

BROADSTONE TOWN COUNCIL

Risk Assessment

Title:	Remembrance Day Parade
Location:	Broadstone Parish
Author:	Michelle Harrington

A. Important Information

This risk assessment reflects the circumstances found at the time of the assessment only and may be amended during the event assessment.

The priority ratings stated are given as a guide only and each of the recommendations should be implemented 'as soon as is reasonably practicable', to ensure the risk remains at a tolerable level.

The event is expected to involve approximately 100 people participating in the marching parade, with a further 150 spectators expected along the route and at the Memorial.

The Broadstone Branch of the Royal British Legion will manage the event on the day on behalf of Broadstone Town Council. Appropriate marshals, traffic management personnel, first aiders and other event personnel will be in attendance.

B. Risk Matrix and Guidance Notes

The methodology used in this risk assessment is a combination of quantitative risk assessment (numerically assessing probabilities and consequences), qualitative risk assessment (judgmental assessment based on event analysis

		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
Severity (y-axis)	Minor	A1	A2	A3	A4	A5
	Moderate	B1	B2	B3	B4	B5
	Major	C1	C2	C3	C4	C5
	Severe	D1	D2	D3	D4	D5
	Critical	E1	E2	E3	E4	E5

Severity. (the terms Impact, consequence can also be used) – Choose the level of severity found on the vertical (y-axis) on the left-hand side of the matrix. This donates the severity of the outcome, that the risk would have if it materialised. The following table provides the definition of severity based on the example of personal injury categories.

Severity (y-axis)	Definition
Minor	Single injury of a non-specific or non-life threatening, non-permanent nature and requiring first aid only.
Moderate	- Single specified injury (which is non-life threatening, non-permanent nature and / or has a short-term impact on normal way of / quality of life). - Single injury / illness of a non-specific injury (for example moderate heat illness or hypothermia requiring more than just first aid).
Major	- Single specific injury (which is life threatening and / or causes a permanent disability). - Specified injuries to multiply individuals' injuries of a non-life threatening, non-permanent nature and / or have a short-term impact on normal way of / quality of life.
Severe	- Single fatality - Specific injuries to multiple individuals (which are life threatening and / or cause permanent disability).
Critical	Multiple fatalities

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Likelihood (the terms frequency or probability can also be used) – Choose a descriptor, found on the horizontal (x-axis on the top of the matrix). This denotes the likelihood that the safety risk will occur and thus become an event.

Likelihood	Probability	Description
Very unlikely (Very Low)	< 5%	Is not likely to occur
Unlikely (Low)	5% - 29%	Is likely to occur on a small number of occasions
Possible (Medium)	30% - 49%	Is likely to occur on several occasions
Likely (High)	50% - 74%	Is likely to occur many times
Very likely (Very high)	>75%	Is likely to be a common occurrence.

Risk rating – Is a measure of exposure to possible loss (or harm) and it combines the severity of loss (how bad) and the likelihood of suffering that loss (or harm) and how often.

The corresponding actions below relate to the risk rating derived from the colour coding of the x and y axis.

Very High	Rigorous scrutiny of control measures required to make sure it is tolerable, by improved control measures
High	
Medium	Review control measures and improve if reasonably practicable to do so, consider alternative ways of working.
Low	Maintain control measures.
Very Low	

C. Risk Assessment Form

Ref	Hazard/s	Who might be harmed and how	Existing control measures	Risk rating	Risk tolerable Yes/No?
1	Road traffic / interaction between parade and vehicles	Parade participants, marshals, spectators, road users and members of the public. Risk of collision or serious injury where the parade crosses or travels along roads.	- Qualified traffic marshals provided by external event services company - Traffic marshals positioned at identified road junctions. - Temporary Road closures in place during the passage of the parade. - Road closure signs to be provided by RBL. - Parade to remain under the direction of the Parade Marshal. - Marshals to monitor the route and prevent participants entering live traffic. - Route to be checked before the parade.	Medium	Yes
2	Slips, trips and falls	Parade participants, spectators, volunteers and members of the public. Uneven surfaces, kerbs, paths, wet leaves or wet weather may cause falls.	- Route and Memorial area to be checked before the event. - Event team to identify and address obvious hazards where reasonably practicable. - Participants advised to wear suitable footwear. - Marshals to monitor the route and report hazards. - Additional care to be taken in wet or poor weather conditions.	Low	Yes

