

Event Application Guide

Safe, Successful, Outdoor Events

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 and this guide contains important information and advice relating to that process and to the management of events.

Please ensure you are referring to the most up-to-date version of this document by checking the version date below with the version on the Visit Calderdale website, event hosting page: [Event Hosting](#)

Version 0.2 (October 25)

The logo for Calderdale Council, featuring the text "Calderdale Council" in a dark grey sans-serif font. Below the text is a stylized green wave graphic. The logo is positioned on a large, light purple, rounded rectangular background that has a subtle gradient and a slight shadow, giving it a 3D appearance. This background is part of a larger graphic design that includes three other similar but smaller rounded rectangles of the same color and style, arranged in a descending staircase pattern from the top right towards the bottom right of the page. Thin blue lines extend from the corners of these shapes across the page.

Calderdale
Council

Version control table

What is version control?

When drafting a new document e.g., an event management plan (or when updating an existing one), version control clearly identifies the development of the document. In this instance version control is being used to highlight changes of note made to this version of the event application guide (Version 0.1, **which supersedes earlier versions**).

Version Number	Purpose/Change	Author	Date
0.2	First Aid/Medical	Anneliese Gray	20/10/2025
0.2	Waste Management	Anneliese Gray	20/10/2025
0.2	Ban on single use plastics	Anneliese Gray	20/10/2025
0.2	Counter terrorism/security	Anneliese Gray	20/10/2025
0.2	Appendix 1	Anneliese Gray	20/10/2025

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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 from overseas.

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 or public adopted highway; it contains basic but important information, some of which cannot be found elsewhere; information which should be considered prior to submitting an event 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 or if use of a highway is involved, 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 decades of combined experience.

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

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Event permits

If you are planning 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

The 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 managing event applications.

Event organisers also have a duty of care under common law 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 the other permissions that may be required, please see the section on 'Other important things to consider'.

Applying for an event permit

A link to our 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!

Not really. However, the information requested on the 'form' is fundamental to the process, so that from the form it can be understood 'what' is being applied for, '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 risk assessment will need to be submitted for consideration as well as proof of insurance before a permit would be issued. These can be uploaded at the time the application is first submitted. Alternatively, applications can be reverted to draft so that these elements can be added.

As the scale, nature and/or the potential for disruption increases then this will need to be reflected in the supporting information and level of detail that need to be submitted e.g., 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 can be found on our Visit Calderdale website, event hosting page: [Event Hosting](#)

Where can I find help?

While 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 can be found in Appendix 1.

When should I submit my application?



The 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. **Please note however, that the work and the consultation that may be required before an application is submitted will vary as is dependent on the combination of the detail of what is being planned, how ambitious the plans are, the chosen location, and more.**

