

## Neston Town Council Event Risk Assessment

<b>Event Name:</b>	Remembrance Sunday Parade and Wreath Laying and Service	<b>Date:</b>	10.11.2024	<b>Venue:</b>	Neston town centre
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(1) Activity / Area of Concern  i.e.: what is taking place as part of the event?	(2) Hazards Identified  i.e.: what can cause harm?	(3) Persons at Risk  i.e.: who could be harmed by the hazard?	(4) Current Risk Factor (high, medium or low) i.e.: determine the level of risk	(5) Actions to be Taken to Minimize each Risk i.e.: what action can you take to lower the level of risk	(6) New Risk Factor (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 (Quantum 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 Quantum 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. 150 people standing on the highway	Adverse weather conditions	All participants, road users, bystanders and pedestrians	High	NTC co-ordinator (a councillor) 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. 150 people standing on the highway	Potential for exposure to inclement weather	Councillor co-ordinator	Medium	NTC co-ordinator to wear appropriate clothing that is sufficient to provide protection from inclement weather.	Low

Wreath laying service – approx. 150 people standing on the highway	Injury by vehicle	Residents attending the service, vehicle drivers and pedestrians	High	<p>NTC to engage a professional traffic management company (Quantum Traffic Management) to create and implement a road closure scheme. Plan to be approved in advance by Highways.</p> <p>Quantum Traffic Management to provide three professional traffic management stewards who will be in attendance for the duration of the road closure.</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
Wreath laying service – approx. 150 people standing on the highway	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>There will be an NTC co-ordinator (a councillor) who will be positioned on High Street outside the church for the duration of the wreath laying service to ensure that people are sufficiently spaced out and that there is room on the pavement for pedestrians to pass at all times. The NTC co-ordinator will be provided with a hi-vis waistcoat.</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 Simon Davies (NTC) – crowd control at the wreath laying service;</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 Quantum Traffic Management and Quantum Traffic Management to be provided with on the day co-ordinator contact numbers.</p>	Low
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<p><u>Parade</u> of 60 people walking on the highway, plus a <u>Wreath laying service</u> – approx. 150 people standing on the highway</p>	<p>Firearms or weapons attack</p>	<p>All participants, road users, bystanders and pedestrians</p>	<p>High</p>	<p>All Co-ordinators and stewards to be familiar with the “Stay Safe” principles (RUN, HIDE, TELL). Written guidance to be provided to all co-ordinators and stewards in advance of the event.</p> <p>All co-ordinators and stewards to carry a whistle to warn of a significant risk/incident. This could include a vehicle breaching a road closure, or an individual who is intent on causing harm with a blunt or bladed weapon. In this situation <b>three long, loud, blasts</b> should be blown to attract the attention of those at risk.</p> <p>Whilst there will be no buildings to evacuate, co-ordinators or stewards should instruct participants and members of the public to <b>RUN</b> if it is the safest option or to <b>HIDE</b> and find cover if it is not safe to run.</p> <p>The co-ordinator or steward should then call 999 when it is safe to do so, <b>TELL</b> the emergency services what has happened and provide the details of the emergency rendezvous point.</p> <p>The emergency vehicle rendezvous point will be at The Cross. What Three Words co-ordinates <b>grazes.munched.paramedic</b> can be used if needed when dialling 999 to direct emergency services to the vehicle rendezvous point.</p> <p>Contact should be made with other co-ordinators and stewards as soon as it is safe to do so.</p>	<p>Medium</p>
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<p><u>Parade</u> of 60 people walking on the highway, plus a <u>Wreath laying service</u> – approx. 150 people standing on the highway</p>	<p>Suspicious items</p>	<p>All participants, road users, bystanders and pedestrians</p>	<p>High</p>	<p>Co-ordinators and stewards to be provided with written guidance on the 4 Cs protocol and HOT protocol.</p> <p>When dealing with suspicious items, co-ordinators or stewards should turn off event radios and mobile phones when in close proximity to the item and then</p> <p><b>CONFIRM</b> whether or not the item exhibits recognisably suspicious characteristics. (Co-ordinators to use the HOT protocol to help inform their judgement as to whether the item is suspicious.)</p> <p>If HOT leads a co-ordinator or steward to believe that the item is suspicious, they should immediately <b>CLEAR</b> and cordon off the area, <b>COMMUNICATE</b> by calling 999 and also informing other co-ordinators/stewards (do not use radios or phones within 15 metres) and <b>CONTROL</b> access to the cordoned area until the emergency services arrive.</p>	<p>Medium</p>
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Risk assessment completed by Audrey Duncan (Community & Environment Manager)  
Risk assessment approved by Community & Environment Committee on 06.08.24 (minute 22a)