

Pentland Hills Regional Park Events Policy & Guidance

July 2015

Introduction and aims

The Pentland Hills Regional Park Events Policy presents a strategic and proactive approach to the planning and managing of outdoor access events within the Regional Park. The Policy has the following aims:

To provide a strategic framework for a sustainable programme of well-managed events

To provide a common management tool for the Regional Park and land managers to assist with advising event organisers

To set out agreed principles against which to assess requests for events

It establishes a set of guidelines to provide a policy framework on which a balanced and sustainable programme can be achieved, whilst ensuring land management operations can take place unhindered, other visitor's enjoyment can continue and that the environment is respected. The policy covers recreational events only, it does not extend to activities which are directly linked to primary land management purposes (e.g. military training or estate based field sports).

The Policy is intended to be read in conjunction with existing documents, (refer to Appendix 1) such as 1) PHRP Event Guidance 2013 (see Appendix 2), 7) SNH Outdoor Guidance, 2) Scottish Outdoor Access Code (SOAC), and 6) Events Planning in Edinburgh (EPOG).

The Pentland Hills Regional Park has a long history of responsible access to the countryside for recreation. This is achieved through co-operation and understanding of land owners and managers and individuals and groups working together. Over the years a wide range of organised events have taken place within the Regional Park from sponsored walks and horse ride outs to hill running and adventure races. Events provide many rich experiences for the participants and make a positive contribution to the local economy and enhance the reputation of the area.

However, over recent years, there has been a significant increase in the number of events taking place in the Regional Park: 2011 - 26 events with 1880 participants; 2012 - 36 events with 3353 participants; 2013 - 27 events with approximately 3400 participants; 2014 – 25 events with approximately 2500 participants. Events take place in addition to the regular use of the paths and infrastructure by visitors. To ensure that everyone (including land owners, organisers, participants, spectators, local residents and local businesses) derive maximum benefit from events – and to minimise any associated problems – events require to be very well planned and managed, preferably with a lead-in time that allows consultation, negotiation and adjustment. The details and good practice guidelines for event organisers and land owners and land managers are contained in the PHRP Event Guidance 2013 (see Appendix 2).

Determining and Managing Principles

This Policy is based on 7 key principles against which requests for events can be assessed. The Policy is directed at large events that have a greater impact on the environment, land management activities and other visitors. These complement the 3 key principles in the Scottish Outdoor Access Code (SOAC) that apply to the public, event organisers and land managers in relation to responsible access:

Respect the interests of other people

Care for the environment

Take responsibility for your own actions

The Policy also builds closely upon the guidance set out in SOAC and PHRP Event Guidance 2013 that sets out in detail good practice for event organisers and land managers. These two documents are designed to support each other and therefore to be read together.

'It is important to note that land owner permission is needed if an event; needs new or temporary facilities and services or due to its nature or to the number of participants or spectators, is likely, to an unreasonable extent, to hinder land management operations, interfere with other people enjoying the outdoors or affect the environment'. (SOAC 3.60)

Principle 1 Set an appropriate number of 'large' events per year.

A 'large' event is defined by SNH as a foot-based event with 200+ participants; cycle event with 100+ participants and horse event with 50+ participants (see SNH Guidance, Table 1, page 4). When considering the ability of an area to host an event, it is important to take into account the 'carrying capacity' of the infrastructure – paths, tracks, car parks, fences, gates etc. The ground conditions can be variable depending on weather conditions, path material and construction and previous use. Considering current use, a figure of around 6 large events per annum is proposed. This figure is based on the present level of large events being 6 per annum in the last 5 years. Many events, understandably, are planned for spring, summer and autumn to enjoy the benefits of better weather and more daylight. This has led to a concentration of events that coincide with land management operations such as lambing, bird nesting and grouse shooting and harvesting as well as impacting on other visitors, infrastructure and smaller events. To address this temporal and spatial concentration, it is proposed that a maximum of 2 events of any one type (i.e. foot-based, cycling or equestrian) be held in any one calendar month. It is acknowledged that individual landowners may be happy for additional events to take place within discrete areas of the Regional Park; where this is the case it is recognised that flexibility exists with the figure of around 6 large events per annum and 2 of any one type per calendar month.

CP 1: A FIGURE OF AROUND 6 LARGE EVENTS WILL BE HELD IN THE REGIONAL PARK PER ANNUM WITH A MAXIMUM OF 2 EVENTS OF ANY ONE TYPE BEING HELD IN ANY ONE CALENDAR MONTH.

Principle 2 Schedule reinstatement and rest periods between events.