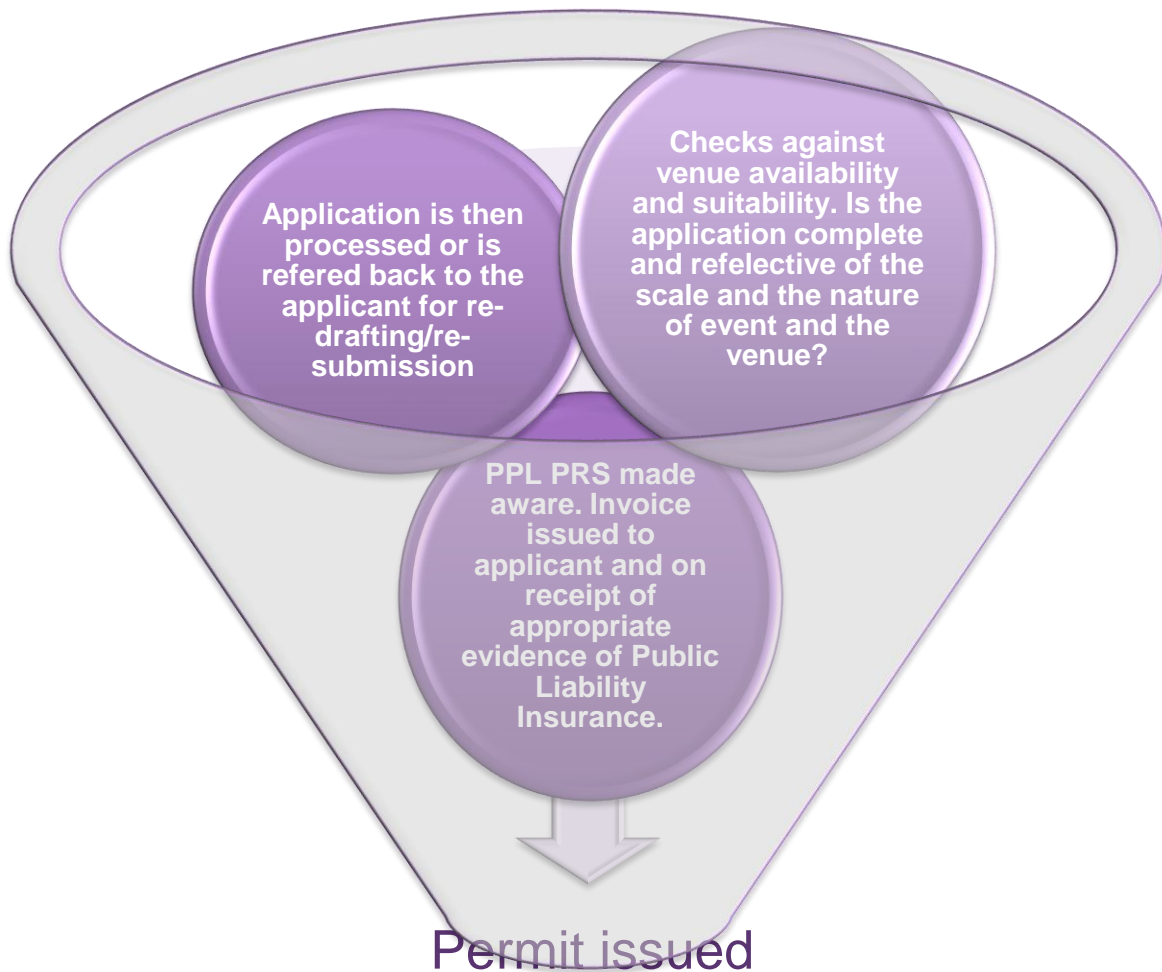
- **6 Week Notice Period - 'Smaller Events'** Events, on or off the highway, which can be considered as being of a less than complex nature and with audiences/attendees numbering under 500. **Submit your event application, and a risk assessment at least 6 weeks before the event date.**
- **12 Week Notice 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 an event/traffic management plan at least 12 weeks before the event date.**

N.B. In all cases evidence of public liability insurance, current at the time of the event, will need to be submitted before a permit would be issued.

Applications should be submitted in a timely fashion. Compressed timeframes limit the ability for applicants to be provided with appropriate advice/support and limit the time for the applicant to react before a permit could be issued.

What happens once an application has been submitted?

Following submission, event applications are processed by the Events and Film Office. For relatively small events taking place off the highway, but involving music, the basic process is as follows:



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 specific authorisation by an order made under appropriate legislation is likely to be required as well as the issuing of a permit. Use of highways is covered in more detail later in this document.

Risk assessment?

Irrespective of how small the event is, risk assessment is a key, simple, but structured way to consider what needs to be in place to minimise the chances of anybody getting hurt. Risk assessment is about sensible measures that are needed 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?

The reasons may include a combination of contractual and/or insurance requirements. The 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'. Risk assessments should demonstrate 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 venue, the proposed activities, attractions or situations, identifying the control measures that will be in place for those risks which present a significant risk. 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 aim to outline some hazards (areas of risk) and the control measures that should be expected to be in place.

To summarise the risk assessment process:

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. Insignificant risks can usually be ignored
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

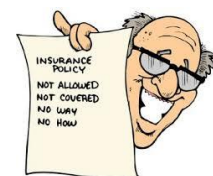
Risk assessment in practice

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 anyone who may be 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 of this guide.

