

RISK ASSESSMENT FORM FOR PUBLIC PROCESSION

General information for the organiser

We are asking you to fill in this risk assessment form to help us understand what dangers and risks might be associated with holding your event. This form will take you through the most common areas of risk which we and the Police might want to raise with you. We and the Police may carry out our own assessment of risk and may want to discuss our assessment with you before any meeting is held or at the first meeting itself.

Purpose of filling in the risk-assessment form

A risk assessment of the procession will help to:-

- Identify any dangers associated with holding it;
- Evaluate the level of any known risks;
- Decide who is at risk and in what way and how the risk to them could be got rid of; and
- Decide, where other types of risk have been identified, whether it would be possible to introduce appropriate measures to allow the procession to go ahead.

Who should be filling this form in

It would be preferable if you were a suitably qualified person (e.g. someone who is trained in health and safety regulations). If that is not possible, someone else in the organisation with a strong knowledge of the area where the procession is to be held should fill it in. We will then check the form and compare it to the assessment which the Roads Department and Police may carry out.

How to fill in the form

You should work your way through the form section by section. If there are parts to sections which you cannot fill in, then you should contact the department named at the end of the form. Once we have considered the notification, the risk assessment and all other evidence, we may contact you to hold a meeting. If your overall assessment shows that there is a high risk, for example if the march would be controversial, not be marshalled properly or similar issues associated with holding the procession, we will get in touch with you as soon as possible to discuss whether we can find solutions to reduce or remove the risk.

Who you should send the form to

You should send your risk assessment form, along with your notification form, to the person named at the end of this form, Grampian Police and the Roads Department at least 28 days before you plan to hold a procession. If you

cannot send your risk assessment with the notification, you should speak to the person named at the end of this form for advice.

Next steps

We will assess the risks associated with holding your procession within the first two weeks of us receiving your notification and risk-assessment forms. You should remember to keep a copy of this form for your records and bring it with you for any meeting which we may hold. The Police and Roads Department may wish to raise issues with you about how your assessment compares to ours. In case there are problems, we may need further meetings.

Section One

Your name, address and contact details	
Date and Time of Procession	
Proposed main route of procession	

Section Two

Main Risk Assessment

The table in this section sets out the main areas of the risk assessment. You should provide as many supporting comments as you can.

Question	You must provide supporting comments in the boxes below
Is the date of the procession particularly significant to the organisation?	
Has your organisation marched along the same route before?	
Are there enough trained stewards to control the number of marchers expected?	

Have there been any difficulties or tensions in the recent past with holding this procession?	
Please assess the level of risk there may be to public safety. (Please also say whether the risk is low, medium or high)	
Please assess any risk to public order. (Please also say whether the risk is low, medium or high)	
Please assess the risk of damage to property. (Please also say whether the risk is low, medium or high)	
Please assess the risk of disruption to local business, the community or shoppers and traffic from holding the procession. (Please also say whether the risk is low, medium or high)	
Taking account of all the information in this table, what is your opinion of the overall risk of holding the procession? Is it low, medium or high?	

Section Three

This section details other information which you should consider as part of a general assessment of the procession. You should assess the following:-

The main considerations	Supporting Comments
At the end of the march, what are your arrangements for getting marchers to go home?	
Are you organising any other social events at the end of the march? (Please give details of what these are). And will you need a Police presence?	
Is the proposed route shown on your notification as a route that your organisation commonly uses?	
Have you taken out insurance to help cover for any risk arising from the procession?	
What is your assessment of the risks to marchers if the route passes through communities which may be against the march?	
Do you have enough security in place for any coaches and other vehicles used by the marchers?	

Have you considered the policing and attendant costs for holding the procession?	
Have you assessed what other priorities there may be in the area on the day of the march?	
Have you considered the effect on the community as a whole if the march went ahead?	
Could you combine this procession with other similar events in the area? If not, why not?	

Section Four

Final assessment

Any other relevant information to be considered.

If the local authority is holding a meeting, I would like to raise the following points about this risk assessment.

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Please provide any supporting comments in the box below.

Section Five

Declaration

I have assessed the risks associated with holding the above procession.
I will come to any meeting which may be needed.

Signature of the person carrying out the risk assessment:.....

Name in BLOCK CAPITALS:

Relevant qualifications of the person carrying out the risk assessment:

.....
Signature of Organiser:

(You only need to fill in this part of the form if you are not the person who carried out the risk assessment)

Name in BLOCK CAPITALS:

Date:

Section Six

Please return the filled-in risk assessment form with the notification form to the following department:-

Sean Hoath
Senior Solicitor
The Moray Council
High Street
ELGIN
IV30 1BX