Damage to paths and surrounding ground is usually the most recognisable negative impact following an event. Erosion caused by footfall, tyre tread and hooves can be compounded by large numbers. The weather conditions (especially rainfall) on the day, as well as preceding the event, can have a significant impact on paths, causing material to be washed from the surface, braiding and widening of routes and water bars and cross drains becoming blocked. A rest period of at least 10 days between large events and 5 days for small and medium events is proposed. This is to enable any damage caused to be quantified and allow some time for the ground to recover and for appropriate remedial action such as drain clearance and repair to take place. It is proposed that land owners and event organisers agree who will be responsible for undertaking and paying for remedial action. This could take the form of a reinstatement bond between the parties negotiated prior to the event as part of a condition of granting permission.

CP 2: A REST PERIOD OF AT LEAST 10 DAYS AND 5 DAYS RESPECTIVELY WILL BE APPLIED TO LARGE AND SMALL /MEDIUM EVENTS UTILISING THE SAME ROUTES.

Principle 3 Define the capacity of event sites and suggest appropriate type of use.

The Regional Park has a number of different land uses including sheep farming, heather moorland, military training and water catchment. These present challenges in that certain times of the year are more sensitive to visitor impact e.g. lambing, grouse shooting, harvesting and military exercises. Consequently, event organisers rightly attempt to minimise conflict and schedule their event out with these times. This has the effect of concentrating demand for events at certain times of year (see Principle 1 above). Event timetable should be scheduled to avoid disrupting land management operations such as lambing, tree felling, path works and military exercises. Ground-nesting birds are also at risk from disturbance. The SOAC highlights the need to be sensitive to the capacity of the location to absorb large numbers of people – which means considering both when and where the event will take place. A long lead-in time for large events of at least 9 months in advance is proposed; see sections 2.7 to 2.11 of 1) PHRP Event Guidance 2013 and 7) SNH Outdoor Events Guidance.

CP 3: A LEAD-IN TIME OF AT LEAST 9 MONTHS FOR LARGE EVENTS AND 3 MONTHS FOR SMALL/MEDIUM EVENTS IS REQUIRED AND EVENT TO BE SCHEDULED TO MINIMISE IMPACT ON LAND MANAGEMENT ACTIVITIES, OTHER PEOPLES' ENJOYMENT AND EFFECT ON THE ENVIRONMENT.

Principle 4 Contingency plan to be put in place.

The event organiser will be required to produce a contingency plan for bad weather and other circumstances that increase risk to land owners, other visitors and damage to infrastructure. This can form part of the risk assessment for the event; see sections 3.1 and 3.2 of 1) PHRP Event Guidance 2013, 5) The Purple Guide, chapter 4 and 3) HSE Events guidance.

CP 4: EVENT ORGANISER TO PRODUCE A CONTINGENCY PLAN.

Principle 5 Control vehicle access and use.

The majority of events require some vehicles on site, usually to set up and break down infrastructure, for security or health and safety reasons. Event organisers must obtain permission for vehicles to use private roads or tracks or to access private land. Vehicular access is not included as a right of responsible access under Part 1 Land Reform (Scotland) Act 2003. Parking at the public car parks on the periphery of the Regional Park is limited in capacity, especially at weekends. Inconsiderate parking along narrow access roads and farm tracks can cause significant inconvenience for land owners and residents. Reducing the need for car parking by using public transport or car sharing or off-site parking would be helpful. Clear signage and marshalling on-site can reduce conflict with other visitors. Methods to mitigate the effect must include an access plan in advance of the event, controlling access points and minimising the number of static vehicles for the duration of the event. Event organisers should adhere to 1) PHRP Events Guidance 2013; see section 3.5 and 6) The Purple Guide chapter 7.

CP 5: MINIMISE VEHICLE USE AS PART OF THE EVENT AND OBTAIN LAND OWNER PERMISSION FOR VEHICLE ACCESS ON PRIVATE ROADS, TRACKS OR LAND.

Principle 6 Liaison between land owners and event organisers.

It is good practice for event organisers and land owners to liaise regarding many aspects of an event e.g. awareness of land management operations, ground conditions. Many issues can be resolved to the satisfaction of both parties with early dialogue (see Principle 3). If permission is required, land owners can influence the organisation of the event by setting conditions, if needed, to ensure that potential concerns are addressed.

Where events require permission, an appropriate payment could also be sought to the satisfaction of both parties and refer also to Principle 7 below. If the event is not commercial in nature, then it is reasonable for a land owner to charge in a way that is closely tied to the cost of drawing up any written agreements, management time or facilities that the land owner will need to provide. In areas where there is concentrated demand for events that require permission, land owners could choose to co-ordinate this process through a permit system. This would only apply to events which clearly require permission, would not affect other events or wider access rights, and would be subject to the other principles set out in this guidance. The Code makes it clear that individuals exercising access rights must take responsibility for their own actions – and this applies to those participating in active outdoor events. Event organisers are, however, strongly encouraged to carry public liability insurance and this could be a condition of granting permission. The duty of care that all land owners have to the public is unaffected and land owners are encouraged to ensure that relevant risks are identified and made clear to event organisers. SNH has provided a brief guide to occupiers' liabilities in Scotland which is available at 8) <http://www.snh.org.uk/pdfs/publications/heritagemanagement/occupiers.pdf> and 1) PHRP Event Guidance 2013, see section 3.2.