Insurance requirements

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. Seek advice from a specialist insurer or broker.

Proof of Public Liability Insurance (PLI)

As a condition of application event organisers are required to have their own public liability insurance for a minimum level of indemnity of £5m (based on minimum industry standards). Evidence to be provided on request.

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 as a result of the event. Without this insurance event organisers could potentially be held personally responsible for a claim (compensation and legal fees).

Check the small 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. These exclusions routinely contain 'Bouncy Castles' (inflatables) and fairground rides. Where any 'dangerous' activities are not covered the event organiser must provide evidence on request of supplier and operator of the 'dangerous activity' own public liability insurance, along with 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 and keep a record of their public liability insurance.

Hirer's Liability Insurance

For events permitted by the Council public liability insurance may be available via the Council, to eligible organisers to cover you and your volunteers for one-off events held on premises 'hired' from the Council. Please note this insurance can only apply be applied to:

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

A charge would be made to cover costs in administering the policy. Confirmation of this insurance would be included within the email sent out 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 should consult your own insurer or insurance broker.

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 time, it 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 and security 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 of 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 the experience of the event organiser 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

	<p>boundaries and the sight lines for the audience to view any entertainment</p> <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • The type of activities will determine the risks involved, for instance, health & safety
Audience/participant profile	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Ground conditions • Access to and around the site may require careful planning to reduce the likelihood of overcrowding • Onsite traffic and pedestrian routes
Security	<ul style="list-style-type: none"> • This is something that 'Martyn's Law' will focus attention on. However, it is an existing risk that needs to be considered as part of the risk assessment process
Training	<ul style="list-style-type: none"> • In line with the above, as a minimum, all of those involved with delivering the event should be recorded as having undergone the Security (ACT) Awareness e-learning available via the ProtectUK website: https://www.protectuk.police.uk/catalogue

Review the available information and guidance

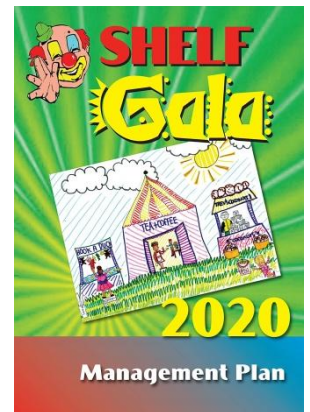
Plans for events should be based on up-to-date guidance, knowledge, circumstances, and arrangements at the time. It is therefore important to undertake a regular review (annually as a minimum) to consider any changes including relevant updated guidance and advice.

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 copy of the risk assessment may be all that is required. However, as the scale and complexity of an event increase the submission of an event management/event traffic management plan will be necessary.

Event Management Plans should bring together 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 who are 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
- Security
- Details of the event, including venue design, structures, 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



Key objectives:

- To ensure the safety and wellbeing of all of those at the event
- To minimise the impact of the event on the local NHS

Assessing the medical cover needed at an event

Every event is unique and medical presentations may be influenced by a range of factors:

- The nature of the event
- The numbers of people attending
- The history of the event
- The age profile
- The activities on site
- Environmental conditions

Some events are very small and may not need an on-site medical service, but there should always be provision to deal with minor injuries and a plan for what to do should anything more serious occur. This may be no more than an accessible first aid kit and someone who knows how to use its contents and how to get help when needed. Access to a cardiac defibrillator is always worth considering, especially at events attracting older people.

Guidance

The chapter on medical cover within the Purple Guide considers events in 5 Tiers.

Tier 1 events are the smallest and simplest events.

Indicators that an event is in tier 1 include:

- Fewer than 500 attendees
- No or minimal alcohol consumption
- No or minimal recreational drug use
- No activities which have a risk of injury
- Hospital referrals very unlikely
- Duration of a few hours or less

If any of these indicators do NOT apply, the event may need to be placed in a higher tier.

Cover level

Tier 1 events can often be safely covered without a healthcare professional or an ambulance in attendance. Although in some cases organisers might not need to provide a contracted resource, they should still consider:

- Provision of a suitable first aid kit and someone able to use it
- Location of nearest defibrillator and how to access it
- Ensuring that appropriate people know how to access emergency assistance

Tiers 2-5

Due to the level of detail and the various indicators given in the Purple Guide for Tiers 2-5 it isn't feasible to outline the information here, however, your medical/first aid provider should be familiar with the guide.