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Ref	Hazard/s	Who might be harmed and how	Existing control measures	Risk rating	Risk tolerable Yes/No?
3	Crowd movement / overcrowding	Spectators, parade participants, children, vulnerable adults and volunteers. Risk of people being knocked over, separated from companions or obstructing the parade.	- Approximately 150 spectators anticipated. - Parade route and Memorial area to be monitored by marshals. - Two RBL volunteers to assist with crowd control at the rear of the parade and at the Memorial. - Spectators encouraged to remain clear of the parade route. - Site layout established for the Memorial service. - Marshals to monitor crowd movement throughout.	Medium	Yes
4	Participants colliding / marching formation	Parade participants, including veterans, serving personnel, cadets and youth groups. Risk of collision, falls or injury during the march	- Parade Marshal responsible for the parade. - Parade instructions issued to participants. - Parade follows a defined order of march. - Band leads the parade. - Participants to maintain appropriate spacing. - Marshals to assist with the safe movement of the parade.	Low	Yes
5	Vehicle entering or approaching the parade route	Parade participants, spectators, traffic marshals and members of the public. Risk of collision during road closures or at junctions.	- Qualified traffic management company appointed. - Traffic marshals positioned at identified junctions. - Temporary road closures implemented during the passage of the parade. - Marshals to remain alert to vehicles attempting to enter the closed route. - Emergency vehicles to be given priority where required.	Medium	Yes
6	Manual handling of equipment	RBL volunteers, Town Council staff, PA provider and other event personnel. Risk of strains or other injuries when moving speakers, PA equipment, signs, barriers or other equipment.	- Heavy or awkward equipment to be moved by suitable personnel. - Team lifting to be used where appropriate. - Appropriate lifting techniques to be followed. - PA equipment to be installed by the appointed provider. - Volunteers should not attempt to move equipment beyond their capabilities.	Low	Yes
7	PA system / electrical equipment	PA provider, event staff, parade participants and spectators. Risk of electrical injury, trips from cables or equipment falling.	- PA system supplied and installed by appointed provider. - Integral power supply to be used.	Low	Yes

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			- Equipment positioned in accordance with the Memorial site plan. - Cables kept away from pedestrian routes wherever reasonably practicable. - Equipment checked before use. - Faulty equipment to be removed from use.		
8	Adverse weather / exposure	Parade participants, spectators, volunteers, elderly attendees and vulnerable persons. Risk of cold, wet weather, slips or other weather-related illness.	- Weather conditions to be monitored before and during the event. - Participants and volunteers advised to wear suitable clothing. - Water/refreshments available where appropriate. - Event Manager to monitor conditions and consider amendments to arrangements if necessary. - Church and RBL Club provide available sheltered locations.	Medium	Yes
9	Medical emergency / illness	Participants, spectators, volunteers and members of the public. Risk of illness or injury during the event.	- Nominated RBL First Aider in attendance. - First aid kits located at the Church and RBL Club. - Staff briefed on emergency procedures. - Serious accidents or sudden illness to be reported immediately to 999. - Incident to be reported to the Event Manager.	Medium	Yes
10	Lost child or vulnerable adult	Children and vulnerable adults, parents, guardians and accompanying persons. Risk of separation during the parade, at the Memorial or within the Church.	- Appropriately briefed and DBS-checked Marshals in attendance. - Scout and Guide Leaders present and able to assist where appropriate. - Marshals to obtain a description and last known location. - Marshals to coordinate searches. - Lost persons to remain supervised by an appropriately DBS-checked Marshal or appropriate Scout/Guide Leader. - Names of lost children/vulnerable adults not to be broadcast over radio or PA. - Appropriate checks undertaken before reuniting with a parent, guardian or accompanying person. - Emergency services/appropriate authority contacted where required.	Medium	Yes

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	Public entering the parade route	Spectators, parade participants and members of the public. Risk of collision or falls if spectators walk into the parade.	• Clear route established. • Traffic marshals and event marshals positioned along the route. • Crowd control volunteers at the rear of the parade and Memorial. • Marshals to monitor spectators and intervene where necessary. • Public advised to remain clear of the parade.	Low	Yes
	Falls / reduced mobility of elderly or vulnerable participants	Veterans, elderly participants, people with disabilities and spectators. Risk of falls, fatigue or inability to keep pace with the parade.	• Participants able to attend in accordance with their own capabilities. • Parade Marshal and marshals to monitor participants. • First aider available. • Church and RBL Club available as locations for assistance where appropriate. • Individuals encouraged to seek assistance if required.	Medium	Yes
	Use of ceremonial wreaths / flowers	Wreath layers, parade participants and spectators. Risk of trips, manual handling injury or obstruction during wreath laying.	• Wreaths to be prepared and located before the event. • Wreath layers provided with instructions regarding the order of laying. • Memorial area to be kept clear. • Marshals to assist with movement around the Memorial where necessary.	Low	Yes
	Band / musical equipment	Band members, parade participants and spectators. Risk of collision, trips or injury associated with movement of the marching band and equipment.	• Dorset Youth Marching Band to lead the parade. • Band Leader responsible for the band. • Band to follow Parade Marshal's instructions. • Band parking arrangements to be agreed in advance. • Appropriate spacing maintained during the parade.	Low	Yes
	Emergency vehicle access	Emergency services, event participants and members of the public. Risk of delay to emergency response due to road closures or crowds.	• Traffic management company in attendance. • Road closures temporary and limited to the passage of the parade. • Traffic marshals to monitor junctions. • Traffic marshals to facilitate emergency access where necessary.	Medium	Yes