CP 6: IF PERMISSION IS NOT REQUIRED THEN IT IS GOOD PRACTISE THAT EARLY LIAISON SHOULD TAKE PLACE BETWEEN ORGANISER AND LAND OWNERS. IF REQUIRED, WRITTEN PERMISSION SHOULD BE OBTAINED FROM LAND OWNERS INCLUDING RISK ASSESSMENT AND APPROPRIATE INSURANCE.

Principle 7 A financial contribution will be encouraged.

Events are organised by many different people from individuals to local clubs to professional organisations. Some of these events are fund-raising for charitable purposes. To date, fewer than 1% of event organisers have made any financial contribution to the Pentland Hills Regional Park. It would not be the wish of the Regional Park to deflect funding from worthy causes. However, the impact of concentrated footfall, tyres and hooves may have a significant effect on the infrastructure of the area. Paths require good, robust surfaces and well-maintained drainage and this, in a fragile upland area, is expensive. Specialist contractors are often needed to build and upgrade this network in a way that is sensitive to the location and sustainable in the longer term. In order to enable a sustainable infrastructure that will benefit visitors and land owners alike, a ring-fenced fund for projects is suggested. It is proposed that an appropriate amount, perhaps linked as an amount *per capita* to the number of participants, is encouraged. Refer to PHRP Event Guidance sections 3.6 and 5.2.

CP 7: A FINANCIAL CONTRIBUTION TO A DEDICATED FUND TO IMPROVE PATHS AND INFRASTRUCTURE WILL BE ENCOURAGED.

Summary

CP 1: A FIGURE OF AROUND 6 LARGE EVENTS WILL BE HELD IN THE REGIONAL PARK PER ANNUM WITH A MAXIMUM OF 2 EVENTS OF ANY ONE TYPE BEING HELD IN ANY ONE CALENDAR MONTH.

CP 2: A REST PERIOD OF AT LEAST 10 DAYS AND 5 DAYS RESPECTIVELY WILL BE APPLIED TO LARGE AND SMALL /MEDIUM EVENTS UTILISING THE SAME ROUTES.

CP 3: A CP 3: A LEAD-IN TIME OF AT LEAST 9 MONTHS FOR LARGE EVENTS AND 3 MONTHS FOR SMALL/MEDIUM EVENTS IS REQUIRED AND EVENT TO BE SCHEDULED TO MINIMISE IMPACT ON LAND MANAGEMENT ACTIVITIES, OTHER PEOPLES' ENJOYMENT AND EFFECT ON THE ENVIRONMENT.

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Appendix 1

Useful documents and web links

1. <http://www.pentlandhills.org/info/7/publications> PHRP Event Guidance 2013 – Appendix2
2. www.outdooraccess-scotland.com Scottish Outdoor Access Code (SOAC)
3. <http://www.hse.gov.uk/event-safety/running.htm> HSE events guidance
4. http://www.outdoorhighlands.co.uk/wp-content/uploads/2013/05/Events_Guidelines.pdf Great Glen Ways events guidance
5. www.thepurpleguide.co.uk Events Safety guidance
6. http://eventsedinburgh.org.uk/event_planners_home Events planning (EPOG) in Edinburgh
7. <http://www.snh.org.uk/pdfs/SOAC/Outdoor%20Events%20in%20Scotland.pdf> SNH Outdoor events guidance
8. <http://www.snh.org.uk/pdfs/publications/heritagemanagement/occupiers.pdf> Occupiers' Legal Liabilities

Appendix 2

Guidance for Organised Outdoor Access Events in the Pentland Hills Regional Park

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Flowchart for planning an outdoor access event

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2. So you want to run an event?
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 - Stage 2 – Planning and implementation
 - Stage 3 – Restoration and review
3. Hosting an event on your land