Where events fall within tiers 2-5 first aid cover must provide in accordance with the advice in the Purple Guide as a minimum. If organisers are unable to comply with these advised national standards, information must be provided outlining how you will provide the necessary safety for the public within the first aid/medical risk assessment for the event.

Where best practice and national guidance are not being followed it may be necessary to invite the event organiser to a meeting of the event Safety Advisory Group (eSAG) to discuss the medical/first aid provision with the emergency services.

Yorkshire Ambulance Service NHS Trust will still require as standard for Tier 2-5 the following information:

1. Name of medical provider
2. CQC registration number (if applicable)
3. Outline all medical resourcing for your event, including skill sets
4. Static location of medical resources

REMEMBER:

- **Organisers should provide a safe, effective, and resilient medical service which minimises the impact of the event on the local NHS**
- **Medical providers vary in capability and experience. Organisers should exercise due diligence in selecting one that is competent and reliable**

For further information please refer to the Purple Guide or contact the events and film office for the details.



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

You should provide a staffed 'Missing and Found Children Point' event and should 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?

- The 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 plans

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
- Hostile Vehicle Mitigation (HVM) locations
- 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.

Provision of food and drink

Food supplied, sold, or provided outside of the family / domestic setting is subject to EU & UK food law and must be safe to eat. This is regardless of whether the operation supplying or selling the food is doing so to make a profit. Food must not be 'injurious to health' or 'unfit for human consumption'.

Registration

EU regulations upheld by the UK Food Safety Act 1990 and the Food Safety and Hygiene (England) regulations 2013, requires the registration of those operations or activities where food is supplied. Operators giving away free or sold food and drink in any form of monetary or other return requires registration. In England, registration is with local authority environmental health departments.

'Five-point plan'

Where EU & UK Food Hygiene Law requires registration, in order to meet the minimum requirements, the event participant must have:

1. Staff/volunteers who are involved in preparing, cooking and serving food at the event who hold a basic food hygiene qualification.
2. A copy of the food safety management system (e.g., "Safer Food, Better Business").
3. A steady supply of hot water available for handwashing whilst food is being prepared, cooked, and served.
4. A way of checking and recording that hot and cold foods are stored, cooked and served at appropriate temperatures.
5. Identification of any allergens that are present in any ingredients/foods/drinks that are being provided, which must be on display or available to customers.

An Authorised Officer of the Council will require all of those attending an event that are providing food and/or drink to demonstrate compliance with food hygiene legislation and the allergen rules. Officers may attend the event at any reasonable time for the purpose of undertaking an inspection.

Organisers should only accommodate providers with a minimum Food Hygiene rating of 3.

Community and charity food provision

Advice and guidance on providing food at community and charity events including advice on registration, certificates and allergen information can be found here on the Food Standards Agency website <https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events>

Relevant paperwork should be submitted to the event organiser in advance of the event and be available upon request by an Environmental Health Officer, who may attend your event. If in doubt, contact the Councils Environmental Health department. See Appendix 1 for contact details.

UK Government legislation on single use plastics and polystyrene

With effect from 1st October 2023, the following single use plastic items are no longer permitted under new legislation (this includes any existing stock).

- Plates
- Trays
- Bowls
- Cutlery
- Balloon sticks

The ban includes all types of other single-use plastics, including those that are biodegradable, compostable, and recyclable.

There is an exception if either plates, trays, or bowls are used for packaging food. For example, if a salad is put in a plastic bowl and covered with clingfilm then sold in that format.

In addition, the ban also extends to polystyrene cups and food containers.

The legislation does not extend to any other forms of plastic packaging, including plastic water cups or lids to go onto coffee cups.

Alternatives to 'single use plastic' should be encouraged e.g., wooden cutlery (not bamboo), wooden drinks stirrers, heavier duty plastic carrying a deposit, paper/card food containers.

