
HEALTH AND SAFETY CONSIDERATIONS REGARDING PROPOSED TEMPORARY ROAD CLOSURES FOR MOVING PROCESSIONS AND STREET CLOSURES ISSUED BY THE DISTRICT COUNCIL UNDER SECTION 21 OF THE TOWN POLICE CLAUSES ACT 1847

This is not an exhaustive list but a suggestion of some issues that must be suitably risk assessed and addressed accordingly to the satisfaction of the Local Authority and emergency services: -

General

1. Has there been consultation with all interested parties/agencies including Wealden District Council, Police, East Sussex Fire & Rescue, County Council Highways etc.? A minimum period of 8 weeks notice is required.
2. Has a competent person been appointed as the event "Safety Officer"? This is a vitally important role. This person must liaise closely with enforcing authorities and emergency services, oversee and facilitate activities to ensure that the Event Management Plan is adhered to and also to resolve/coordinate a response to any problems that arise during the event. He/she should NOT be assigned a specific "static" role.
3. Has a definitive date been set?
4. Are any Permits, Licences etc. required?
5. How is the event being promoted?
6. Has an Event Management Plan been prepared, agreed and made available to all interested parties?
7. Do the organisers have adequate Public Liability Insurance?
8. Have time lines been established – what is the contingency for time slippage etc.?
9. Will there be suitable and robust lines of communication with event organisers, staff and interested agencies etc.? It is strongly recommended that event staff communicate via UHF/VHF radios. Users of such radios should receive training in correct radio procedure. It is not recommended that general communications are made using mobile telephones.

Moving Processions

1. What are the expected numbers in the procession?
2. Are there sufficient numbers of event staff and marshals who have been fully briefed? Processions must be manned and 'policed' by suitably trained and equipped marshals and not the local Police Service.
3. Where is the procession expected to form up (consider obstruction, safety issues etc.)?

4. Are naked flame torches being carried (for example firework displays)?
 - Where will they be stored prior to the event
 - How will they be lit
 - How will they be collected/disposed of during the procession etc?
5. Has the route been assessed for safety and residents/proprietors been notified in sufficient time? Consider:-
 - Parked cars/skips
 - Maintenance of emergency vehicular access and pedestrian access to properties at all times
 - Potential 'pinch-points'
6. Is there a diversion route for traffic agreed with the Police and the Highway Authority?
7. Are sufficient traffic signs available to signpost the diversion route in accordance with the Highway Authority and Police requirements?
8. Has provision been made for the clearing of debris/litter etc. from the site after the event?

Street Closures

1. What are the expected numbers attending the event ?
2. Are there sufficient numbers of event staff and marshals who have been fully briefed? Events must be manned and 'policed' by suitably trained and equipped marshals and not the local Police Service.
3. Has the area been assessed for safety and residents/proprietors been notified in sufficient time? Consider:-
 - Parked cars/skips
 - Maintenance of emergency vehicular access and pedestrian access to properties at all times
 - Potential 'pinch-points'
4. Is there a diversion route for traffic agreed with the Police and the Highway Authority?
5. Are sufficient traffic signs available to signpost the diversion route in accordance with the Highway Authority and Police requirements?
6. Will there be suitable and sufficient provision for fencing/barriers etc. to 'control' spectators?
7. Are the points of egress clearly marked and visible in the event of an emergency?
8. Has provision been made for the clearing of debris/litter etc. from the site after the event?