Annex A The Pentland Hills Regional Park aims

Annex B Roles of the principal organisations and key contacts

Annex C Useful websites

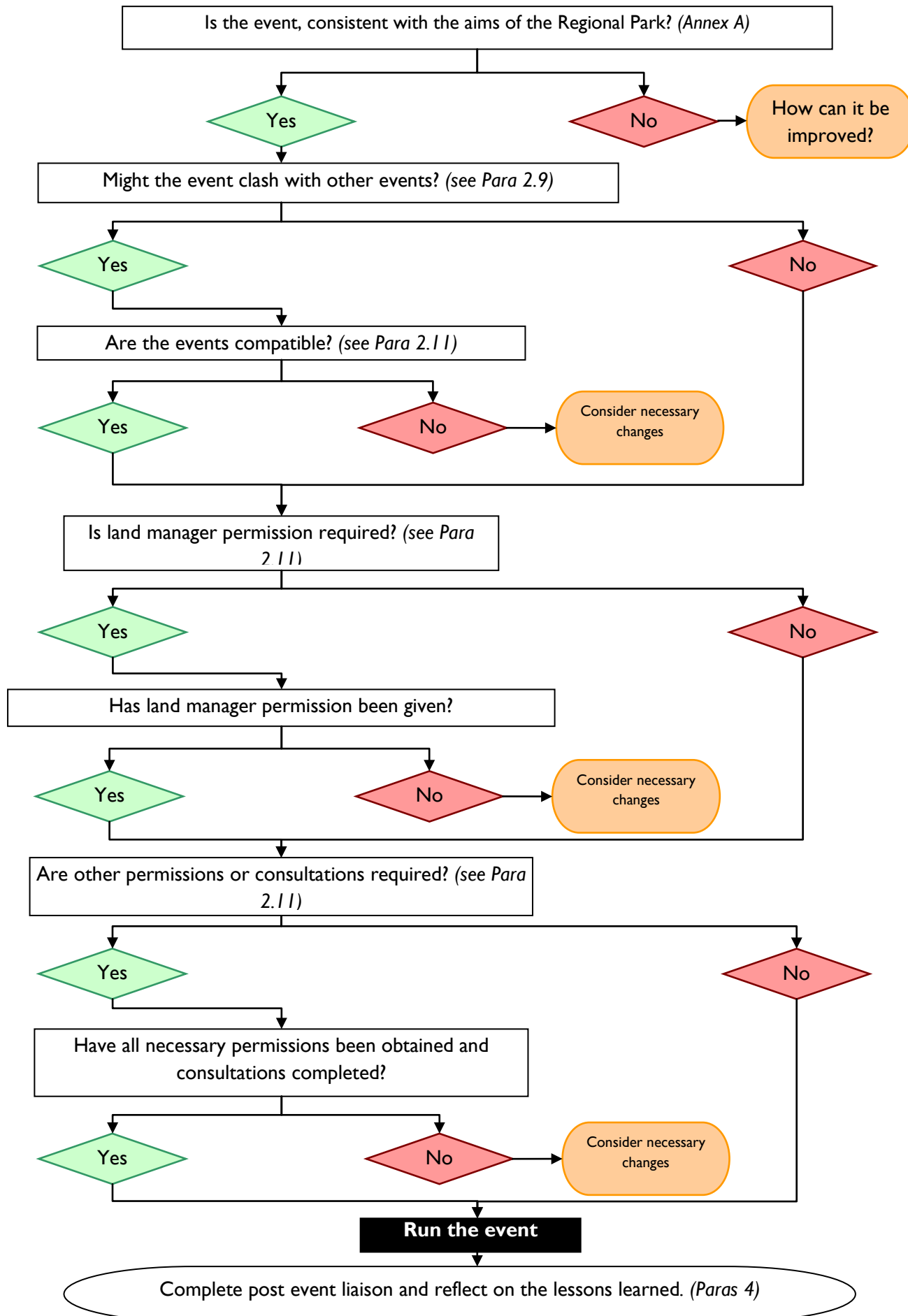
How to use this guide

This guidance has been written to help event organisers and land managers in the planning and management of organised outdoor events in the Pentland Hills Regional Park.

Feedback

We would like to hear your views on this guidance as we are keen to develop it based on the experience of event organisers and land managers. Please send your comments and suggestions to the Senior Natural Heritage Officer, Email: pentlandhills@edinburgh.gov.uk or Natural Heritage Service, City of Edinburgh Council, Hermitage of Braid, 69a Braid Road, Edinburgh. EH10 6JF 0131 529 2401

Flowchart for planning an outdoor access event



Research & Consultation

Planning & Implementation

Restoration & Review

All key steps shown above are further explained in the guidance.

Introduction

- 1.1 The Pentland Hills Regional Park has a long history of responsible access to the countryside for recreation. This is achieved through co-operation and understanding of land managers and individuals and groups working together. Over the years a wide range of organised events has taken place within the Regional Park from sponsored walks, to ride outs, hill running and adventure races. Events provide many rich experiences for the participants and may make positive contributions to the local economy of the Hills and enhance the reputation of the area. To ensure that everyone (including organisers, participants, spectators, local residents, local businesses and land managers) derive the maximum benefit from the events – and to minimise any associated problems – events require to be very well planned and managed.
- 1.2 The sort of events at which this guidance is aimed at includes:-
hill races, orienteering events, sponsored walks, mountain bike races, canoe races, triathlons, horse events, adventure races and challenge events.
- 1.3 For such events the Land Reform (Scotland) Act 2003 and the associated Scottish Outdoor Access Code (SOAC) will be particularly relevant. Events such as outside television or radio broadcasts or film making do not generally fall into this category as they are not reliant on the LRA but many of the pointers to best practice will still be relevant.
- 1.4 There already is some guidance available on organising and hosting outdoor events in relation to access rights. The Scottish Outdoor Access Code provides a source of official information – see www.outdooraccess-scotland.com for ease of reference; paragraphs 3.60, 3.61 and 4.22 are particularly helpful. The Code is based on three broad principles:
 - **Respect the interests of other people;**
 - **Care for the environment; and**
 - **Take responsibility for your own actions.**

