

## **Organising an event on the Highway**

### **Guidance Notes**

**Please note we need to receive your application form at least 8 weeks before your event date.**

Please read this leaflet before filling in the form as it will help you to provide us with the information we need, and tells you about our role and the points you should be thinking about when planning an event.

Give as much detail on the form as possible as this will help the Highway Authority and Greater Manchester Police Safety Advisory Group to assess the application, give approval for the event, and ensure that we can respond appropriately should an incident arise.

Approval **will not** be granted without the support of the Safety Advisory Group.

It is important that you liaise closely with us so that:

- public order is maintained;
- organisers and participants stay within the law;
- there is minimum inconvenience to residents, traffic and those not involved in the event.
- That the event does not conflict with the collection of household waste.
- take an active role in preparing a traffic management plan

### **Organiser's responsibility**

To carry out an event which obstructs the Highway you are required to inform the local authority about the event you are organising. You should also:

- carry out a risk assessment;
- ensure the safety of those involved in the event and of anyone who maybe affected by it;
- inform the fire and ambulance services, public transport providers and any other organisation which may need to know about the event;
- consider any threat to public order or the possibility of conflict with other groups who may not share your aims;
- provide a sufficient number of stewards who are well briefed and capable of performing their role;
- obtain public liability insurance/complete all required application forms and comply with all conditions;
- obtain any other necessary licences

### **Stewards**

The importance of effective stewarding cannot be overemphasised. Remember that stewards are there to help supervise the event, not to take part in it.

Stewards should:

- be easily identifiable, such as by wearing a brightly coloured bib clearly labelled 'steward'; this is especially important if stewards are to be deployed on the public highway;
- have an agreed means of communication with the organisers;
- ensure both their own safety and the safety of those taking part in the event;
- ensure that participants in a procession or other mobile event follow instructions and keep to the agreed route;
- follow instructions given in the traffic management plan.

### **Risk Assessment**

The aim is to ensure that your event goes according to plan without any incidents. You can never guarantee that an incident will not happen but careful planning can reduce the likelihood of it happening and help you deal with it if it does occur.

- Identify all the hazards that may be part of your event and decide how much risk they are individually or if they combine;
- You must either remove the hazard completely or if this is not possible, reduce the risk of this hazard to an acceptable level;
- 'Hazards' are things with the potential to cause harm and 'Risk' is how likely it is for something to happen because a hazard is present;
- there is no set way of writing a risk assessment, all situations are different. However it is good practice to clearly document what the hazards and risks are, how serious they maybe and what you intend to do about reducing or eliminating them. You must do all this in writing and keep a copy safe just in case something does go wrong;
- Please remember it is your responsibility to do the risk assessment. It is your event and you should be more familiar with it than anyone else;
- On the day of the event, check the whole venue to make sure that all the risks are controlled properly as you said in your risk assessment. If you find any more, put them right too before the event starts and make a note of what you have done;
- Your risk assessment should be dated and signed by the person who has done it;
- Before your event is approved, we may want to come and visit the venue with you to discuss practical issues and possibly comment on your risk assessment. We will not do the risk assessment for you, but we may spot something that is wrong or missing. This does not mean we accept responsibility for your risk assessment. We may be able to make suggestions to help you improve things.
- More information about risk assessments can be obtained from the Health & Safety Executive.

### **Public Liability Insurance**

The Council does not accept liability for any loss or damage caused to persons or property caused as a result of approving your event or public gathering. The event organiser(s) shall, at their own cost, obtain public liability insurance in the sum of £5 million, which shall indemnify the Council against any and all claims, demands and proceedings arising out of your event or public gathering.

Having a written risk assessment will assist you in obtaining public liability insurance.

### **Public entertainment licence**

A public entertainment licence is necessary where any premises are kept or used for public music, singing or dancing including karaoke, or any similar public entertainment.

For further information please telephone 0161 474 3261

### **Noise nuisance**

Statutory nuisance, due to excessive noise, should be avoided by applicants and those attending any event.

For further information please telephone 0161 474 4284

### **Fire safety**

Free safety advice may be obtained from the fire service