. A link to the permitting system can be found on the Visit Calderdale website, event hosting page: Event Hosting

To allow for the management of traffic for example, you can apply for:

- A full road closure - a full closure is where the physical closure of the road is necessary for a substantial period which may require the signing of a diversion route.
- A rolling closure - a rolling closure involves a moving procession to pass during the time the closure is in force, but is only necessary to interrupt the flow of traffic for a short period of time
- A footpath closure - a footpath closure is only necessary if your event is obstructing a footpath.
- Temporary One Way
- Temporary lifting or introduction of parking restrictions

Temporary traffic management

Introduction

Depending on the specifics, the level of temporary traffic management required to facilitate an event can vary dramatically, from something which is easily achieved through to the complex, involving significant diversion rotes and costs. In this section we explain different types of traffic management which may, singularly or in combination, be required to facilitate an event.

There are limitations relating on the level of traffic management that can be reasonably achieved by event organisers themselves and while the event Safety Advisory Group (eSAG) endeavours to support all reasonable requests, the event organiser may need to engage the services of an accredited traffic management company.

Engaging a traffic management company

The services offered by traffic management companies include hire, installation, and removal of traffic management, marshalling of traffic management and design of custom traffic management plans tailored to the need of the event.

Contact details of several traffic management companies are given in Appendix 1 of this document. When selecting a traffic management company, at the outset, please ensure that they can meet the specific requirements that you may have as some companies will have more experience delivering traffic management for events than others.

> *Irrespective of whether the services of a traffic management company are engaged or not, the traffic management plans and the other plans for the event need to be coordinated.*

Consider the impact on the local highway network

Calderdale's highway network is unique and as an area we are not offered the same level of alternative routes that benefit other areas; we are all heavily reliant on our highways even if we don't drive ourselves. Access for blue light services, deliveries, waste collections, public transport to mention a few. When considering the reasonableness of any request the event Safety Advisory Group (eSAG) will take into consideration the significance of any disruption to the highways network.

Consultation (pre-application)

Depending on circumstances it may be necessary for the event organiser to carry out and evidence that a proportionate level of consultation has taken place.

For example:

- Closure of a residential cul-de-sac for a street party would include consulting with all the residents with the aim of securing agreement of the majority and making access arrangement for the remainder
- Traffic management on a through road may require direct/indirect consultation with all the affected premises adjoining the highway, event Safety Advisory Group (eSAG) representatives for public transport, emergency services, highways, parking services, etc

> *The time required to complete this process will vary depending on the nature of the event and the level of the disruption. When carrying out consultation the event organisers must take steps to ensure any representations are made direct to themselves and must report these to the Council as part of their consultation exercise.*

Temporary traffic management (physical measures explained)

When considering how to address the above, organisers should assess which individual or combination of the following methods are necessary. Each of the following has its limitations and the appropriateness is subject to agreement by the event Safety Advisory Group (eSAG).

Advanced Warning Signage:

A very basic form of traffic management and where required and appropriate these should be set out at least two weeks prior to an event. Normal traffic would then be 'warned' of something that will affect their use and will have been given the opportunity to make alternative arrangements.

Advanced Warning Procession Route
(Enter Times Here)
(Enter Date Here)
Expect Delays
Tel: *(Organisers Contact No)*

As a minimum these can be simple notices as per the image above, printed landscape on A2 Correx type board.

Regarding the position of these:

- They can be attached to lamp standards along the route
- The lower part of any sign must be 2.1m from the floor
- **They must not be attached to traffic lights, at pedestrian crossing points, on school crossing sign poles or on safety railings behind the kerb on a Highway**
- **They must not be displayed on roads that will not be directly affected by the event**
- Their position should be planned/a record made/kept so that they can all be removed promptly following the event

Marshalling (indirect form of traffic management)

It is important to re-stress that Marshals have no authority to stop and direct (manage) traffic or pedestrians, even where a TTRO has been obtained. They can however assist with the management of the event, for example:

- Where a TTRO for a rolling road closure has been obtained, leapfrogging (overtaking other marshals/moving beyond) a parade and when/if it is safe to do so use their own physical presence, say supplemented by a road cone, to obstruct adjoining road junctions and to advise stationary traffic of the event/why/how long they will be delayed, adding a 'thank you'
- They can direct (manage) participants in the event, warning them of approaching hazards (oncoming traffic, pedestrians etc)
- They can assist with the placement & maintenance of traffic management signs where a TTRO for a road closure has been obtained

Marshal competencies

It is the organiser's responsibility to ensure their marshals are fully briefed and competent (have the necessary ability, knowledge, or skill to act successfully).