For more detailed information search <https://www.gov.uk/environment/waste-environment>

Gazebos, bouncy castles, marquees (temporary structures)

Temporary structures must be properly anchored.

'A foreseeable hazard' - the failure of any temporary structure, no matter how small the structure, can have devastating effects. In the wrong (even light) wind conditions, unanchored gazebos, without any



warning, have the potential 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 considered within the risk assessment, including 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) a minimum of 13kg (preferably 26kg) should be secured 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 have blown away. Simple precautions can help you avoid serious incidents, whether you are allowing an operator of one to attend your event or are hiring one and operating it yourselves.

Copies of the risk assessments, test certificates and insurance, specific to each device, must be submitted as requested to the Events and Film Office before the event. It must be evident within these risk assessments, that the HSE's advice has been considered:

[HSE - Bouncy castles and inflatables: Safety advice](#)

The Licensing Act 2003: Is the venue licenced for entertainment and/or the sale of alcohol?

Where events contain any 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 a Premises Licence or Temporary Event Notice is in place.

Existing premises licences

Appendix 2 outlines existing premises licences applicable to Council parks and open spaces . Where there isn't an existing premises licence or where an existing premises licence does not cover all of the planned licensable activities that will form part of the event, then advice should be sought without delay as it may be necessary for the event organiser to seek their own permission from the Councils **Licensing Section (a process entirely separate to the event application with its own strict timescales)**. Advice can be sought either from the Licensing Section on 01422 288001 email licensing@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.

The requirement for a Premises Licence or a Temporary Event Notice (TEN), should not be confused with requesting a permit from the landowner 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

'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 an event by the attendance of high-profile guests or performers can be significant and is easy to underestimate. This potential impact 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 (some suppliers offer online advice).



Avoid plumbing problems!

Blocked toilets are unheard of in the world of portable event toilets. Event organisers are strongly 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. Withstanding the above, 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 of the limitations of these alternatives may only be effective when hands are not visibly contaminated (for example, by mud). **In respect of some events, those involving farm animals, 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 vehicles.

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



Ground conditions and the weight bearing capacity of turf and its resistance to damage, dramatically reduce as the moisture content is increased either 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 enter a park 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 much if any experience driving off road. 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 or return early to do so 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 a bond is routinely taken against damage.
- Organisers should themselves consider taking a bond from those with the potential to cause damage
- 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 by the event organiser to stop or minimise damage are better than the cure. Alternatively, reinstatement can carry significant costs for which the event organiser is responsible.

Reinstatement work is also reliant on nature and repaired 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 leave the location in a similar condition to how 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 Parks & Streetscene; event organisers are themselves responsible for the generated waste and 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
- Food waste is contained (as a minimum bagged) and is removed from site within 24hrs
- 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

We encourage all event organisers to consider recycling and new guidance relating to food waste at events can be found via the link below

<https://www.gov.uk/guidance/simpler-recycling-workplace-recycling-in-england>

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, you are likely to 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 are advised to contact PPL PRS Ltd themselves and may be able to secure a reduced charge based on their status. See Appendix 1 for contact details.

Street Collections Permits

Street Collections Permits are 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 (buying/selling)

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?

The Markets Team 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 events taking place but must ensure that the Council's rights to operate markets are upheld and that all market type events are registered with the Council and regulated. CONTACT marketsd@calderdale.gov.uk

Drones

It is against the law to fly a drone or model aircraft without having the required IDs. Before allowing the use of a drone during their event organisers should ensure they understand what is required for a flight to be carried out legally so that they can ensure they have the correct assurances from the drone operator. The status of an operator's registration with the Civil Aviation Authority (CAA) along with other related information and guidance can be found here:

<https://www.caa.co.uk/drones/>

Existing concessions in parks and open spaces

Within some of Calderdale's parks and open spaces, concessions will have been granted for the operation of cafés, mobile refreshment, ice cream vendors and children's rides (details which change from time to time). As with other businesses that may be affected by organised events, while a concession may not have sole rights, you will need to liaise with the operators of these concessions, and access will need to be arranged to allow them to trade preferably from their normal position. For further information/contact details please see Appendix 1.

