

# Risk Assessment

Task:	Remembrance Day Parade on Sunday 12 November 2023	Date Assessed:	11.08.2023	Assessed by	Jacqui Orange
Location/Dept:	From Cattle Market Car Park to St Martins Church via War Memorial returning to Cattle Market Car Park	Review date:	12.11.2023	Ref:	LTC

Training & supervision:	Diverse Events providing stewards for road closure.
PPE required:	
Other instruction:	Refer to Diverse Events Traffic Management Plan, the event Management Plan and HSE Event Safety Guide.

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	Diverse Events is overseeing all aspects of the road closure that will prohibit vehicles from the route during 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	<p>The designated first aider/s are Samantha and Simon Ennor or St Johns Ambulance. All accidents and incidents will be recorded.</p>				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</p>				1x2=2



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			duties effectively. Stewards will be easily identifiable (hi-vis).				
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

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## 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

## Daily Monitoring Checklist

ENSURE THAT YOU HAVE:

ACTION	YES	CONFIRMED BY	COMMENTS
Ensure cleaning regime is in place prior to re-opening any buildings and check all equipment is in good, safe working order.			
Adequate supplies of PPE for all staff that require it			
Provide information notices at relevant points e.g. entry points, toilets, kitchen areas			