In relation to assisting with an event on the highway, attributes that marshals should have include:

- Age 18 plus
- Should know about safe positioning to protect themselves
- Should be aware that a driver's visibility may be impaired when reversing
- An understanding of the Highway Code
- An understanding of the event and traffic management plans and risk assessment

Remember - any person involved with delivering any event and 'working' in proximity to moving vehicles must be specified within the risk assessment as wearing/must wear Class2/3 reflective clothing (as appropriate). The gentleman shown on the right is wearing a Class3 jacket.

Rolling road closures: A rolling closure allows for a moving procession to pass during the time the closure is in force but is only necessary to interrupt the flow of traffic for a short period of time. **Rolling road closure** systems are often operated rather than **full road closures** to minimise disruption to other traffic/the local

community as much as possible. To ensure this type of closure does not give rise to an un-lawful obstruction a TTRO would routinely be made.

Hazards include:

Oncoming traffic · traffic leaving side junctions · right turns (turning across oncoming traffic) · vehicles entering gaps in the procession · parked vehicles attempting to set off mid procession · traffic lights contradicting the obstruction/restriction · the inclusion of children · vehicles attempting to overtake the parade/procession · the length of the parade/procession · vehicles intentionally or accidentally running into the rear of the parade/procession · the need to keep moving · spectator lack of awareness that a road is being re-opened · spectators obstructing footways, roads and junctions (live road – before and following parade) · the competency of marshals · the safety of the marshals

Advice includes:

A substantial rear and lead vehicle displaying amber warning beacons and appropriate warning signage is strongly advised to offer protection to the front and rear of the parade/procession. Depending on the nature of the highway, implementation may need to be contracted out to Chapter 8 accredited organisations.

STOP/GO: A type of positive traffic control provided by means of manually operated "STOP" or "STOP/GO" boards or portable traffic lights. This can only be implemented by Chapter 8 accredited operatives and where authorised by a TTRO. Examples of use include managing a road crossing and controlling traffic flow at a junction for a parade/procession to pass. Suitability may depend on the circumstances and/or the classification of the highway.

Hazards include:

Existing traffic signals contradicting the instruction · the instruction being wilfully ignored · lack of awareness of the driver as to why they have been stopped · conflict between the operative/drivers of vehicles · the safety of the operatives.

Full road closure: Where the physical closure of a road(s) is necessary for a significant period; the most restrictive (disruptive) form of traffic management! Examples of use include where traffic needs to be excluded from an area of highway e.g. to create a sterile start/finish area for road race, an assembly/ disassembly point for a parade/procession or to create event space for street parties, street markets etc. Within a road closure the status of the highway changes allowing marshals to direct and control vehicle movement within but not outside the points of closure.

Hazards include:

> The vulnerability of those within closure to any hostile vehicle · event vehicles not observing remaining one-way systems and other restrictions · problems resulting from creating dead ends · obstruction of access for emergency vehicles · the safe closing and reopening of roads · the safety of the operatives/marshals

Advice includes:
> If the closure relates to a main through road, then the organiser will be responsible (as appropriate) for implementing the TTRO, identifying and implementing an appropriate diversion/alternative route, advanced warning signage etc.
> Consider the other roads that may be affected by and how? Full road closures require appropriate traffic management equipment (traffic signs and traffic barriers etc., which may need to be designed and set out by a Traffic management Company

Emergency access: Unless plans are agreed to the contrary the restrictions on a TTRO (including road closures) do not apply to any vehicle being used in emergency, by blue light services, or for the purposes of a statutory undertaker. If access for emergency services will be compromised, consultation must have taken place and arrangements agreed pre-application.

Diversion routes: When a main road must be closed a diversion route may need to be established to guide traffic around the closed road(s). Diversion routes need to be carefully chosen as they need to be suitable to carry vehicles that would have used the road(s) being closed.

Depending on the specific circumstances the diversion route that may be required can be extensive which, if necessary, can add significant costs to the traffic management that is required facilitate the road closures required for an event.

Consider the knock-on effect

Earlier, the importance of having a coordinated approach to traffic and general event management planning was stressed, one can't succeed without the other, and they should be developed in unison. For example:

- A stage is planned to be positioned someway into a town centre. In effect this closes (obstructs) the only lawful exit for one of the roads approaching this area. Without a co-ordinated approach the traffic management necessary prior to this point may be overlooked with drivers then either trapped or forced into contravening existing traffic restrictions by something, leading to an incident, to which the event organiser may have contributed!
- A road closure is planned on a road which is part of a One-Way system. Consideration isn't given to the fact that by default the rest of a One-Way Road is closed, this impacts numerous Pay & Display parking bays which adds unanticipated costs to those faced by the organiser!
- An event is planned to take place at 13:00 on a road that includes numerous Pay & Display bays which are to be suspended from noon. Consideration hasn't been given to cars that may have been legitimately parked for 2 hours say at 11:15 that may then need to move off mid event!
- A road is to be closed within a town centre for a street market. Due to the physical obstruction created by the stalls alternative access needs to be agreed with the fire and rescue service so that they can access a block of flats. Additional traffic management and marshalling is required to protect the alternative access from being obstructed by parking.