Scottish Natural Heritage (SNH) have also produced a document – Outdoor events in Scotland: guidance for organisers and land managers

www.snh.org.uk/pdfs/SOAC/Outdoor%20Events%20in%20Scotland.pdf

- 1.5 The Pentland Hills Regional Park as represented through the Natural Heritage Service does **not** decide which events can go ahead and which cannot – except on the land it manages – principally Bonaly and Hillend Country Parks. **Final permission is left to the relevant land managers in consultation with others.** However the Natural Heritage Service does have a role in:
 - Promoting best practice in organisation of events in the Regional Park;
 - Ensuring events contribute to the aims of the Regional Park;
 - Upholding access rights in relation to events;
 - Assisting event organisers contact the relevant land managers.

2. So you want to run an event?

- 2.1 This section provides guidance for event organisers considering holding an event in the Pentland Hills Regional Park. There are three key planning stages that require to be followed to ensure an event can be run successfully (see Table 1) and this structure is used throughout the Guidance. The activities marked in bold text mark the end of each stage.

Table 1: The three key planning stages for a successful event

Planning stage	Activities undertaken
Stage 1 Research and consultation	<ul style="list-style-type: none">• Identify suitable areas/ locations/ routes/activities• Discuss proposals with all land managers affected by the event• Discuss proposals with relevant agencies• Timing to consider other events and seasonal activities• Seek and obtain permission from land managers (if required)• Decide whether to hold the event or take stock of your plans
Stage 2 Plan and implementation	<ul style="list-style-type: none">• Prepare an overall Event Plan• Health and safety planning (including risk assessments)• Arrange insurance• Ensure other approvals are in place• Identify how to maximise the enjoyment and benefits from the event to all interested parties• Recruit marshals, helpers and safety officers• Brief participants (including advance publicity and information about the Scottish Outdoor Access Code)• Brief all other relevant parties• Hold the event
Stage 3 Restoration and review	<ul style="list-style-type: none">• Remove all checkpoints and other infrastructure• Clear Litter• Undertake all agreed restoration works• Seek feedback from participants and interested parties• Thank and acknowledge all involved or affected• Produce brief report on benefits, impacts and lessons learned for future occasions• Share results with others

Stage 1 - Research and consultation

Areas, locations, routes and activities

- 2.2 The Pentland Hills Regional Park welcomes events that get people active, are closely connected to the enjoyment of the Hills and contribute to the economic and social sustainability of the area.
- 2.3 The Pentland Hills Regional Park is one of three designated areas in Scotland, established for their landscape and recreational importance. The whole area is an Area of Great Landscape Value and within the Park are a number of sites that have further designations in recognition of their environmental sensitivity; Sites of Special Scientific Interest or cultural heritage; Scheduled Ancient Monuments.
- 2.4 Further background details on the special qualities of the Pentland Hills Regional Park can be found online at www.pentlandhills.org
- 2.4.1 As well as the environmental sensitivities, event organisers should be aware that all the land in the Regional Park is managed to some degree and provides direct and indirect employment to people in the area. In planning an event it is important to consider the potential impacts on activities such as lambing, harvesting, tugging, forestry work, grouse and game shooting and fishing.

Discuss proposals

- 2.5 Land managers really appreciate early discussions about events and can assist organisers considerably by calling on a wealth of knowledge and experience. Event organisers therefore need to allow sufficient time to liaise with all the interested parties. The single biggest complaint about the organisation of events is that too little time is left for contact and discussion with interested parties before decisions are made proceed. The Natural Heritage Service can provide a first point of contact about who owns what land and how to contact them.
- 2.6 General guidance about appropriate timescales for each type of event is given in Tables 2 and 3 below. These suggestions are provided to give a rough rule of thumb and it is acknowledged that there will be an overlap at the margins between small, medium and large events as there is between the research and planning stages. That said, they give an indication of the approximate timescales required to take an event from proposal through to completion. For repeat events the timescales could be reduced. Spectator numbers also need to be borne in mind.

