

MINUTES OF THE RV SAFETY ADVISORY GROUP WEDNESDAY, 20 FEBRUARY 2013 @ 10.30AM

PRESENT:	Terry Longden (Chair)	RVBC
	James Russell	RVBC
	Diane Rice	RVBC
	Chris Shuttleworth	RVBC
	Julie Whitwell	RVBC
	Catherine Moore	RVBC
	Phil Dodd	RVBC
	Dave Mangan	Police
	Graham Lister	Police
	Gary Makin	Police
	Peter Frazer	Fire & Rescue
	Steve Taylor	Ambulance
	Ian Brown	Councillor
	Mary Robinson	Councillor
	Joyce Holgate	Councillor

	ACTION
<p>APOLOGIES</p> <p>There were no apologies for absence.</p> <p>INTRODUCTIONS</p> <p>Terry welcomed everyone to the 'new' Safety Advisory Group and gave specific thanks to Chris Shuttleworth for all the work he had put into establishing the former group and in enabling organisers to make their events successful. Each person introduced themselves to the rest of the group.</p> <p>Terry reminded the group that the Core Members present each had individual roles to play on behalf of their organisations. We would not be actively looking for events but would be inviting people to let us know about them so that Core Members could get involved if they felt the need, as defined by their roles.</p> <p>THE PROTOCOL</p> <p>Terry briefly took the group through the following headings contained in the updated Protocol:</p> <ul style="list-style-type: none"> • General Statement of Event Safety. • The frequency of meetings/sub-groups – full meetings of the group would be held quarterly with meetings of sub-groups being held in between for specific events that required particular input from the group. • Policy for the Safety Advisory Group. • Terms of Reference/Procedures for Dealing with Events – some of these points need checking for accuracy (4.10, 8.1). • Roles and Responsibilities – James requested that 6.4a be moved under 6.5. <p>DM suggested that reference should be made to the necessity for the Police to charge for their manpower provision in some circumstances for the Police to as well as there being a charge from LCC for road closure orders. Also included should be a paragraph that helps event organisers recognise their</p>	<p>TL</p> <p>TL/OH</p> <p>DM/TL</p>

<p>responsibilities legally in organising an event.</p> <p>TL commented that the arrangements currently being developed in the east of the County to facilitate the Britannia Coco-Nutters event in Bacup make interesting reading. The withdrawal of the Police in supporting events without formal traffic management arrangements will cause some difficulties that need addressing. This to be a matter for joint discussion with LCC.</p> <p>Because of changed guidelines and reorganisations within the Emergency Services organisers can no longer expect Police and Fire personnel to automatically be present at events. It will be a case of self-compliance and enforcement – however the services are willing to work with organisers and provide Memos of Understanding.</p> <p>This also applied to RV Health and Safety visits – guidelines had changed to using a ‘light touch’ but with prosecutions in the event of a complaint or accident. James gave a list of 7 earmarked events where it was the intention for Julie to visit to do audits of Event Plans/Risk Assessments.</p> <p>All members to check the Protocol and advise of any required changes as soon as possible.</p> <p>EVENT CALENDAR</p> <p>Terry informed the group that an updated version of the Event Calendar would be circulated to the group every Thursday with any new additions highlighted in yellow.</p> <p>All members were invited to submit information about events that were not currently included to either Terry or Olwen so the calendar could be kept up to date.</p> <p>Terry circulated a copy of the on-line information form that would be on the RV website for organisers to complete. Members were again asked to look at this to see if there were any additions they would like to be made before it goes live – again to Terry or Olwen.</p> <p>When an organiser submits the form, they will receive an acknowledgement – and the form will automatically be forwarded to all the core members of the RVSAG for their considerations, hence the request that core members consider the form and request additions as they see fit.</p> <p>Terry requested that each Core Member be responsible for contacting organisers of specific events should they feel the need to be involved with a particular issue.</p> <p>The group considered the list of events currently included on the calendar and made various comments/suggestions.</p> <p>The following events will require a sub-group meeting:</p> <ul style="list-style-type: none"> • 24 – 27 May – Hawkshaw Farm Music Festival. • 5 – 7 July – Beatherders. • 10 August – Clitheroe Food Festival. • Clitheroe Bonfire (date not yet fixed). <p>The following events will require Event Plans:</p>	<p>DM LCC/TL</p> <p>ALL</p> <p>ALL</p> <p>ALL</p> <p>TL/OH</p>
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- 3 May – Vauxhall Rally.
- 12 May – Sanctuary Cycle.
- 24 – 27 May – Hawkshaw Music Festival.
- 25 – 27 May – Chipping Steam Fair.
- 8 June – Longridge Field Day.
- 5 – 7 July – Beatherders.
- 26 – 28 July – Cloudspotting Music/Arts Festival.
- 10 August – Clitheroe Food Festival.
- 24 August – Chipping Show.
- 14 – September – Hodder Valley Show.
- Clitheroe Bonfire.
- 5 December – Pickwick Night (still not confirmed that going ahead).
- 29 December – RV 10K.

The majority of these are established regular events and Event Plans are likely to already be in existence. Terry will invite the organisers to refresh their plans as required. Terry to make the initial contact with the “new” events about submitting a suitable Event Plan.

The Ribble Valley website is being refreshed to include revised guidelines etc for organisers to follow.

Other comments made regarding specific events included:

- 3 May – Vauxhall Rally – road closures need to be managed carefully – GM will liaise with LCC Highways.
- Linda Jones needs to be informed about motocross events so that residents can be informed. LJ to be included on the calendar distribution list
- Clitheroe Bonfire – this was of particular concern to the Police. The organisers need to understand their roles and responsibilities, particularly with regard to crowd density and access and egress on the site. Langho bonfire can be used as a good example. RVBC need to make a decision regarding the numbers in relation to the Castle Field in consultation with the Police/Fire/Ambulance that needs to be ratified by Community Committee (DM/GL suggested 6000 with Traffic Management or 5000 without). CS reminded the group that from an Emergency Planning point of view the access capacity needs to be worked out bearing in mind that it reduces from a 5 metre width to a 1 metre pavement width. Much more work with the organisers needs to be done on the event – sub-group.
- RV 10K – an excellent event run well without a Police presence - CS says the organiser would be willing to share his learning experiences.

GM

TL/OH

TL

DATE OF NEXT CORE MEETING

The next meeting would be held on Thursday 23 May @ 2pm at the Council Depot. Postcode for Satnavs is “BB7 1QD” & location plan is attached.

(Arrange Bonfire sub-group before 21 March for DM.)

The meeting closed at 12.10pm.