> *These are just a few real examples of the variables which may be involved when planning an event on the highway. Given that these may not be immediately apparent this compounds the importance of consulting on your plans at an early stage.*

Applying for an Event Permit (where the event/part of the event takes place on or affects the Highway)

Unless the event can be managed in compliance with the Highway Code any permission for the event is likely to include the drafting of a TTRO to authorise the required traffic management. To enable this process the application needs to include details relating to the management of traffic (details that will ultimately need entering onto the TTRO).

For example:

- The name of the event
- Naming/listing the affected highway(s)/sections of highway
- When the restrictions will apply, the times and date(s) from and to (encompassing when traffic may/will be managed)
- The type of restriction that will be implemented including details if these differ from road to road

- The types of traffic to which the restrictions apply
- The diversion route (if applicable)
- A reference to whether the restrictions will be signed and or staffed
- Exemptions such as Blue Light Services and event vehicles
- Whether or not access to premises adjoining the highway are affected

*Based on the detail supplied on the application form (once agreed) a Temporary Traffic Regulation Order (TTRO) and accompanying Notice are drafted by the Events and Film Office. These are forwarded to the Council's Legal Officer for checking, and for the Order to be sealed. Once the sealing has occurred a copy of the Notice is issued direct to the applicant for printing off and displaying.

NB. TTRO's are legal documents so it is important that the details supplied are correct and to note that they are not to be exceeded! For example, roads should not remain closed beyond the time stated on the TTRO. *Once an Order (TTRO) has been sealed it cannot be amended, if changes are requested by the applicant, then the Order and Notice would need to be re-drafted/the process repeated which may incur an additional charge.

Submit a route plan

As TTRO's must list the sections of highway which are affected applicants are advised to supply a route plan as well as listing the roads. This is to ensure a clear understanding of the roads in question and so that these can be cross referenced with the route plan and against the Council's mapping system. This helps put the route in context, highlight any discrepancies, and to confirm the official rather than local road names or names obtained from the internet, which may be inaccurate.

Unadopted (private) roads

The Council has no power to authorise any restrictions on unadopted roads. An approach would need to be made to the owner(s).

Parking restrictions, suspension of parking etc

As appropriate it is important that pre-application event organisers consult with the Council's Parking Services section. See Appendix 1 for contact details

As part of this element of consultation, organisers should seek to reach agreement on any associated costs. Some points to consider prior to consulting with Parking Services include:

- Unless a physical road closure is in place, all parking restrictions (yellow lines, unbroken central white lines etc.), still apply

- Even where roads are physically closed, double yellow lines still give an indication of where any obstructions may lead to problems such as restricting emergency vehicle access
- TTRO's on their own do not remove the issue, hazard, obstruction that may be presented by parked vehicles. Consideration needs to be given to what other measures are required such as applying for suspension of parking, timings, physical measures to deter parking, and dealing with any remaining vehicles
- The formal suspension and/or loss of 'Pay & Display' parking by request, or by default, will incur charges
- Suspension of parking may require the posting of suspended bay official notices (advanced warning) to which a charge applies
- Traffic management, closures etc., may impact on adjoining roads and any associated parking, for example closure of a 'one way' street may prevent access to some of the following streets which include parking facilities incurring a charge for loss of parking
- Where plans for events include the closure of any Council Car Park, prior to application you will be responsible for consulting with those directly affected, for example adjacent residents and local businesses, and for obtaining agreement of the majority. Out of courtesy you are also advised to liaise with any Local Town Council, see Appendix 1 for contact details
- Following any consultation, you are advised to make the Council's Events and Film Office aware of any un-resolved objections
- Event organisers are encouraged to include a statement within any publicity material they produce directed at those taking part in and attending the event such as '**Please park lawfully and with due consideration for others', if appropriate adding 'Drivers are reminded that it is an offence to park opposite a solid white centreline (leading to endorsement of one's driving licence with penalty points)!**

As with other forms of traffic management the details and the arrangements which relate to parking should all be considered along with and included within the overall traffic management plan for the event.

Traffic management planning

Introduction

For events of a relatively simple nature a risk assessment and route plan submitted with the permit application will be all that is required. However, as the scale and complexity of an event increase you will also need to submit a traffic management plan.

Traffic management plans

The traffic management plan required for an event differ significantly from those relating to road works. A traffic management plan for an event should include a map (diagram) and should detail all the traffic management related arrangements and information in a single authoritative section or an appendix. Traffic management plans specific to road works are often absent of any written information. Routinely they are just a map (diagram) showing the roads to which have been added thumbnail representations of the signs that will be set out at each position (see image top right).