Table 2: Classification of events by numbers of participants

Event Type	Event Size		
	Small	Medium	Large
Foot based	25 - 50	50 – 200	200+
Cycle	25 - 50	50 – 100	100+
Equestrian	10 - 25	25 – 50	50+

Table 3: Timescales for undertaking activities in each of the three planning stages

Event Size	Planning Stages		
	Research and consultation	Planning and implementation	Restoration and review
Large	12 – 24 months	1- 12 months	Within 2 months
Medium	4 – 8 months	1 – 4 months	Within 2 months
Small	2 – 4 months	1 – 2 months	Within 2 months

- 2.7 Entering into early dialogue with all the interested parties at this stage before the proposals have developed too far is therefore essential. This will assist both you and the land manager by clarifying all the necessary details and help towards the overall aim of achieving a well run event. To assist in this further it is worthwhile having the outline framework for Stage 2 in draft form so that the land manager can get a clear picture of the event. It also demonstrates that you have gone through a rigorous approach which can be very reassuring.

Timing

- 2.8 An initial indication of some of the land management activities that take place on a seasonal basis were given in section 2.5. More detail can be found by visiting the countryside calendar on the outdoor access website – (www.outdooraccess-scotland.com) – but this too is quite general, so it is always best to discuss timing with the land manager. There can also be environmental sensitivities at particular times of the year such as bird breeding seasons. Again, the land manager should be your first port of call for the necessary advice.
- 2.9 Another factor that needs to be borne in mind is whether there are other events taking place on the same day and what the impacts of that they may have on participants, spectators, land managers, other users and emergency services. The Natural Heritage Service is sometimes aware of other events taking place.
- 2.10 As well as considering other events, the Pentland Hills Regional Park is a popular destination for those seeking quiet recreation. Try to envisage the impact of your event on the public and whether you need to consider additional measures such as stewarding to avoid potential conflicts with other users.

Liaison and Permission

- 2.11 It is good practice to **liaise** with, i.e. speak and listen to, all the relevant land managers. There are some circumstances where you specifically need to ask for a land manager's **permission**. Please note the subtle but important difference between the two highlighted words. The Scottish Outdoor Access Code provides guidance on the circumstances where land manager permission is required refer to Table 4 below.

Table 4: Circumstances where specific land manager permission is likely to be required in the Pentland Hills Regional Park

Does the event, no matter how well organised, have the potential to ...	Permission is likely to be required from the relevant land manager when ...
need new or temporary facilities?	<ul style="list-style-type: none"> • Car parking, fencing, toilets, marquees, roped off areas, marked courses or any signage are required.
hinder land management operations?	<ul style="list-style-type: none"> • Car parking required; • Timing conflicts with planned land management operations or seasonal sensitivities, for example lambing, harvesting or bird nesting; • The event takes place close in time to other events over the same land.
interfere with other people's enjoyment?	<ul style="list-style-type: none"> • Large numbers of participants will be in remote areas or areas popular for quiet recreation. • High volumes of people on narrow paths, passing in short timescales; • Noisy events will take place in quiet areas. • Competitive behaviour is likely, ie races; • The event takes place close in time to other events over the same land.
affect the environment?	<ul style="list-style-type: none"> • Numbers involved are likely to cause damage to vegetation in the specific location; • Specific areas have suffered, or are likely to suffer, from the cumulative negative effects of events and need time to recover; • The event could cause disturbance to protected or sensitive species, in particular, during the breeding season.

2.12 If permission is required then it can either be granted, with or without conditions, or refused at the discretion of the land manager. Outright refusal to hold an event does not happen very often in the Pentland Hills Regional Park as most land managers are willing to co-operate with reasonable requests from event organisers.

2.13 Where a land manager's permission is required, they can also make an appropriate charge. For events that are not commercial, this will often be closely tied to the cost of drawing up any written agreements, management time and/or facilities provided.

2.14 If event organisers are concerned that permission has been unreasonably refused, or there are other concerns from any relevant party, then the matter should be referred to the local access officer.

Designated areas

2.15 Some places that you might want to hold your event within the Pentland Hills Regional Park may be specially protected as Sites of Special Scientific Interest (SSSIs) for their nature

conservation value e.g. Red Moss or as Scheduled Ancient Monuments (SAMs) for their cultural heritage e.g. Castlelaw Fort and Soutterain. Other areas are sensitive for other reasons such as a large part of the Pentlands is used by Ministry of Defence for military training and some reservoirs are used for public water supply.

Stage 2 - Planning and implementation

Once the decision has been taken to hold the event the planning and implementation stage can begin. Many event organisers use an Event Plan which proves a very useful means of ensuring all matters have been considered and all involved have a clear understanding of their role. It also ensures that preparation is on track. It is recommended that an Event Plan is drawn up for all events.

Health and Safety

- 3.1 A critical element of planning any event is the consideration of all aspects of the health and safety. This applies to those taking part (including participants and organisers) and of people that will, or could be, affected (including spectators, other visitors and third parties). Each event proposal will need to be assessed by the event organiser in the light of its particular circumstances. There is already lots of specialist advice on this topic, particularly on the importance of undertaking formal risk assessments, which can be found at www.outdooraccess-scotland.com

Event organisers must undertake a risk assessment, keep a record of it and actively use it to plan a safe event.

