



Bowland Tipis

Operational & Highways Management Plan

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1. Purpose of the Plan

This Operational and Highways Management Plan (OHMP) sets out the procedures and controls to ensure that all events held at the venue are managed safely and efficiently, with particular regard to:

- Minimising impact on the local highway network
- Ensuring safe access and egress for all vehicles and pedestrians
- Maintaining free flow of traffic on surrounding roads
- Providing adequate on-site parking and avoiding overspill
- Ensuring emergency vehicle access at all times

This plan will be adhered to by all staff, contractors, and event organisers.

2. Pre-Event Booking & Management Controls

All events will be pre-booked and managed through a digital booking system. The following information will be recorded and agreed in advance:

- Maximum guest numbers (strictly enforced)
- Mandatory use of on-site accommodation (to minimise off-site vehicle trips)
- Guest arrival and departure time windows
- Customer contact details
- Event itinerary and supplier schedules
- Codes of conduct, including highways and parking requirements

All clients must formally agree to booking terms, which include compliance with this Highways Management Plan.

A **Pre-Event Information Pack** will be issued to all guests and suppliers, including:

- Approved access routes to the venue (with map)
- Parking arrangements and restrictions
- Car-sharing encouragement
- Details of approved taxi providers (e.g. RS Travel)
- Local accommodation options
- Site rules, including noise and departure procedures

3. Wedding Handover & Event Planning

A structured pre-event meeting will be held with the event organiser to confirm:

- Final guest numbers
- Supplier arrival/departure schedules
- Traffic management arrangements
- Parking allocations
- Emergency procedures
- Code of conduct and behavioural expectations

4. Highways & Traffic Management Strategy

4.1 Access & Routing

- A single, clearly defined vehicular access point will be used.
- Guests and suppliers will be instructed to follow designated routes to avoid unsuitable local roads.
- No reliance will be placed on informal or residential roads for access.

4.2 Vehicle Trip Management

- Arrival and departure times will be **staggered** to prevent congestion.
- Suppliers will operate within pre-allocated time slots.
- Guest arrivals will be spread over defined windows.
- Departures will be managed in phases where necessary.

4.3 Parking Provision

- Adequate on-site parking will be provided in accordance with event capacity.

- Parking areas will be clearly sign posted and stewarded.
- No on-street parking will be permitted.

4.4 Parking Stewarding

- Trained staff will manage all vehicle movements on-site.
- Stewards will:
 - Direct vehicles to allocated spaces
 - Ensure safe pedestrian movement
 - Prevent obstruction of access routes
 - Maintain emergency access lanes at all times

4.5 Sustainable Transport Measures

- Guests will be encouraged to:
 - Car share
 - Use pre-booked taxis
 - Stay overnight in on-site accommodation
- Contact details for local taxi providers (e.g. RS Travel) will be provided in advance.

4.6 Emergency Access

- A dedicated emergency access route will be maintained at all times.
- Turning space for emergency vehicles will be provided on-site.
- All staff will be trained in maintaining access control during emergencies.

5. Site Safety & Event Management

The site layout will clearly identify:

- Vehicle routes and parking areas
- Pedestrian pathways
- Emergency access routes
- Fire assembly points
- Event structures (tipis, catering tents, etc.)

Regular safety inspections will include:

- Structural stability checks
- Electrical safety inspections
- Trip hazard identification
- Monitoring of vehicle/pedestrian interaction areas

6. Roles & Responsibilities

Event Manager

- Overall responsibility for event operations
- Oversight of traffic and parking management
- Liaison with guests and authorities if required

Traffic & Parking Marshals

- Manage vehicle arrivals and departures
- Direct parking and enforce restrictions
- Maintain safe vehicle circulation

Security Personnel

- Control site access
- Manage taxis and late departures
- Ensure compliance with site rules

Hospitality Staff

- Guest reception and accommodation support

7. Noise & Amenity Management

- Amplified music will be controlled via a sound limiter
- Noise levels monitored using calibrated equipment
- Curfews strictly enforced
- Guests informed of quiet departure requirements

8. Utilities, Sanitation & Waste

- Adequate toilet facilities provided for capacity
- Scheduled cleaning and servicing

- Waste management plan including recycling
- All waste removed post-event

9. Emergency Procedures

9.1 Communication

- Staff equipped with radios/mobile communication
- Clear escalation procedures in place
- Incident logs maintained

9.2 Evacuation

- Clearly marked escape routes and assembly points
- Designated fire marshals
- Managed evacuation procedures

9.3 Emergency Services Coordination

- Emergency access routes kept clear at all times
- Staff aware of rendezvous points

10. Contractor & Supplier Management

All contractors must provide:

- Public liability insurance
- Risk assessments and method statements (RAMS)
- Electrical safety certification (where applicable)

Supplier movements will be:

- Pre-booked
- Time-controlled
- Managed on arrival

11. Post-Event Management

11.1 Departure Management

- Phased departure of guests and suppliers

- Stewarding to prevent congestion
- Taxi coordination where required

11.2 Site Restoration

- Removal of all waste and equipment
- Inspection for damage or hazards
- Reinstatement of parking and access areas

11.3 Review & Continuous Improvement

A post-event review will record:

- Traffic or parking issues
- Complaints (if any)
- Incidents or near misses
- Opportunities for improvement

12. Compliance

This plan will be regularly reviewed and updated in consultation with the Local Planning Authority and Highway Authority to ensure ongoing compliance with relevant policies and best practice.



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