Areas during the planning which should be considered and addressed, include:

> Consultation which has taken place · event vehicle access · audience vehicles · pedestrian access · emergency access · rendezvous points · diversions · temporary signage · road closures · safe re-opening of roads · parking and parking bay suspensions · impact upon public transport · anticipated volume of vehicles · promotion of alternative travel options · movement of vehicles/transport on site (no reversing without a reversing assistant) · advance warning signs · vulnerability of individual pedestrians/crowds · hostile vehicle mitigation · competency of marshals · briefing of marshals · costs

A basic example of a Traffic Management Plan can be found on the Visit Calderdale website, event hosting page: Event Hosting

Failing to plan is planning to fail

No one would really set out to plan to fail; however, as the traffic management for an event is likely to play an important role in the safety and success of an event and given there are no rehearsals, the importance of giving appropriate time and attention to this element of an event, cannot be overstressed.

Engaging a traffic management company

When engaging a traffic management company it is important to take steps to ensure that they are competent and experienced in delivering traffic management for events and that they understand the support that will be needed to develop a traffic management plan which amounts to more than a map indicating the placement and wording of any signage. Traffic management plans for events need to include narrative and method statements etc. appropriate to the scale and nature of the event and to the traffic management involved.

Banners, placards and bunting etc

Items of this nature should not be attached to the safety railings on highways that stand at a kerb edge. Safety railings are meant to be seen through and should not be obscured for any reason, in particular adjacent to road crossing points where small children may be hidden from the view of drivers, to suddenly appear into the path of a vehicle!

There are a limited number of Council owned locations where banners can be placed, and permission can be sought by contacting the Council. Details can be found in Appendix 1. Where any promotional material is displayed which is intended to be read from a road, it should be easy to read so as not to lead to unnecessary distraction. For example:

- The information should be concise (what, where and when)
- There should be good contrast between the text and the background

Notices

Any notices erected regarding events should again be concise and have good contrast. They should not be in place for more than two weeks before and one week following the event and should not be larger than A4 size (0.6sqm)

Bunting across or parallel to a road

Inappropriate material and fixing methods can lead to a significant risk. Placing items over, along or in the highway is unlawful without first having obtained the appropriate consent from the Council.

The use of street lighting columns as a support for bunting is governed by their design load capacity. Columns may not be designed to carry additional load for example wind loading from attached bunting or from the leverage of a ladder being placed against them!

Depending on the specific circumstances and with an appropriate risk assessment / method statement, insurance etc., there may be scope for non-professionals to install bunting on footways and areas restricted to pedestrians where the minimum clearance to the underside of the bunting must be 2.5m. However, the fixing, maintenance and removal of items across the highway will likely need to be contracted out to those who are suitably resourced and qualified to undertake the work and clearly erected much higher by those unqualified to do so (think double decker busses)!

Important factors to consider before you apply to string or placing items along or across the highway:

- Depending on the classification of the highway the lowest point of anything which is strung across must be 5.7m or 7.5m above the highway
- A copy of the current structural adequacy certificate (obtained from owners of the fixing points) is required

The role of the Police

Historically, the police provided a range of roles at events including, traffic management, security, stewarding, and bag searching. However, for various reasons, this changed and National Policing Guidance directed the police to their core responsibilities and except for cycle racing, the police can neither approve nor ban public events.

Most events take place without any need for police involvement. As part of the event planning process however the police will review event and traffic management plans through the event Safety Advisory Group (eSAG) and will provide advice and guidance where appropriate. The police, via the event Safety Advisory Group (eSAG), are committed to engage and work with event organisers to provide support and guidance.

Policing of events on the highway

Directed to their core responsibilities police officers no longer undertake traffic management for planned events unless this is unavoidable. However, events which are of a national significance, for example Remembrance Day, are still supported. Even so, it is incorrect to assume that the police have the lawful power to manage traffic for a planned event. If this 'power' is required, it would need to be given to them by the Council, in the form of a TTRO, following the permit application process.

Police - community engagement

As part of a community engagement initiative police officers <u>may</u> attend some events. However, if the police offer to attend, their attendance must not be relied upon because circumstances on the day may dictate that the officers are required elsewhere. Where the police offer or declare an interest in attending an event, there should not be any assumed or assigned areas of responsibility unless the area of responsibility is first agreed with the police representative on the event Safety Advisory Group (eSAG).

Demonstrations – Public Order Act 1986

When organisers are planning a protest or a march they should be aware of the provisions of the Public Order Act 1986. Failure to give the police written advance notice (6 clear days) of the date, time and venue/route of the procession; variation of such details from those previously notified; or failure to comply with changes,

conditions or prohibitions imposed by the police on processions or assemblies may constitute criminal offences.

