

Remembrance and Commemoration Events in Cheshire West.

Guidance 2020

Cheshire West and Chester Council

Including Covid requirements

Remembrance Occasions

At a time when we remember the fallen in past conflicts and for other significant local occasions, it is recognised that on occasions these events can attract significant audiences to pay their respects.

In most cases these will be pre planned and outdoor gatherings which could take place round a cenotaph or other local monument.

While historically these may have always happened, these events need to be coordinated to ensure the safety of the people attending.

Following the police review in 2019, the position moving forward is that remembrance activities would be delivered using traffic management rather than police. While there was a mix of police and traffic management in 2019 this was a temporary solution due to the late announcement.

Following the review in 2019, Cheshire Police have informed they wish these events to follow a standard event application process as a pre-planned event and withdrawing police officers from a traffic function at these events. This would be consistent with other pre planned events and would pass the responsibility to manage these occasions back to local organisers.

As in 2019, Cheshire West and Chester Council will support communities by producing the legal road closure order to allow traffic management to close roads on the grounds of safety. This needs to be applied for to Cheshire West and Chester Council in order for approval to close the road to be granted. This then allows a legal order to be made, preventing vehicles from entering a road where the event is to take place.

This guide aims to outline the responsibilities of event organisers and details the process which would need to be followed for Remembrance Sunday and similar occasions.

Organisation.

What needs to happen? If there is an existing organiser of an event, they need to have sight of this document. If there is no current organiser, then communities will need to identify an individual or group of people who are able to coordinate the event. It is this organiser who would be the point of contact with the Council to have the event approved.

Type of event

There are 4 types of events which this document will consider. **Please note any remembrance activities where there are more than 6* people attending will need to make an application in 2020 including a covid risk assessment. (* update from change in guidance from 14 September)**

1. A private site which has no impact on the highway and the spectators would not stand on the highway. *No application required*
2. An event on Cheshire West and Chester Council land which may include the footway but the scale of the event has no impact on the highway and the spectators would not stand on the highway. *Will need an application but unlikely to require a road closure. The event does need to be agreed by the Council.*
3. An event where due to the scale, the spectators would need to stand on the highway as part of the act of remembrance. Will require an event application and a legal road closure order.
4. An event where a parade takes place on the highway between 2 locations and then may have a gathering on the highway as part of the act of remembrance. Will require an event application and a legal road closure order.

What will events need to do?

The Council has agreed to support communities to ensure, that where the appropriate traffic management is in place, the Council will produce the legal road closure and waive the fee.

Event organisers will be required to fund and contract the traffic management company, which includes any road closure signs, cones and in some situations diversion signs. A traffic management company will confirm how the roads are to be managed and the signage to be used.

The event should have a risk assessment looking at the site and the activities they would like to deliver which would be a gathering round a memorial and in some cases a parade route.

For 2020 a covid social distancing risk assessment will be required. Please see document for Covid Risk Assessment considerations v3

While in the past there may not have been appointed organisers for the event, the Council will now need an identified person to plan the event and it is this person the Council will discuss the arrangements with. Without an identified person as the event organiser, an event could not take place on the highway or cause an obstruction of the highway.

As an organised event, there will be a need for the organising group to hold public liability insurance. This protects the event and the Council from any claims in the event of an accident and helps insure an organiser or organising group from being personally liable. The expectation is that an event would need to hold £1m of public liability insurance. A copy of this would need to be provided as part of the road closure process. Note, depending on the arrangements for the event this could be an existing policy from a parish council, church or community group if they are planning the event. Events should also consider first aid or medical arrangements at the event. This will depend on the scale of the attendance and the organiser would need to state how they would address any medical issue.

Local Review

The Council recognises that this change of position will have an impact on communities, but the Council wants to assist communities so they can deliver their event in a safe and appropriate manner. It is possible that while events have remained unchanged for many years, that moving forward events may need to modify, to allow them to continue.

While traffic management companies can deliver a similar type of role to the police, they also will face pressures on staff available to close the road, as these companies operate on a regional or even national basis.

If events are unable to secure a traffic management company that can provide sufficient traffic management staff to close the roads, the road closure would not be granted on the grounds of safety.

Where some communities hold parades, the recommendation is that communities consider these with a view to changing parade routes or not holding a parade, as parade routes do require significant staff and could prevent the road closure being granted

Time Line for requesting the event.

With the changes to the confirmation process, more time will need to be given to planning and communication. We have set out a time line for local events to work to, so that events can be planned.

25 September - an event application is made to Cheshire West and Chester Council including the name of the appointed organiser. To improve communication we would seek that the organiser has an email contact address. **This application must include the covid risk assessment in a separate document.**

Please send the application to artswest@cheshirewestandchester.gov.uk

9th October - Organiser will be informed if the event could proceed based on the proposal and the covid risk assessment.

16 October – the event would need to confirm which traffic management company have agreed to close the road. The Council will need the contact details of the company. Once confirmed the road closure will be produced for the agreed events. In addition the Council will need to have a copy of the traffic management plan and the roads to be closed. At this point a copy of the public liability insurance certificate would need to be provided. This is a key date which if not met would result in no road closure being granted for the activity on the highway.

23 October – the council will confirm if the road is to receive a legal road closure and will provide the associated closure notice. Note without a legal road closure any obstruction of the highway could present significant risks to the public and the event would be acting unlawfully **and may also be a breach of covid law.**

While the Council appreciates this is a significant change to past events, the Council has a duty of care under land owner liabilities to maintain the safety of the public and ensure that events take place on the road within the limits of the Road Traffic Regulation Act.

Next Steps

- Hold a meeting with interested parties in your community to discuss the issues and make a plan.
- Identify a person who will head up the event.
- Identify a budget for the event to cover the cost of traffic management and insurance. At the lower end this would be approximately £300. For a complex parade event this could be closer to £3000. If at this stage insurance can be identified with an existing organisation, get this agreed. If not, start to look at a one day insurance policy at £1m Public Liability.
- Make the application to hold the event and start to contact a traffic management company. The application form below will identify the key information.

Application

You will be asked to provide some personal information (such as name, address) in order to fulfil your request.

The information you provide will be held securely in accordance with the [General Data Protection Regulation](#).

The data we are collecting is necessary to provide this service.

Further information can be found in our [Privacy notice](#).

- I have read and understood and council's privacy policy
- PLEASE NOTE: This form and your details and any other details within event documents will be circulated among the Safety Advisory Group and its partners.

1. Community name or village.

2. Name of organiser

3. Email of organiser

4. Telephone number of organiser

5. Address of organiser

6. Date of event

7. Time of event

8. Location of a memorial if on the highway, name of road.

9. Is the scale of the event likely to impact the road with spectators. **How many people are expected?**

10. Is there a parade planned

11. What is the route? Include all road names.

12. What is the timings of the parade, start and finish

13. Has a traffic management company been identified?

14. Contact details of traffic management company.

15. Does the event have an agreed insurance policy and what is the PLI value? What is the expiry date of the policy?

16. What provision is in place to manage any medical issues?

17. Any other details?

Please write an additional covid risk assessment to show how social distancing is to be managed.

Please email your form to:

artswest@cheshirewestandchester.gov.uk by 25 September 2020