Liability and insurance

- 3.2 It is strongly recommended that public liability insurance be obtained before any event takes place. Many land managers will make this a condition of granting permission. Public liability insurance covers injury, loss or damage to third parties as a result of negligence and therefore the extent of insurance required will be dependent on the potential risks involved. In all cases event organisers must ensure that they hold appropriate cover. It is the responsibility of organisers to take advice from their insurers on the cover required. For organisers whose sport or activity is undertaken under the auspices of a governing body, and for professional event organisers, it is likely that our organisation already carries public liability insurance. For voluntary bodies this may not be the case and organisations such as the Scottish Council for Voluntary Organisations (www.scvo.org.uk) can advice on public liability cover. Event organisers should also make clear to participants what insurance cover is in place so that they can consider their own personal situation. This is a complex subject and further advice should be taken from relevant specialist advisers such as insurance brokers.

Maximising the benefits of events

Promoting active participation

- 3.3 Scotland has a very poor health record and events can play an important part in getting people active. Encouraging people to move from a sedentary lifestyle to one that includes regular, moderate exercise can have huge benefits to the individual's health. Events can also be organised to appeal to a broad spectrum of society and should therefore be inclusive in encouraging excluded groups to participate.

Promoting the Scottish Outdoor Access Code

- 3.4 Events can be a good way to get messages across about how to behave responsibly when in the outdoors, both to participants and spectators. Why not include a copy of the Scottish Outdoor Access Code in 'goody bags'?

3.5 Sustainable transport

Encouraging the use of sustainable transport provides an opportunity for everyone to help in reducing the carbon footprint of events. Car parking is limited around the perimeter of the Regional Park and can be particularly busy at weekends and public holidays. Remember these are public car parks and not exclusively for event participants. When planning an event, do everything you can to encourage the use of public transport and encourage car sharing. For example, publicise or provide links to bus and train timetables with application forms and include discussion boards on websites to help participants share information on car sharing. Prizes could even be included for the most innovative, sustainable means of travelling to and from the event.

3.6 Voluntary contributions

Successful events rely on the co-operation of a great number of people, some of whom have to live alongside events without seeing much direct benefit. It is often a good idea for event organisers to make sure that something is put back into the area to acknowledge their support. Such behaviour promotes goodwill and makes it easier for those who want to organise events in the future.

3.7 Encouraging new members

Events are a great opportunity to promote membership or support for Non-Governmental Organisations (NGOs). Well organised events can often prove an incentive for participants to join the relevant charities and this will be especially relevant where land or facilities owned by such bodies is involved, for example, RSPB or the National Trust for Scotland. Event managers will want to consider how best this should be arranged.

Stage 3 – Restoration and review

- 4.1 After the event the work is not finished! The Restoration and Review stage can begin, as described below.

4.2 On the day

Tidying up, as soon as possible after the event, is essential. Organisers should ensure that the level of stewarding is sufficient to ensure all rubbish is cleared away, and that signs and any other infrastructure are removed. It is sensible and responsible to liaise with the land manager on the day of the event to ensure that there are no uncertainties left over who has responsibility for actions to be taken and that clearing up is done to the satisfaction of the land manager.

4.3 After the event

If conditions on restoration were part of the permission then these must be completed within the agreed timescale and to the satisfaction of the land manager.

4.4 Review

It is good practice to survey participants and all interested parties, e.g. local residents, agencies, and neighbouring land managers, after the restoration work is complete but soon enough so that everyone remembers the main elements of the day. Event organisers may wish to consider keeping a written note of issues throughout the process of planning to the actual day of the event so that these can be included. For larger events a meeting may help draw out what has been learnt from the staging of the event that may help in the future. A short report should be produced and circulated to all interested parties. It would be of great help and assistance if organisers sent a copy of all event reports to the Pentland Hills Regional Park for information (email pentlandhills@edinburgh.gov.uk) These reports can be consulted by future events organisers.

5 Hosting an event on your land

This section provides guidance for land managers in the Pentland Hills Regional Park who are approached about events. Further advice for land managers when approached by event organisers is contained in the Scottish Outdoor Access Code (www.outdooraccess-scotland.com).

5.1 Liaison and permission

Experience from land managers who have had events hosted on their ground indicates that early engagement and involvement in the event planning process pays many dividends and this guidance actively encourages event organisers to speak to you at an early stage. This will ensure that event organisers have a clear understanding of the issues that concern you, the land management operations that could be affected and the benefits that you are seeking to gain from events. Table 4 provides an indication of the circumstances when your permission is more likely to be required. Land managers are encouraged to use the liaison discussions to actively influence how the event is held. If permission is required, you have the opportunity to further influence this through the setting of conditions. If you have concerns over the effectiveness of the liaison or other aspects of the event, the matter can be referred to the Natural Heritage Service or the appropriate Local Authority Access Forum – City of Edinburgh, Midlothian and West Lothian.