Marches present moving venues, which are far more unpredictable. Therefore, it is very important that planning for such events starts as early as possible.

Special Police Services (SPS)

Special Police Services are the provision by the police of an additional special service i.e. beyond that which the police would consider necessary to meet their core responsibilities, and which is provided at the request of organising bodies of certain events, for which the police make a charge.

Contacting the police

In relation to events all contact with the police should be via the police representative on the event Safety Advisory Group (eSAG), see Appendix 1.

> *Event organisers should be very clear they are responsible for public safety at their events and should not expect the police to take on their responsibilities.*

Counter terrorism advice (crowded places)

As the event organiser you are responsible for the safety and security of all those involved with the event, so it is important that this subject is given due consideration. Following submission of an event management plan the event Safety Advisory Group (eSAG) may give you further advice and while it may be unlikely that they will determine that there is a specific threat, event organisers should always consider sensible and practical control measures, where possible, that will reduce risks. Event organisers should always consider the potential risk associated with crowded places; these could be for example the start/finish line of a road race, a prominent landmark, or the presence of politicians or celebrities. Events focusing on interest groups may also pose a greater risk.

The event Safety Advisory Group (eSAG) strongly advises all event organisers to consider the National Counter Terrorism Security Office guidance on crowded places, available via this link: Crowded Places Guidance

Following on from above, good practice for ALL event organisers regardless of event size or perceived threat is as follows. ALL public facing event documentation and pre-event briefings should stress the importance of remaining vigilant and immediately reporting anything suspicious either in the lead up to the event or on event day. Areas of concern would include:

- Any unauthorised vehicles parked in restricted areas
- Any unauthorised vehicles in secure event areas
- Vehicles driving erratically or at speed
- Any person seen taking notes or unusual photos in event areas

- Persons asking 'unusual questions' or making 'unusual enquiries' directly relating to the event
- Persons discarding items such as rucksacks or bags and leaving them unattended
- Unauthorised use of drones
- …or just anything that just does not seem "quite right"

'What if'

A term used to ask about the consequences of something happening, especially something undesirable!

No matter how much effort you put into the planning, there will always be something ready to wreck the big day. Think about/consider if there are any high impact risks, exceptional risks with the potential to completely disrupt the delivery and/or the normal operation of the event, think, plan your response if that risk was realised and develop a Contingency Plan, a plan made for dealing with something that might happen, an emergency or something which causes problems.

This could be as small as a dysfunctional microphone or a common problem - the weather! Depending on the circumstances of an event the weather for example can have significantly disruptive effects. For example, winds above an acceptable level for the temporary structures used could severely impact/lead to the cancelling/closing of an event where there is a heavy reliance on them.

To quote the Purple Guide the purposes of incident management are as follows, (the ones which can easily be related to the above issue with the weather have been underlined):

"To minimise the risk to human life and well-being ∙ minimise the risk to property, infrastructure and environment ∙ reduce losses ∙ minimise the length of time the event will have to suspend or disrupt trading ∙ provide a framework for response by 'staff' ∙ provide a framework for supporting the emergency services ∙ reassure the public and any stakeholders that reasonable steps have been taken to manage incident risks ∙ protect reputation"

Key Points:
- To emphasise the importance, for all but the smallest low risk events, of having plans in place to effectively respond to disruptive influences, health and safety incidents and emergencies which might occur at, or impact upon an event
- To ensure that arrangements are in place to implement these plans
- To recognise that all involved with the management of events (including volunteers) need to be briefed in emergency procedures, be assigned to, and understand, their specific roles, should an incident or emergency occur

- To be aware that the initial response to an emergency is the responsibility of the event management team, persons nominated and detailed within your Event Management Plan

Proportionate and adaptable

Contingency plans need only to be proportionate to the level of risk presented by event activities and the potential extent and disruptive influence of the incident.

Given that incidents and emergencies may be unexpected or unplanned, the response needs to be flexible and adaptable, or you may have to respond to an incident that develops over a period and requires an escalating scale of response.

Draw up and discuss your plans with the event Safety Advisory Group (eSAG), see http://www.hse.gov.uk/event-safety/incidents-and-emergencies.htm for further information.

An example of a developing situation at an event **"a volunteer steward reports smoke coming from a car in the car park,"** can be found via this link: https://www.hse.gov.uk/event-safety/developing-emergency-case-study.htm

The event Safety Advisory Group (eSAG)

Introduction

The event Safety Advisory Group is chaired by the Council's Senior Events and Licensing Officer. Fostering cooperation and coordination between all relevant people, it provides a forum for exchanging thinking and guidance on public safety and other significant matters relating to events. During the planning stages the group can help event organisers with practical and measured advice regarding the management of their event.

Does the Group consider all events?