Holding events on the highway

The Council (as the 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 additional hazards that will need to be considered and addressed. This will add time to the process.

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 to 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 Transport's 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
- Temporary Traffic Management – Temporary physical measures adopted to restrict, direct, stop traffic
- Traffic - Users of the highway including pedestrians, ridden animals, vehicles, buses, and other conveyances, either singly or together
- Traffic Management Plan - 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.
- TTRO (Temporary Traffic Regulation Order) – A Legal Order made by the Council to authorise Temporary Traffic Management (authorises restriction of the right to pass)
- Un-adopted Road – Private roads not maintained by the Highway Authority.

Will the event comply with the Highway Code?

This is a fundamental question and in answering, organisers need to consider:

- The hazards involved in using the highway
- That Marshals/Stewards and other individuals do not have the authority to stop and direct (manage) traffic (includes pedestrians)

For example, a running race - a runbritain (UK Athletics) fact sheet correctly highlights *“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.
or
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 (including 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 limited to:

- Directing (managing) runners, warning them of approaching hazards (oncoming vehicles, pedestrians etc)
- Placing & maintaining road closure 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, warning them of approaching or oncoming vehicles or pedestrians, and instructing them to stop if necessary, to give way to vehicles or pedestrians”.

Road safety risk assessment

To undertake the process of road safety risk assessment, an appropriate level of understanding of road safety and the vulnerability of those participating in and attending the event will be essential.

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 vehicles to create a sterile area for the start of the race.

As a minimum the risk assessment for a road race should consider areas of risk i.e., strategic points, where this DfT approved sign, on the right, either with a yellow or white background, should 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 that will comply 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. However, to make sure you should still submit an event application so that the Events and Film Office is at least aware about the event and as this may flag up some areas of concern/questions, to prevent any delay, you should submit your risk assessment, and the route 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.

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 garment (the 1-3 classification relates to the road speed/the risk).



Events that may/will not comply with the Highway Code

Where compliance with the Highway Code isn't feasible then by default delivery of the event is likely to involve some form of traffic management. While earlier sections of this document relate to general event planning and management, the following sections concentrate on the management of traffic; where lawful authorisation to temporarily restrict other people's right to pass and re-pass on a highway (a TTRO) will need to be applied for and be supported by associated detail and information, supplied as part of the application.

Implementation of a TTRO is likely to involve temporary traffic management to one degree or another.

The key considerations (questions) relating to the management of traffic, which need to be considered and addressed by the event organiser, 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?*
- *Has the traffic management plan been coordinated with the management plan for the rest of the event?*

Temporary traffic regulation orders (TTRO's)

Temporary traffic regulation orders (TTRO's) relate to temporary restrictions such as a road closures, suspension of a one-way street or parking.

TTRO's sum up the details of the restrictions that will be in place, the date(s), times, location (road name(s)), type of restriction, who the restriction applies to and any exceptions, for example managed access to premises. **Failure to observe restrictions that are supported by a TTRO may give rise to a moving traffic offence, enforceable by the police.**

Temporary traffic Management

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 routes and costs. In this section we explain different types of traffic management which may, singularly or in combination which may be part and parcel of the temporary traffic management measures required to facilitate an event.

Engaging a traffic management company

There are limitations 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.

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. At the outset, when selecting a traffic management company, 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, traffic management plans and the other plans for the event need to work together.

Consider the impact on the wider network

Calderdale's highway network is unique, and 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, individual 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 the traffic management is likely to cause. 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)

When considering the nature of the traffic management requirements, 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:

Where required 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.

As a minimum these can be simple notices, printed landscape on A2 Correx type board.



Regarding the position of advanced warnings:

- 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 and a record made so that they can all be removed promptly following the event

Where Council staff are required to act due to the above points not being followed e.g. removing wrongly positioned signs/notices, the event organiser may be recharged for this work.

