

## Event Risk Assessment Form & Guidance

<b>Event Name:</b>	Remembrance Sunday Parade and Wreath Laying and Service	<b>Date:</b>	13.11.2022	<b>Venue:</b>	Neston town centre
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<b>(1) Activity / Area of Concern</b>  i.e.: what is taking place as part of the event?	<b>(2) Hazards Identified</b>  i.e.: what can cause harm?	<b>(3) Persons at Risk</b>  i.e.: who could be harmed by the hazard?	<b>(4) Current Risk Factor</b> (high, medium or low) i.e.: determine the level of risk	<b>(5) Actions to be Taken to Minimize each Risk</b> i.e.: what action can you take to lower the level of risk	<b>(6) New Risk Factor</b> (high, medium or low) i.e.: risk factor after action taken to minimize the risk
Parade of 60 people walking on the highway	Potential for collision with vehicles	Those involved in the parade, vehicle drivers, bystanders and pedestrians	High	<p>NTC to engage a professional traffic management company (Premier Traffic Management) to create and implement a road closure scheme. Plan to be approved in advance by Highways.</p> <p>RBL to appoint a parade marshal for the parade.</p> <p>RBL parade marshal will verify with Premier Traffic Management that all agreed road closures are in place before starting off the outward parade and again for the return parade.</p> <p>The parade marshal will have line of sight along each leg of the parade and will be able to halt the parade rapidly in case of incident.</p> <p>Local supermarkets to be contacted in advance and advised not to attempt to make deliveries during the service and local bus company to be advised to alter route to avoid Brook Street.</p> <p>Local residents/businesses in the streets impacted by the road closure to be given advance notice of the route and times.</p> <p>Emergency services to be given advance notice of the route and times.</p>	Low

Parade of 60 people walking on the highway	Injury due to participants stumbling and falling and causing those walking behind to fall as a consequence	Those involved in the parade	medium	<p>RBL to ensure that the parade is sufficiently spaced and moves at a slow pace.</p> <p>The parade marshal will have line of sight along each leg of the parade and will be able to halt the parade rapidly in case of incident.</p> <p>RBL to provide a trained first aider who will accompany both the outward and return parades.</p>	Low
Parade of 60 people walking on the highway	Adverse weather conditions	Those involved in the parade	High	RBL parade marshal to carry out an on the day weather safety assessment in advance of the parade. Should the weather conditions be assessed as hazardous to participants (eg extremely high winds, storm conditions etc), the parade marshal to cancel the parade.	Low
Parade of 60 people walking on the highway	Potential for exposure to inclement weather	Parade marshal	Medium	RBL parade marshal to wear appropriate clothing that is sufficient to provide protection from inclement weather.	Low
Wreath laying service – approx. 70 parade participants and residents standing on the road	Adverse weather conditions	All participants, road users, bystanders and pedestrians	High	NTC Co-ordinator in liaison with the RBL parade marshal and parish church co-ordinator to carry out an on the day weather safety assessment in advance of the wreath laying service. Should the weather conditions be assessed as hazardous (eg extremely high winds, storm conditions etc), the service on the highway to be cancelled.	Low
Wreath laying service – approx. 70 parade participants and residents standing on the road	Potential for exposure to inclement weather	Councillor co-ordinator and volunteer stewards	Medium	Councillor co-ordinator and volunteer stewards to wear appropriate clothing that is sufficient to provide protection from inclement weather.	Low