Routinely the eSAG only considers plans for events of a significant size and nature; those occurring on Calderdale Council land or highway or those significantly impacting on the latter. Where given the opportunity events, can be considered pre submission, following submission, and or post event (where anything of significance has occurred). The group will advise the event organiser about significant matters that they think need further attention, explaining their reasons. The eSAG may also consider and discuss matters which extend beyond safety or the boundaries of the event location, including the impact on local transport and the highway network.

Lower risk events are unlikely to need consideration by the eSAG.

When does the Group meet?

eSAG routinely meets on the first Thursday of the month. Group membership comprises of senior officers from the Council and Blue Light Services. Irrespective of whether an event organiser is invited to attend meetings there are benefits to be gained from engaging with the group.

Contact with the Group?

The Group can be contacted through one of the members listed in Appendix 1 of this document. Alternatively, the Group may contact you directly. However, routinely the main point of contact will be via the Chair.

> *N.B. Ownership of the event and liability for its patrons remains with the event organiser. However, where the eSAG is given reasonable opportunity, it can review your plans and offer comments, observations, suggestions, and advice. It should go without saying that it is good practice to plan your event in good time - 6 months in advance, and longer in the case of complex or very large events.*

After the event

Vacating the location (load out)

The 'load out' an industry term, the period after an event where everything is taken down and removed and the location is restored to its former state. Routinely this is quicker than the preparation. However, it can be affected by inclement weather, lack of help, and other factors.

Pay attention to this phase. This is often the point when everyone is at the end of long days, where the focus may slip.

Undertake a final inspection of the location after clean-up to make sure nothing has been left and take this opportunity to identify any damage caused during the event. If any structures are left overnight, make sure they are left in a safe condition and are kept secure. It is a legal requirement to record any accidents/incidents.

Advise your insurer and the Events and Film Office if any incidents/accidents have occurred ensuring that you have acquired appropriate details regarding the incident itself.

Evaluation, debrief and review

To establish the success of your event you may have asked visitors to complete a short questionnaire or undertaken interviews to gather feedback.

At the very least you should follow the event with a debrief to assess what went well, what went less well and what lessons can be learned. This will help you to improve

future events. Consider including other agencies such as the event Safety Advisory Group (eSAG) in the debrief process. You may find it useful have a form that volunteers etc., can complete. Include such detail/questions as follows:

Name and date of event
Name, organisation, responsibility

- List or describe what you thought was successful or worked well in the area you were responsible for or involved in
- List or describe what you thought was NOT successful or did not work well in the area you were responsible for or involved in
- List your actions/recommendations for improvement for future events for the area you were responsible for or involved in
- List or describe what you thought was successful or observed working well in the whole event
- List or describe what you thought was NOT successful or observed working well in the whole event
- Any further comments or suggestions for improvement for future events

Appendices

For the following documents/information please refer to the Visit Calderdale website, event hosting page: Event Hosting

- Event Management Plan Template
- Traffic Management Plan example
- Schedule of fees and charges

APPENDIX 1

Sources of Information and Useful Contacts/Sources of Advice

Calderdale Council Emergency (out of hours number)		
Tel: 01422 288000		
Calderdale Council Contact Centre		
Tel: 01422 288002		
The Events and Film Office		
Tel: 01422 384796		
Calderdale's event Safety Advisory Group (eSAG): **Points of Contact**		
Events on Calderdale Council managed land including parks, streets, roads, car parks, etc.	Peter Vardy (Chair) Senior Events and Film Officer/Allyson Corney Events and Film Officer eventsandfilm@calderdale.gov.uk	**Tel:** 01422 384796/393212
West Yorkshire Police 1st Point of contact regarding Events	Force Planning Unit (Western Region) Force Planner, Simon Hardy xa.fpu@westyorkshire.pnn.police.uk	**Tel:** 01133 859546
Yorkshire Ambulance Service	EPDR Manager Chris Fothergill yas.knowledgemanagementteam@nhs.net	**Tel:** 01924 584337
West Yorkshire Fire & Rescue Service	Station Commander Dale Gardiner Dale.Gardiner@westyorksfire.gov.uk	**Tel:** 07557 006166
West Yorkshire Combined Authority (Public Transport)	Highway Liaison Martin Coyle martin.coyle@westyorks-ca.gov.uk Alex.Barlow@westyorks-ca.gov.uk	**Tel:** 01132 481621
Useful Contacts within Calderdale Council		
Events on Calderdale Council managed land including parks, streets, roads, car parks, etc.	Allyson Corney Film and Events Officer eventsandfilm@calderdale.gov.uk	**Tel:** 01422 393212
Specific advice on events affecting on or off-street parking	Parking parking@calderdale.gov.uk	**Tel:** 01422 288002
Applications for markets (where applicable)	Markets Team MarketsTeam@calderdale.gov.uk	