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Ref	Hazard/s	Who might be harmed and how	Existing control measures	Risk rating	Risk tolerable Yes/No?
	Church service / movement within church	Congregation, parade participants, elderly and vulnerable attendees. Risk of slips, trips, falls or overcrowding when entering, leaving or moving within the Church.	- Church service managed by the Padre. - Seating arrangements established in advance. - Event team aware of expected attendance. - Marshals available to assist where appropriate. - Emergency procedures communicated to event staff.	Low	Yes
	Communication failure	Event staff, marshals, traffic management personnel, participants and members of the public. Risk that an incident cannot be communicated quickly.	- Staff briefed before the event. - Contact list provided to staff/marshals. - Mobile phones for communication. - Event Manager identified as the person responsible for managing the event on the day. - Emergency services contacted directly by 999 where necessary.	Low	Yes
	Poor visibility / inadequate lighting	Parade participants, spectators and marshals. Risk of trips or difficulty seeing hazards, particularly in poor weather or reduced daylight.	- Event takes place during daylight hours. - Event Manager to monitor conditions and amend arrangements where necessary.	Very Low	Yes
	Members of the public entering restricted areas	Members of the public, event personnel and parade participants. Risk of injury or interference with event operations.	- Marshals to monitor the Memorial and parade route. - Defined areas established for participants, wreath layers, band and spectators. - Site plan provided for the Memorial. - Public to be kept away from operational areas where necessary.	Low	Yes
	Fire / emergency requiring evacuation	All persons attending the event. Risk of injury caused by fire or another major emergency.	- Emergency procedures communicated to event staff. - Emergency services contacted via 999. - Church and RBL Club identified as available locations for assistance where appropriate. - Event Manager responsible for coordinating the response. - Marshals to assist with directing people away from any immediate danger.	Medium	Yes

Assessor:

Assessment date:

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D. Supervision

- The Broadstone Branch of the Royal British Legion will manage the event on the day on behalf of Broadstone Town Council.
- The RBL Chairman or a competent person will be assigned the role of Event Manager for the day.
- The Event Manager will ensure relevant event personnel are briefed on their responsibilities before the event.
- The Parade Marshal will be responsible for the safe movement and organisation of the parade.
- Traffic management will be provided by the appointed traffic management company, with traffic marshals positioned at the identified road junctions.
- Marshals will be responsible for monitoring the parade route, spectators and other identified areas.
- The Event Manager will monitor conditions throughout the event and may amend arrangements where necessary to maintain safety.

E. Emergency Procedures

The Event Manager will:

- Ensure a nominated first aider is identified and available.
- Ensure first aid kits are available at the RBL Club and St John's Church.
- Ensure event staff have access to appropriate emergency contact details.
- Ensure staff know the location of the nearest access point for emergency services.
- Ensure emergency access is maintained as far as reasonably practicable during temporary road closures.
- Ensure that serious accidents or sudden illness are reported immediately to the emergency services by dialling 999.
- Where safe and appropriate, arrange for casualties to be moved to the Church or RBL Club where they can be monitored by the nominated first aider.
- Ensure any significant incident is reported subsequently to the Town Council Proper Officer.

F. Personal Protective Equipment (PPE)

- PPE will not normally be required for members of the public or parade participants.
- Event personnel and marshals should wear suitable clothing and footwear appropriate to the weather and conditions.
- Traffic marshals will use any appropriate high-visibility clothing or other equipment required by their traffic management arrangements.

G. Review

- This risk assessment is reviewed by Full Council annually. However, should the event arrangements, route, site conditions or other circumstances change, the risk assessment may be amended by the Event Manager before or during the event.
- The Event Manager will review the route and relevant event areas before the event and identify any hazards requiring action.
- Any significant changes to the risk assessment should be recorded and reported to the Town Council Proper Officer as soon as reasonably practicable.
- The Town Council Proper Officer should be made aware of any significant accident, incident or near miss as soon as possible.
- The Event Manager and relevant event personnel should monitor the event throughout and take reasonable action where circumstances change or an identified risk increases.