Wreath laying service – approx. 70 parade participants and residents standing on the road	Injury by vehicle	Residents attending the service, vehicle drivers and pedestrians	High	<p>NTC to engage a professional traffic management company (Premier Traffic Management) to create and implement a road closure scheme. Plan to be approved in advance by Highways.</p> <p>NTC to provide two community volunteer stewards who will be positioned at the road closure points (by Tesco and by Elephant Coffee) to turn back any vehicles that may attempt to pass the road closure signs, thereby providing an extra layer of security for those attending the wreath laying service. Stewards to be briefed in advance by the NTC co-ordinator and monitored during the wreath laying service by the NTC co-ordinator (the NTC co-ordinator will be a nominated councillor). Volunteer stewards and NTC co-ordinator will be provided with hi-vis waistcoats.</p> <p>Local supermarkets to be contacted in advance and advised not to attempt to make deliveries during the service and local bus company to be advised to alter route to avoid Brook Street.</p> <p>Local residents/businesses with properties on the streets impacted by the wreath laying service to be given advance details of the road closures.</p> <p>Emergency services to be given advance notice of the wreath laying service and the associated road closures.</p>	Low
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Wreath laying service – approx. 70 parade participants and residents standing on the road	Large number of people in one area of High Street could create a bottle neck and the potential for jostling, falling and crushing	Parade participants and residents attending the service and also pedestrians needing to pass along the pavement opposite the church	Medium	<p>NTC will provide two community volunteer stewards who will be on High Street outside the church for the duration of the service to ensure that people are sufficiently spaced out and that there is room on the pavement for pedestrians to pass at all times. Stewards to be briefed in advance by the NTC co-ordinator and monitored by the NTC Co-ordinator during the wreath laying service (the NTC co-ordinator will be a nominated councillor). Volunteer stewards and NTC co-ordinator will be provided with hi-vis waistcoats.</p> <p>RBL to provide three trained first aiders and the parish church to be used as a first aid base if required (first aid kit kept at this location).</p>	Low
Insufficient communication between organisers, traffic management company and community stewards	Lack of communication leading to failure to fully implement the safety plan as detailed in this risk assessment	All participants, road users, bystanders and pedestrians	High	<p>Three named co-ordinators to be present at the event:</p> <ul style="list-style-type: none"> <li>Mr Andy Carmichael (RBL) – parade marshal and parade first aid co-ordinator</li> <li>Cllr ... (NTC) – co-ordination of community volunteer stewards at the wreath laying ceremony</li> <li>Mr Terry Abel (Parish Church) – first aid post co-ordinator for wreath laying service</li> </ul> <p>All co-ordinators to receive a copy of this risk assessment and to meet prior to the event.</p> <p>All co-ordinators to share mobile phone numbers and carry mobile phones during the event.</p> <p>All co-ordinators to be provided with contact details for Premier Traffic Management and Premier Traffic Management to be provided with on the day co-ordinator contact numbers.</p>	Low

Name of person completing Risk Assessment (printed): Audrey Duncan

Signature: ..... Date: .....

# Guidance for Event Risk Assessments

## 1.1 Risk Assessment

Please remember that organisers of events have a legal responsibility to ensure the Health, Safety and Welfare of any employees, volunteer helpers or contractors involved in arranging the event and to the public and participants attending, carrying out a detailed risk assessment should ensure this. All hazards associated with the event should be identified, the level of risk assessed and appropriate action taken to reduce these risks to an acceptable level. All events must comply with recognised safety standards and you must take all reasonable precautions to ensure the event takes place safely.

A formal record should be kept of the risk assessments. A simple guidance note and an example form are provided with this pack. Completed forms should be retained for future reference.

Where the event consists of more than one attraction e.g. a summer fete a written risk assessment may be required for each activity. In these circumstances, the enclosed risk assessment form can be photocopied.

Any contractors involved in the event should also carry out risk assessments. Where relevant, you should obtain copies of these.

More information regarding risk assessments can be obtained from the Health and Safety Executive (HSE) (<http://www.hse.gov.uk>).

## 1.2 Guidance Notes

As the organiser of an event you have legal responsibilities to ensure the health, safety and welfare of any employees, volunteers, and contractors involved in arranging the event; and of the public and participants attending. All events must comply with recognised safety standards and you must take all reasonable precautions to ensure the event takes place safely.