Applications for street collections, lotteries, hypnotism, TEN's, street trading (where applicable)		
Temporary markets and hire of stalls.	Markets Manager John Walker John.walker@calderdale.gov.uk	**Tel:** 01422 393583
Loan of event Waste Bins	Waste & Recycling Manager Martin Winter Martin.Winter@calderdale.gov.uk	
Noise nuisance (prevention) Calderdale Council	Environmental Health, Pollution Control	**Tel:** 01422 288002
Food Hygiene Regulations, Calderdale Council	Environmental Health, Food team	**Tel:** 01422 288002
Event entry on 'Visit Calderdale'	Tourism Officer Christopher Evans Chris.evans@calderdale.gov.uk	
Catering and/or ride concessions in Parks, Calderdale Council	Safer, Cleaner, Greener	**Tel:** 01422 284428

Useful Contacts outside the Council		
Fairgrounds/Rides	The Showman's Guild of Great Britain Secretary	**Tel:** 01132 853341
Insurance	http://www.mycommunitystarter.co.uk/insurance.htm	

Traffic Management Companies	
Streetwise Traffic Management	**Tel:** 0800 158 8111
Think Traffic Management	**Tel:** 07590 237 502
2 works Traffic Management	**Tel:** 0845 2221 222
Direct Traffic Management	**Tel:** 0140 5817 733
Kays Traffic Management	**Tel:** 0125 4877 787
Centurion Traffic Management	**Tel:** 0113 2775 360

Useful Reference Material	
Organising a voluntary event: 'Can do' guide	Gov.UK Can-do Guide
Advice for Event Organisers	Running an event safely
The Purple Guide (Lite), Guide to Health, Safety and Welfare at Music and Other Events.	https://www.thepurpleguide.co.uk/index.php/the-purple-guide-lite Covering a wide range of general and specific event management aspects (£10 annual subscription applies). Alternatively make an appointment to view at the Events & Film Office
National Counter Terrorism Security Office – Crowded Places Guidance	Crowded Places Guidance

Fairground and amusement parks HSG 175	http://www.hse.gov.uk/pubns/books/hsg175.htm
Organising firework displays	http://www.hse.gov.uk/explosives/fireworks/using.htm
PPL PRS Ltd for Music Music Licence (playing or performance of music)	https://pplprs.co.uk/
Bouncy castles and other inflatables	http://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm https://adips.co.uk/a-guide-to-bouncy-castle-and-inflatable-hire-safety/ https://www.rospa.com/leisure-safety/advice/bouncy-castles/
Food Safety	https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events
Noise Control	www.hse.gov.uk/event-safety/noise.htm
Street Parties	https://www.streetparty.org.uk/
Safe Use and Operation of Marquees and Temporary Structures, Made Up Textile Association (MUTA)	www.hse.gov.uk/event-safety/temporary-demountable-structures.htm & http://www.muta.org.uk/default.aspx
ASAO, Guidance on agricultural show management	http://www.asao.co.uk/
Electrical safety at places of entertainment	http://www.hse.gov.uk/pubns/gs50.htm
Civil Aviation Authority, Legislation relating to drones	CAA - Drones
Town / Parish Councils (where contact needs to be made out of courtesy)	
Blackshaw Parish Council	info@blackshaw.net
Erringden Parish Council	alan.stuttardepc@yahoo.co.uk
Hebden Royd Town Council	info@hebdenroyd.org.uk
Heptonstall Parish Council	heptonstallpc@aol.co.uk
Ripponden Parish Council	clerk@rippondenparishcouncil.gov.uk
Todmorden Town Council	clerk@todmordencouncil.org.uk
Wadsworth Parish Council	wparish@hotmail.com

While every effort has been made to ensure the accuracy of this document, if you do find any errors or broken links please make the Events and Film Office aware.

APPENDIX 2

List/Summary of Existing Premises Licences

Akroyd Park, Boothtown Road, Halifax - PL No VEPREM0777
Performances of Plays, Live Music, Recorded Music, Dance (displays), between 10.00 & 21.30

Bailiff Bridge Memorial Garden, Bradford Road, Brighouse - PL No VEPREM0797
Sale of Alcohol ON the premises only 12.00 – 20.00 and performances of Plays, Live Music, Recorded Music, Dance (displays, outdoors only), between 12.00 & 20.30

Bramsche Square Car Park, School Lane, Todmorden - PL No VEPREM0778
Sundays - Plays, Live Music, Recorded Music and Dance, between 10.00 & 18.00

Brighouse Town Centre (specific areas) - PL No VEPREM0915
Plays, Live Music, Recorded Music, Dance (indoors and outdoors), between 10.00 & 21.30.

Beech Recreation Ground, Recreation Road, Sowerby Bridge - PL No VEPREM0916
Performances of Plays, Live Music, Recorded Music, Dance (indoors and outdoors), between 10.00 & 21.30.