Marshalling

It is important to re-stress that Marshals have no authority to stop and direct (manage) normal highway users, 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 '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 road closure is a movable, short-term roadblock. Rolling roadblocks, as they're also known, are often used with moving events such as cycle races, parades and so on. They are less disruptive than static road closures, only blocking traffic (for example) to enable a procession to pass. Still, to ensure this type of traffic management does not give rise to an un-lawful obstruction a Temporary Traffic Regulation Order (TTRO) would routinely need to be applied for.

The 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.



The 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.

Road closure:

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.



Unless a request has been included to change other vehicle restrictions within the area of the closure, these must still be observed.

The 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 · managing exceptions such as access for residents

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.

Consideration should be given to HVM

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.**

Hostile vehicle mitigation (HVM)

Hostile vehicle mitigation is an area of security that has grown in recent years in the wake of an increase in cars, vans and lorries being used as a weapon to attack innocent people. The most alarming aspect of the use of a Vehicle As a Weapon (VAW) is how easy it is to carry out these attacks, simply by buying, borrowing or

stealing a vehicle. When considering the security of an event VAW and the measures that may be needed to mitigate against hostile vehicles is something that needs to be considered and is something that will likely form part of Martyn's Law (Protect Duty) <https://www.protectuk.police.uk/>

Diversions/alternative routes: When a main road is closed a diversion route will likely need to be planned 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 adjoining roads

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 the traffic management for 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.

Applications for an event on or affecting the highway

To facilitate 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) the Temporary Traffic Regulation Order (TTRO) and accompanying Notice will be drafted by the Events and Film Office. These are then 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, highlights any discrepancies, and can 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) themselves.

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 the consultation with Parking Services, organisers should seek to reach agreement on any associated costs. **Important 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

Parking issues

Event organisers are advised to include a statement within any publicity material they produce directed at those taking part in and attending the event such as **'If you are visiting by car and need to park on a road, please observe any parking restrictions and give due care and consideration to how and where you park, ensuring that that your vehicle does not cause an obstruction, or affects the free flow of traffic. Please do not park on pavements as this can cause an**

obstruction to pedestrians and wheelchair users, forcing them to use the road to pass', 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

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

Traffic management plans

The traffic management plans required for an event are more detailed than 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 or rationale. 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 · planned road works (see <https://one.network/>)

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 you will need to develop a traffic management plan which amounts to more than a plan 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 some time ago now National Policing Guidance directed the police to their core responsibilities. 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 via their representative on 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

With the exception of events which are of a national significance, for example Remembrance Day, police officers, now very rarely undertake traffic management for planned events.

Police (attendance at events)

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

Demonstrations/protests – 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.

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/event security

To quote The Purple Guide "Terrorism is not new to the United Kingdom (UK). Terrorists have targeted events for many years. On occasion they have been successful, killing and injuring many in the name of their cause".

As part of the Government's response to the Manchester Arena Inquiry, legislation is being considered to improve the safety and security of public venues. It is to be known as Martyn's Law after one of the victims in the Manchester arena attack.

At the time of writing the legislation, the details, and the associated guidance are yet to be published. Once introduced it will make it a legal duty for those responsible for qualifying public premises or qualifying events, to consider the threat from terrorism and implement appropriate and proportionate mitigation measures.

Irrespective of whether or not Martyn's Law formally applies to a specific venue or event it is important that we all ACT (Action Counters Terrorism). Protect UK's award-winning ACT Awareness e-learning course is a good starting place for anyone to learn the importance of counter terrorism and should be an essential piece of training for anyone involved in delivering an event.

[Martyn's Law overview and what you need to know | ProtectUK](#)

Pending the publication of guidance specific to Martyn's Law, the Purple (Events) Guide, the chapter on Counter Terrorism (supported by the National Counter Terrorism Security office), includes some useful guidance about where readers can get assistance and what steps organisers can take to make their event safer for all and a less attractive target.

The Purple Guide identifies some key points:

- Make sure that threats, including terrorism, form part of the event *security risk assessment
- Understanding the threat facing the event is key to ensuring that protective measures and mitigations are proportionate, effective and responsive
- It is essential that event organisers fully check the operational competence of those advising them on counter terrorism

*It must be recognised and understood that assessing general risk is different to assessing security risk. It is essential that the person carrying out this task is competent.