5.2 Payment for events

Where permission of the land manager is required to stage an event an appropriate payment can be sought to the satisfaction of both parties. If the event is not commercial in nature, then it is reasonable to charge in a way that is closely tied to the preparation and management time and any facilities that a land manager is required to provide.

5.3 Liability and Insurance

The Scottish Outdoor Access Code makes it clear that individuals must take responsibility for their own actions. In addition, event organisers are strongly encouraged to carry public liability insurance and this could be a condition of granting permission for the event. The duty of care that all land managers have to the public is, however, unaffected and land managers are encouraged to ensure that potential risks are identified and made clear to event organisers. A very useful brief guide to occupier's liabilities in Scotland has been produced by Scottish Natural Heritage (www.snh.org.uk).

5.4 Protected areas

Where a proposed event is going to take place on a Site of Special Scientific Interest (SSSI), you must consider whether the event is an operation that requires the consent of SNH. Event organisers are encouraged to find out in advance of organising an event whether the ground in question is a designated site. Land Managers are encouraged to contact SNH at the earliest possible time to ensure advice can be given at a stage that can still enable changes to be made to the event.

5.5 Maximising the benefits

You may wish to involve neighbouring land managers and businesses to help event organisers tap into potential suppliers, thus ensuring that financial benefits remain local.

Annex A

The Pentland Hills Regional Park aims

Pentland Hills Regional Park Aims

- To retain the essential character of the hills as a place for the peaceful enjoyment of the countryside.
- Caring for the hills, so that the landscape and the habitat is protected and enhanced.
- Within this caring framework to encourage responsible public enjoyment of the hills.
- Co-ordination of these aims, so that they can co-exist with farming and other land uses within the Park.

The general purpose of the Regional Park is to ensure that the four aims are collectively achieved in a co-ordinated way.

Annex B

Roles of the principal organisations and key contacts

The Police – have a broad remit in relation to public order and traffic management. They must be contacted if the event is likely to require some form of traffic management, bring large, unexpected numbers into an area, require marshalling on, or adjacent to roads or have an impact on normal activities.

The Local Authority – has a range of statutory and advisory responsibilities. They must be contacted for any event that runs along or adjacent to roads or where parking issues are likely to impact on other road users. Similarly, if signage or waymarking is required along roads or other council facilities are required, eg car parks, then the Local Authority must be contacted. The Local Authority is also likely to contact the Police, Fire Service and local councillors depending on the nature of the event.

Pentland Hills Regional Park The general purpose of the Pentland Hills Regional Park is to ensure that the four aims are collectively achieved in a co-ordinated way. In relation to events the Pentland Hills Regional Park

- Promoting best practice in organisation of events in the Pentland Hills Regional Park;
- Ensuring events are contributing to the aims of the Regional Park;
- Upholding access rights;
- Arranging, if appropriate, for temporary suspension of access right; and
- Assisting event organisers contact the relevant land managers.

Local Authority Access Fora The main purpose of the Forum is to advise the Pentland Hills Regional Park and any other individual or organisation wishing advice on access related matters. These Fora can be contacted if you wish advice on any aspect of access relating to an event.

Edinburgh; outdooraccess@edinburgh.gov.uk

Midlothian; john.park@midlothian.gov.uk

West Lothian; www.westlothian.gov.uk

Scottish Natural Heritage – is the body which advises the Government on matters relating to the natural heritage of Scotland. SNH must be contacted if the event is going to take place on, or affect a protected area.

Scottish Environment Protection Agency The main role of SEPA is to protect the environment and human health. They do this by regulating activities that can cause pollution. SEPA must be contacted if the event is going to have an impact on water quality, flow or management. Temporary car parks are an example of when SEPA should be contacted.

Local NHS Health Centre and Ambulance Service – should be contacted to ensure adequate staffing can be deployed if there is likely to be a call on their resources.

Annex C

Useful websites

City of Edinburgh Council	www.edinburgh.gov.uk
Midlothian Council	www.midlothian.gov.uk
West Lothian Council	www.westlothian.gov.uk
Scottish Natural Heritage	www.snh.gov.uk
Scottish Environmental Protection Agency	www.sepa.org.uk
Scottish Water	http://www.scottishwater.co.uk/
Scottish Land and Estates	http://www.scottishlandandestates.co.uk/
National Farmers Union of Scotland	http://www.nfus.org.uk/

Events guidance

Access information for event organisers	www.canoescotland.org
Using Inland Water Responsibly	www.pathsforall.org.uk/outdooraccess/documents/WaterGuidance.pdf
HSE Events guidance –The Purple Guide	http://www.thepurpleguide.co.uk/