Calder Holmes Park, Hebden Bridge - PL No VEPREM0779
Performances of Plays, Live Music, Recorded Music (indoors and outdoors), Dance (outdoors), between 10.00 & 21.30

Carr Green Recreation Ground, Rastrick, Brighouse - PL No VEPREM0917
Performances of Plays, Live Music, Recorded Music, Dance (indoors and outdoors), between 10.00 & 21.30.

Centre Vale Park, Todmorden - PL No VEPREM0832
Performances of Plays, Live Music, Recorded Music, Dance (indoors & outdoors), the Sale of Alcohol for consumption ON the premises only, between 10.00 & 21.30

Crow Wood Park, Upper Bolton Brow, Sowerby Bridge - PL No VEPREM0780
Performances of Plays, Live Music, Recorded Music, Dance (displays), between 10.00 & 21.30

Halifax Town Centre

Hebden Bridge Marina, New Road, Hebden Bridge - PL No VEPREM0782
Performances of Plays, Live Music, Recorded Music (outdoors only), Dance (displays), between 10.00 & 21.30

Hebden Bridge Town Centre (St George Sq. Bridge Gate and St Pol Car Park) - PL No VEPREM0918
Performances of Plays, Live Music, Recorded Music, Dance (indoors and outdoors), between 10.00 & 21.30.

Holmes Park, Luddendenfoot - PL No VEPREM0833
Performances of Plays, Live Music, Recorded Music, Dance (indoors & outdoors), the Sale of Alcohol for consumption ON the premises only, between 10.00 & 21.30

Hullen Edge Recreation Ground/Park, Hullen Edge Road, Elland - PL No VEPRM0784
Possible performances of Plays, Live Music, Recorded Music, Dance (displays), between 10.00 & 21.30

Manor Heath Park, Skircoat Green Road, Halifax - PL No VPREM0785
Performances of Plays, Live Music, Recorded Music, Dance (displays), between 10.00 & 21.30

Midgley Recreation Ground - PL No VEPREM0834
Performances of Plays, Live Music, Recorded Music, Dance (indoors & outdoors), the Sale of Alcohol for consumption ON the premises only, between 10.00 & 21.30

Mill Fold Recreation Ground, Mill Fold Way, Ripponden - PL No VPREM0786
Performances of Plays, Live Music, Recorded Music, Dance (displays), between 10.00 & 21.30

New Road Memorial Garden, Hebden Bridge - PL No VPREM0783
Performances outdoors of Plays, Live Music, Recorded Music, Dance (displays), between 10.00 & 21.30

Norwood Green, adj Village Street, Norwood Green - PL No VEPREM0787
Performances of Plays, Live Music, Recorded Music, Dance (displays, outdoors), between 10.00 & 19.30

Ogden Water, Ogden Lane, Causeway Foot, Halifax - PL No VEPREM0788
Sale of Alcohol (ON premises only 18.00 – 21.00) and possible performances of Plays, Live Music, Recorded Music, Dance (displays), between 10.00 & 21.00

People's Park, Park Road, Halifax - PL No VEPREM0789
Plays, Live Music, Recorded Music, Dance (displays) between 10.00 & 20.30 and Provision of Facilities for Entertainment (bandstand) 10.00 – 20.30

Savile Park, Halifax - PL No VEPREM0790
Sale of Alcohol (Saturdays only 10.30 – 18.00) and performances of Plays, Live Music, Recorded Music, Dance (displays), Mon – Fri between 10.00 & 22.00, Sat & Sun between 10.00 & 21.30

Shibden Park, Godley Lane, Halifax - PL No VEPREM0792
Plays, Live Music, Recorded Music, Dance (displays), between 10.00 & 21.30

Shelf Hall Park, Halifax Road, Shelf - PL No VEPREM 0791
Sale of Alcohol (Saturday only, between 10.00 – 18.00) and Plays, Live Music, Recorded Music, Dance (displays outdoors only), between 10.00 & 21.30

Shroggs Park, Lee Mount Road, Halifax - PL No VEPREM0793
Performances of Plays, Live Music, Recorded Music, Dance (displays outdoors only), between 10.00 & 21.30

Square Park, Ripon Terrace, Boothtown, Halifax - PL No VEPREM
Performances of Plays, Live Music, Recorded Music, Dance (displays), between 10.00 & 18.00

Walsden Recreation Ground, Scott Street, Todmorden - PL No VEPREM0795
Performances of Plays, Live Music, Recorded Music, Dance (displays), between 10.00 & 21.30

Wellholme Park, Bradford Road, Brighouse - PL No VEPREM0796
Performances of Plays, Live Music, Recorded Music, Dance (displays), between 10.00 & 21.30