

Olympic Torch Relay Rossendale – 23 June 2012

Action Plan

Lancashire Wide Actions				
Action	Details	Responsibility	Timescale	Date completed
Road Closure	Lancashire wide road closure under special events order to be put in place	LCC	Ongoing	
Traffic Management	Lancashire-wide management plan to be put in place, to include: <ul style="list-style-type: none"> - Rolling road closure of between 15 to 45 mins before convoy - Traffic lights and pedestrian crossings - Communication plan - Information for residents re disruption of side-roads - Embargo on all utilities works covering that day 	LCC	Ongoing	
Safety of convoy	Police developing safety management plan to include:- <ul style="list-style-type: none"> - Police part of core convoy and running with torchbearer - Police on route managing traffic - Uniformed and plainclothes police around convoy 	Police	Ongoing	
Public safety	Police developing safety management plan to include: <ul style="list-style-type: none"> - Uniformed and plainclothes police on route Fire Service developing Lancashire-wide incident procedure	Police / Fire Service	Ongoing	

	<i>(see also crowd control in shared actions)</i>			
Security threats	Continuous threat level monitoring	Police (CTB)	Ongoing	

Neighbouring Boroughs 'on route' possible shared actions				
Action	Details	Responsibility	Timescale	Date completed
Park & Ride	Explore combined arrangement with buses	All authorities	By March 2012	
Crowd control – Marshalls / stewards	Joint recruitment programme Joint training sessions	All authorities	By May 2012	
Crowd control - barriers	Explore joint procurement programme for barriers	All authorities	By March 2012	

Rossendale specific actions				
Action	Details	Responsibility	Date to be completed by	Date completed
Traffic Management	<i>See also Lancashire-wide actions</i> RBC to assist with communication about disruption for residents, businesses, and healthcare services	RBC Communities Team	June 2012	
Crowd Management / Spectators	Need to identify suitable and likely places for spectators to congregate Risk assess identified areas and put in place risk management plan e.g. signage, barriers, first aid points	RBC Communities Team / Property Services	March 2012	
Crowd management – the highway	Enforcement plan to be developed re: A boards and barriers on the highway, cars parked on the highway	LCC / Lancashire Police		

Spectator parking	Identify locations (inc private land) Trace landowners Written consent to use land for the day Car parking signage	RBC Communities Team	March 2012	
Park & ride	Identify locations for parking Arrange buses (<i>see also shared actions</i>) Collection drop / off point marked Timetable displayed Timetable publicised	RBC / Bus company	March 2012	
Public transport	Meet with Rossendale Transport (and sign Confidentiality Agreement) Plan for disruption Publicise available buses to route from neighbouring areas	RBC / Rossendale Transport / Transdev	March 2012	
Crowd management – marshalls / stewards	(<i>see also shared actions for recruitment and training</i>) Equipment inc hi-vis vests, radios/telephones Incident Management Procedure Briefing prior to event	RBC Communities Team / Emergency Planning / Property Services	June 2012	
Emergency Planning	Incident management e.g. emergency procedures, lost children	RBC Communities Team / Emergency Planning / Police & Fire Service	June 2012	
Litter management	Sweeping / cleansing of route prior to event Litter picking during the event	RBC Communities Team	Arrangement in place by 23 May 2011	
Community engagement	Develop Community Engagement Plan, to include: - Encouraging community groups and	RBC Communities	Finalised January 2012	

	<p>residents to celebrate with events / parties</p> <ul style="list-style-type: none"> - Encouraging people to decorate their street / have Olympic themed planting schemes - Working with local schools to get involved in the lead up and on the day - Competitions - Working with local representative groups to help animate the route and give Rossendale an identity 	Team / Rossendale Leisure Trust	Implemented Jan - June	
Street Parties	<p><i>(see also community engagement plan)</i></p> <p>Need procedure for holding a street party to include road closure, financial support (if available) etc..</p>	RBC Communities Team	Feb / March 2012	
Health & Safety	<p>Risk Assessment</p> <p>Event Safety Group form and advice</p>	RBC Lead (with help of all Community Task Force	March 2012	