

City of York
Event Safety Advisory Group

Events on the Highway

**A Brief
Safety Guide**



Introduction

The City of York Event Safety Advisory Group has been set up to help ensure the safety of all events held in the city - however large or small. This includes events held on the public highway.

Few roads are suitable for events. If you are in any doubt about the safety of your event - do not hold it!

As well as the possible danger to people taking part and other road users, you also need to think about the inconvenience you may cause for pedestrians and traffic.

If organisers are unsure as to whether the area they are considering holding an event on is public highway, they should contact the council's Network Management Section

What does the event safety advisory group do?

We provide safety advice to individuals and organisations who are planning a public event on the highway. Our advice is in addition to any legal requirements and government guidance.

We cannot stop you holding an event on the highway (as long as you don't break any laws). However, we can take action on the day of your event to ensure safety, or prevent obstructions and other public inconvenience.

Officers from the council's Network Management team will advise upon and authorise any necessary traffic management, which may include Road Closures, No Waiting cones, or Traffic Orders. A tariff of associated charges is available, and organisers will be required to fund these temporary measures in full.

If there is an accident, we will tell the authorities who investigate what safety advice we gave you about your event.

- Remember - children tire easily and may become a danger to themselves and others.
- If you take animals, keep them under control.
- Comply with traffic regulations and the advice given in the Highway Code.

Sports events

For sports events, we strongly recommend you follow the advice given by UK Athletics (see helpful publications at the end of this leaflet), as well as the Highway Code.

Emergency services

Please note - apart from emergencies, the emergency services may charge if you ask them to be at your event.

Remember

Careful planning and organisation will help ensure your event is successful - and above all, safe.

For more information

For more information, or to tell us about the event you are planning, please contact:

The Events Officer

The Police

Divisional Headquarters

Fulford Road

York

YO10 4BY.

Telephone 0845 6060247

Please give details of your event to the Events Office, York Police Station, whose contact details are on the back of this leaflet.

Please note - if you want to close a road, for example, for a street party, you need to apply well in advance to Network Management at City of York Council who can be contacted on (01904) 551450.

Avoid stunts such as bed and pram pushes as these can be highly dangerous.

Risk Assessment

As the organiser, you will also have to have a safety policy and to carry out a 'risk assessment' for your event. This is to make sure that you have all the necessary health and safety measures in place.

For example, you would need to know:

- Do you have enough adequately trained marshals for your event?
- Do they have the correct equipment to do their job?
- Are they wearing high visibility clothing?

You will also need to take out insurance to cover your event.

What happens next?

In some cases, we will ask you to change some of your arrangements to help improve safety at your event.

For larger and more complex events, we may take a more active role. For example, we may want to meet with you to discuss your plans and arrangements in more detail.



Picture courtesy of Evening Press, York

Safety checklist

● **Timing**

Don't hold your event in the dark - bad visibility and tiredness make accidents more likely.

● **Planning your route**

Whenever possible, your event should be held in a park, sports ground, or on country footpaths away from the road. Remember that country walks need careful planning.

- Plan the route away from roads wherever possible.
- Don't use roads without proper footpaths or verges.
- Don't use roads where there are roadworks as these can be dangerous. For information about planned roadworks, contact the Streetworks Co-ordinator on (01904) 551361.

● **Signposting your route**

The police cannot provide signs for your event. If you want to put up signs, you must discuss this with Network Management at City of York Council, who can be contacted on (01904) 551450. This is to ensure your signs are safe and follow regulations.

● **Organisation on the day**

- Try to start and finish your event off the road.
- Mass starts are dangerous - avoid them.
- Enter and leave the highway without causing inconvenience to other road users.
- Don't obstruct the highway.

- Never allow cars to follow closely behind groups of participants.
- Support vehicles should not travel slowly, causing obstruction or inconvenience to other traffic.
- Ensure you have enough marshals to supervise the whole route.
- Make sure the marshals are properly briefed and clearly identified.
- Make proper arrangements to look after people who drop out.
- Marshals/organisers have no authority to stop or control traffic.

● **Using crossing places on the route**

Remember - only police officers have the power to stop traffic. Your marshals must not do this - they can only advise people when it is safe to cross. Crossings should be at places where there is good visibility.

● **Changes to the route**

Make sure the police and Highway Authority are happy with any changes you want to make to your route. Make sure everyone taking part knows about the changes through the marshals or signs.

● **Advice for those taking part**

You should pass on the following advice to everyone taking part in your event:

- If any part of the event takes place in the dark, everyone should wear reflective or white clothing. Remember that fluorescent clothing helps people to be seen during the day, but is of little use at night.
- If on foot, stay in small groups, using footpaths and verges. If there are no footpaths, face oncoming traffic, no more than two abreast.
- Use the proper crossing places and always cross in a group - be extremely careful on busy roads.

Who is on the group?

The group is made up of representatives from:

- City of York Council;
- Highway Authority;
- The Police;
- The Tees, East and North Yorkshire Ambulance Service;
- and
- North Yorkshire Fire and Rescue.

We will also call on other specialist advice when we need to.

What do I need to do?

If you are planning an event on the highway, provide the following information at least three months in advance for small - medium events, and longer (six months minimum) for larger scale events. This is to ensure that we can organise any necessary legal procedures and arrange for the physical measures to be in place in time:

- the time and date of the event;
- the type of event you are planning;
- the route you want to use, including start and finish points;
- how many people and vehicles you are expecting to take part;
- where your checkpoints will be;
- how many marshals you will have.



Useful Publications

A number of publications give excellent advice about safety at events held on the highway. We strongly recommend you follow it. These publications are listed below:

Safety and Sponsored Walks

Safety leaflet produced by the Department for Transport (T/INF261)

UK Athletics - Rules for Competition

ISBN: 0 851341 519 Produced by UK Athletics. Available from:

UK Athletics Book Centre,
5 Church Road,
Bookham,
Surrey KT23 3PN
www.ukathleticsbookcentre.co.uk

Athletics - Keep it Safe

Produced by the Amateur Athletic Association, Edgbaston House, 3 Duchess Place, Hagley Road, Edgbaston, Birmingham B16 8NM

The Highway Code

From most good book shops



Prepared by:

The City of York Event Safety Advisory Group made up of:

City of York Council

Highway Authority

North Yorkshire Police

The Tees, East and North Yorkshire Ambulance Service

North Yorkshire Fire and Rescue Service