The event organiser's best tool for determining potential hazards connected to their event is a risk assessment. A full risk assessment must be carried out for all events. A risk assessment needs to identify the activities, which make up an event and the hazards that are associated with each activity, together with a risk rating.

Any contractors involved in your event must also carry out risk assessments. Accordingly, if you are employing contractors/other organisations it is your duty to ensure that you obtain copies of the risk assessments.

The following guidance should aid you in carrying out your risk assessments.

## 1.3 Identifying the Activity / Area of Concern

An activity is anything which is taking place as part of your event, i.e.: stalls, face painting, fairground rides, car boot sale, staged events, music, dancing, sports activities, fireworks, laser show, parade, marquee/tent, food, alcoholic refreshment, etc. In addition, within the activities column you must also include the provisions you must make to enable the activities to take place safely, i.e.: first aid, stewarding/security, crowd management, car parking, site fencing/barriers, fire precautions and equipment, potential major incidents, evacuation procedure (due to emergency or inclement weather), stages/marquees/temporary structures, waste collection/handling/disposal, cash collection and signage. Please note that these lists are not exhaustive.

## 1.4 Identifying the hazards

All hazards must be identified for each activity. A hazard is something with the potential to cause harm, i.e.: slipping/tripping/falling hazards, hazards relating to fire risks or fire evacuation procedures, any chemicals/fumes/substances hazardous to health, moving parts of machinery, vehicle movement, electrical safety including use of portable electrical appliances, lifting/carrying/moving, high noise levels, poor lighting/heating/ventilation, any possible hazard from specific demonstrations/activities, crowd intensity and pinch points – i.e.: areas where there is restricted access/exit for the amount of people.

This list is not exhaustive and care should be taken to identify any other hazards associated with the specific activities within the event.

## 1.5 Identifying the persons at risk

For each hazard identified, list all those who may be affected. Do not list individuals by name, just list groups of people, i.e.: stewards, employees, volunteers, contractors, vendors/exhibitors/performers, members of the public, people with disabilities, children/elderly people, expectant mothers and local residents. This list is not exhaustive.

## 1.6 Identifying the current risk factor

Risk is the chance that someone will be harmed by the hazard. The extent of the risk arising from the hazards identified must be evaluated, i.e.: high, medium or low, and actions then taken to minimize the risk. You should be taking into account any information, instruction and training regarding the event and the activities involved; and compliance with legislative standards, codes of good practice and British Standards. Examples of risks and their categories are as follows:

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| <b>High</b>   | An inflatable bouncy castle which is not tied down being used in adverse weather conditions by young children; or a fairground chair ride without sufficient safe space around it. |
| <b>Medium</b> | Face painting being undertaken without the knowledge of children's allergies.  |
| <b>Low</b>    | A mime artist performing amongst the crowd.  |

For each risk consider whether or not it can be eliminated completely. If it cannot, then decide what must be done to reduce it to as low a risk as far as is reasonably practicable an.

### **1.7 Identifying the actions to be taken to minimize each risk**

All identified risks can be minimized by taking appropriate action. i.e.: preventing access to the hazard by enclosure/segregation, safe-working procedures, adequate

Signage/training/instruction, find a substitute for that activity/machine etc, provide welfare facilities for removal of contamination/first aid, removal of the hazard, etc. Personal Protective Equipment should be considered as a last resort. This list is not exhaustive.

For the examples listed in 1.6 above, action taken to minimize the risk could be to secure the inflatable with guy ropes; supply sufficient barrier-ed space around the fair ride; ask parents/guardians regarding allergies; supervise the mime artist.

### **1.8 Identifying the New Risk Factor**

Once you have identified the action to be taken (as per section 5 of the risk assessment form), insert the appropriate new High, Medium or Low risk rating.

### **1.9 Review and Revise**

Please remember that if the nature of the activities or hazards change during the planning of the event, the risk assessment will need to be reviewed and updated.

Finally, please print your name, sign and date the form.