

# Risk Assessment

|                       |   |                       |            |                    |               |
|-----------------------|---|-----------------------|------------|--------------------|---------------|
| <b>Task:</b>          | Remembrance Day Parade on 10.11.2024  | <b>Date Assessed:</b> | 30.10.2024 | <b>Assessed by</b> | Jacqui Orange |
| <b>Location/Dept:</b> | From Cattle Market Car Park to St Martins Church via War Memorial returning to Cattle Market Car Park | <b>Review date:</b>   | 08.11.2024 | <b>Ref:</b>        | LTC/2024/015  |

|                                    |   |
|------------------------------------|---|
| <b>Training &amp; supervision:</b> |   |
| <b>PPE required:</b>               | All stewards/support staff should be clearly identifiable and wear hi-vis |
| <b>Other instruction:</b>          | Diverse Events Ltd – supervising the road closure for the event           |

| Identified Hazard             | Who might be harmed and how?                          | Level of risk (LxS=R) | Control Measures   | Further controls required for improvement | Action by who | By when | Level of residual risk (LxS=R) |
|-------------------------------|---|-----------------------|--|---|---------------|---------|--------------------------------|
| Pedestrian/vehicle collisions | Staff, councillors, volunteers, participants & public | 2x4=8                 | Road closure is in place for the duration of the Parade  |   |               |         | 1x4=4                          |
| Poor weather conditions       | Staff, councillors, volunteers, participants & public | 2x4=8                 | In the event of severe weather the event organiser will decide if the event should continue and will communicate this to Diverse Event, key participants, stewards, etc. |   |               |         | 1x1=1                          |



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|---|---|-----------------------|---|---|---------------|---------|--------------------------------|
| Slips, trips, and falls                                       | Staff, councillors, volunteers, participants & public | 2x3=6                 | <p>The route follows roads and footpaths and is generally sound and level with the exception of Castle Street and the War Memorial, which is steep. The area around the war memorial is partly hard surface but there are also grassed areas, raised beds and kerbs. The route and assembly areas will be kept free of obstacles.</p> <p>The dais on The Parade will be erected and taken down by a member of Town Council staff.</p> |   |               |         | 2x2=4                          |
| Accidents and incidents                                       | Staff, councillors, volunteers, participants & public | 2x4=8                 | All accidents and incidents will be recorded. St Johns Ambulance will provide first aid cover.  |   |               |         | 2x2=8                          |
| Crowd management e.g. avoiding overcrowding and pinch points. | Staff, councillors, volunteers, participants & public | 1x2=2                 | <p>Members of the public generally gather at the war memorial to view the Parade where there is room to gather (and disperse).</p> <p>All stewards will be suitably trained and competent to carry out their duties effectively. Stewards will be easily identifiable (hi-vis).</p>   |   |               |         | 1x2=2                          |



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|--|---|-----------------------|--|---|---------------|---------|--------------------------------|
|  |   |                       |  |   |               |         |                                |
| Ensuring there are adequate welfare facilities, especially for older persons, disabled and children. | Staff, councillors, volunteers, participants & public | 1x1=1                 | Toilet facilities will be available at Westbourne Car Park (ladies, gents and disabled).   |   |               |         | 1x1=1                          |
| Lost child or vulnerable adult, lost property  | Staff, councillors, volunteers, participants & public | 2x1=2                 | Groups leaders and parents will be responsible for children in the parade. Any lost children and vulnerable adults will be directed to Steve McGuire (Royal British Legion) who will reunite them with their parents or guardians. |   |               |         | 2x1=2                          |
| Counter terrorism  | Staff, councillors, volunteers, participants & public | 2x5=10                | Key participants and stewards will be briefed on the "Run, Hide, Tell" procedure as part of the event briefing.  |   |               |         | 1x1=1                          |

# Risk Assessment

## Risk/Priority Indicator Key

| Severity (Consequence)  |
|---|
| 1. Negligible (delay only)  |
| 2. Slight (minor injury / damage / interruption)                              |
| 3. Moderate (lost time injury, illness, damage, lost business)                |
| 4. High (major injury / damage, lost time business interruption, disablement) |
| 5. Very High (fatality / business closure)                                    |

| Likelihood                    |
|-------------------------------|
| 1. Improbable / very unlikely |
| 2. Unlikely                   |
| 3. Even chance / may happen   |
| 4. Likely                     |
| 5. Almost certain / imminent  |

| RISK / PRIORITY INDICATOR MATRIX |   |                        |    |    |    |    |
|----------------------------------|---|------------------------|----|----|----|----|
| LIKELIHOOD                       | 5 | 5                      | 10 | 15 | 20 | 25 |
|                                  | 4 | 4                      | 8  | 12 | 16 | 20 |
|                                  | 3 | 3                      | 6  | 9  | 12 | 15 |
|                                  | 2 | 2                      | 4  | 6  | 8  | 10 |
|                                  | 1 | 1                      | 2  | 3  | 4  | 5  |
|                                  |   | 1                      | 2  | 3  | 4  | 5  |
|                                  |   | SEVERITY (CONSEQUENCE) |    |    |    |    |

| Summary |        | Suggested Timeframe      |
|---------|--------|--------------------------|
| 12-25   | High   | As soon as possible      |
| 6-11    | Medium | Within next 3-6 months   |
| 1-5     | Low    | Whenever viable to do so |

# Risk Assessment

## Daily Monitoring Checklist

ENSURE THAT YOU HAVE:

| ACTION | YES | CONFIRMED BY | COMMENTS |
|--------|-----|--------------|----------|
|        |     |              |          |
|        |     |              |          |