It is advise that as minimum organisers ensure that everyone involved in managing/delivering the event, have all undertaken the online ACT Awareness e-learning offered by Protect UK. Training that should referenced within the risk assessment/event management plan for the event, under the heading of 'Security'.

Protect UK link: <https://www.protectuk.police.uk/catalogue>

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)

The event Safety Advisory Group is chaired by the Council's (Acting) Senior Events and Filming Officer. Fostering cooperation and coordination between all relevant people, the eSAG 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 significance, occurring on Calderdale Council land or highway or those significantly impacting on the latter. Where given adequate opportunity events can be considered pre application, following submission, and or post event (where anything of significance has occurred). The group may 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.

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.

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.

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

Sources of Information and Useful Contacts Appendix 1
 List of Existing Premises Licenses Appendix 2

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
- Apply for and Events Permit
- Terms and Conditions
- Privacy Notice
- Risk Assessment Template

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 393212		
Calderdale's event Safety Advisory Group (eSAG): Points of Contact		
Events on Calderdale Council managed land including parks, streets, roads, car parks, etc.	(Acting Chair) Senior Events and Film Officer David Brownridge Events and Film Officer eventsandfilm@calderdale.gov.uk	Tel: 01422 393212
West Yorkshire Police 1st Point of contact regarding Events	Force Planning Unit Force Planner, Stephanie Matthews & Victoria Darnbrook Stephanie.Matthews@westyorkshire.police.uk victoria.darnbrook@westyorkshire.police.uk xa.fpu@westyorkshire.pnn.police.uk	
Yorkshire Ambulance Service	EPDR Manager Chris Fothergill yas.knowledgemanagementteam@nhs.net	Tel: 01924 584337
West Yorkshire Fire & Rescue Service	Station Commander Dan Howorth daniel.howorth@westyorksfire.gov.uk	
West Yorkshire Combined Authority (Public Transport)	Highway Liaison Neil Waterworth Neil.Waterworth@westyorks-ca.gov.uk	Tel: 01132 481874
Useful Contacts within Calderdale Council		
Events on Calderdale Council managed land including parks, streets, roads, car parks, etc.	David Brownridge Events and Film 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 temporary markets (where applicable)	Markets Team marketsd@calderdale.gov.uk	
Applications for street collections, lotteries, hypnotism, TEN's, street trading (where applicable)	https://www.calderdale.gov.uk/v2/businesses/licences/licensing/licensing-enquiries	
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 Contact Us Visit Calderdale	
Catering and/or ride concessions in Parks, Calderdale Council	Safer, Cleaner, Greener	Tel: 01422 284428
Animal Welfare	Animal Welfare Officer Kieron Woodington kieron.woodington@calderdale.gov.uk	
Useful Contacts outside the Council		
Fairgrounds/Rides	The Showman's Guild of Great Britain Secretary	Tel: 01132 853341

Traffic Management Companies	
Streetwise Traffic Management	Tel: 01924 444824
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 (£20 annual subscription applies). Alternatively make an appointment to view at the Events & Film Office
Martyn's Law (Protect Duty)	Download the new Martyn's Law Myth Buster ProtectUK
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/inflatable.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	Street parties Visit Calderdale
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/g50.htm
Civil Aviation Authority, Legislation relating to drones	https://www.caa.co.uk/drones/
Town / Parish Councils (where contact needs to be made out of courtesy)	
Blackshaw Parish Council	info@blackshaw.net
Erringden Parish Council	info@hebdenroyd.org.uk
Hebden Royd Town Council	info@hebdenroyd.org.uk
Heptonstall Parish Council	clerk@heptonstallpc.co.uk
Ripponden Parish Council	clerk@rippondenparishcouncil.gov.uk
Todmorden Town Council	clerk@todmordencouncil.org.uk
Wadsworth Parish Council	info@wadsworthparishcouncil.gov.uk

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 – PL No VEPREM1320

Performance of plays, Live Music, Recorded Music, exhibition of a film, performance of dance between 09:00 & 22:00

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 VEPREM0794

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