

RSA



ROAD SAFETY INFORMATION FOR CHARITABLE EVENTS ON PUBLIC ROADS

Údarás Um Shábháilteacht Ar Bhóithre
Road Safety Authority



ROAD SAFETY INFORMATION FOR CHARITABLE EVENTS ON PUBLIC ROADS

All of us get the feel-good factor and a sense of purpose when we contribute to charity or get involved with organising charity events. There are many ways of raising money for charities in an organised and safe way but using the public road is not one that we recommend.

These days, people are coming up with different and fun ways to raise funds. Even if you sit at home while doing a sponsored fast, you are in a safe environment. Outdoor events, such as climbing a mountain, swimming on a freezing cold day and so on, take place in a controlled environment. These kind of events are becoming more common especially as fundraising is becoming more and more difficult for lots of organisations.

If you go on to a public road for a charity event you are increasing the chances of a collision happening. We would ask you to think carefully before you decide to hold an event on a public road.

If you decide to go ahead with an event on a public road, you need to make sure you have taken the necessary safety precautions. As with all events on public roads, charitable organisations and individuals must be aware of road safety issues which may arise during the event. Therefore, if you are organising a charitable event that uses the public roads, please contact your local Gardaí and Road Safety Officer in your local authority office.

This information leaflet highlights some of the things you need to think about when you're planning the event.

The Law

The law requires that collecting money from the public in a public place (whether for a charity or not) requires a permit from the local Gardaí. The conditions of your permit must be obeyed. Money collections should not take place on

public roads or at junctions. Provisions should be made to ensure that collections are made in safe and controlled areas. For more information about permits please contact your local Garda Station.

Organising an event

If you're organising an event, you have a responsibility to ensure the safety and well-being of the participants and the public. When organising an event you should think about the organisations you need help from with running the event, for example, the Gardaí, first aid and so on. It is a good idea to form an organising committee to share the workload. The committee members

should have the necessary range of skills and experience to help make sure that the fundraising event is well organised and safe. No matter what charity event you are organising, if it involves the use of roads for pedestrians, cyclists or motor vehicles, it is essential that the event is planned and organised in a way that ensures the protection of all road users.

Before the event

- Road Safety should be introduced into the planning of charitable activities that take place on the road
- Establish a committee and plan your event with road safety in mind.
- Assign overall responsibility for the event to an individual who will act as the overall event co-ordinator.
- Look for a location that has a suitable place for participants to assemble at the start. Ideally, this location should have refreshment facilities and toilets nearby.
- Check to make sure that any stopping places are big enough to safely hold the numbers expected at the event. Also check that such places or venues are open at the time of day in question.
- Choose a suitable time of day - don't hold your event too late in the evening, as bad visibility and driver fatigue make collisions more likely.
- Get your permit (if needed).
- Check about insurance - any event that involves the public must be covered by public liability insurance.
- Check about legal matters. For example, if you want participants to sign a disclaimer, you might need legal advice with regard to the wording.
- Make a communications plan to ensure good communication throughout the event to help deal with any problems.
- Make a traffic management plan and pay particular attention to safety at high risk areas. The plan should take account of access for emergency vehicles in the event of an incident. Communicate the traffic plan to all relevant participants. Each steward should be familiar with traffic arrangements in their area of control.
- Make sure there is first aid cover available at the event.
- Make sure that the safety of participants who finish late is taken into consideration during the planning process.

AS THE EVENT DRAWS NEARER, YOU WILL NEED TO START THINKING ABOUT THE FINER DETAILS AND START CHECKING ON SAFETY ARRANGEMENTS

- Carry out a Risk Assessment and have it approved by a Health and Safety professional.
- Decide on the rules of participation for your event and advise the participants that they must abide by the Rules of the Road and the decisions made by the organisers.
- Make sure there are sufficient stewards who have expertise in the Rules of the Road and Health and Safety to supervise the route and the participants. Provide training if necessary.
- Make sure contingency plans are in place in case there are difficulties with the weather and traffic, for example.
- Think about organising public transport alternatives for participants if there is alcohol involved in the celebrations after the event.
- Check that any hired drivers hold a Driver Certificate in Professional Competence.
- Check that hire vehicles have safety belts installed and that they have a current Commercial Vehicle Roadworthiness Certificate.
- Check that all drivers/riders of the vehicles have the required licence for their vehicles and have all the legal documentation for the vehicle, for example insurance, tax, NCT.
- Make sure all vehicles used in the event are fit for purpose and roadworthy.
- Advise participants to wear reflective clothing at all times, day or night.
- Include road safety information on the event's webpage when communicating with potential participants.
- Consider supplying participants with a road safety pack which includes a high visibility vest.

During the event

- Make it clear to participants (if over 18) before the event that they are responsible for their own safety at the event or charity collection point.
- Make sure that good road safety is practiced throughout the event.
- Make sure sufficient stewards are in place to supervise the route and the participants.
- Make sure the stewards have access to mobile phone communications in the event of an emergency.
- If it is a cycling event, advise participants that for their safety and the safety of others they must make sure cycling helmets are worn, correct lights are used and all bikes are safe and roadworthy.
- Record and review incidents where best practice has not been conformed to.

After the event

- Hold a debriefing session with the organising committee and key agencies. Report any incidents or damage to public infrastructure that occurred during the event to the relevant authorities.
- Thank all parties who helped to make the event a success.

The advice given in this leaflet is to help you to ensure the road safety of participants and the public before, during and after the event. There are many other safety issues to be considered when organising an event and remember it is your responsibility to make sure all safety measures are in place. Remember also to seek the expert advice from the Gardaí, Road Safety Officers and Health and Safety experts.

For contact details of the Gardaí and Road Safety Officers please visit www.rsa.ie

For details on the Statement of Guiding Principles for Fundraising and the good practice guidance visit www.ictr.ie

ICTR

Providing Leadership and Support
within the Irish Charity Sector

Working To Save Lives

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