

Organising Events on Public Rights of Way

Public rights of way (“PROW”) comprise footpaths, bridleways and restricted byways on a legal record called the definitive map and statement. PROW are highways and therefore the public have a right to pass and repass along them according to their status. If your event involves using a PROW, please consider the checklist below for the success of your event and the safety of those taking part and others affected by it.

A few points to remember:

1. PROW mainly run across private land so property and people must be treated with respect.
2. The landowners must be notified prior to the event. You may have a right to use the path, but it is their land.
3. The PROW will be open to others during your event so make sure you do not obstruct any other users.

Please note the following checklist is not exhaustive but is a guide to organising a successful event.

All events must have appropriate insurance and risk management.

Appropriate Public Liability Insurance is required for any event. (Minimum of £5 million)

a. Risks and hazards

A risk assessment of the event is required, including identifying risks and hazards at each location and along the route. A health and safety professional could be consulted to assist with this. Examples of hazards identified might include:

- i. Traffic on the route including Road crossings
- ii. Ground conditions
- iii. Gates and stiles
- iv. Livestock in fields
- v. Slips, trips, and falls (where might this be more likely e.g., hills, slippery ground conditions)

b. Controls

A risk assessment will lead to what controls are required to minimise the risks and hazards. Controls might include in no particular order:

- i. First aiders on site at appropriate locations
- ii. Marshals at junctions and road crossings
- iii. Permission to use the roads or permits required
- iv. Temporary fencing away from hazards
- v. Notification of landowners to ensure they are aware of the date and route of the event

- vi. Landowners may choose to ensure livestock are away from the participants on the day
- vii. Signage in advance of the event and on the day
- viii. Assessment of weather conditions immediately prior to the event – it is better to postpone or cancel than put any of the participants or organisers at risk
- ix. Appropriate clothing (e.g., reflective vests, suitable footwear for the terrain)
- x. A clear map of the route to be taken (see below)
- xi. Notification to the local authority and police of the event

A clear map of the route to be taken will be required.

This will be useful for letting the local authority and police know where the event takes place, it may be useful for marshals and any notifications.

Please ensure the following is marked on the map:

- a. Start and Finish points
- b. Road crossing points
- c. Intermediate checkpoints and/or venues
- d. Parking (if required)
- e. Landowners (if required)
- f. It is possible to annotate and print off Ordnance survey maps at various scales from www.magic.gov.uk or in this area mapping with PROW can be found at www.outdoorswest.org.uk/map

During and after the event

- a. Ensure adequate rubbish containers are available and take your waste with you
- b. Signs and markers must be placed so as not to inconvenience anyone and must be removed after the event
- c. Do not obstruct public rights of way
- d. Make good any damage done by the event
- e. Make sure you take time to report any problems to appropriate organisations
- f. Review how the event went