

Event Risk Assessment Form - Final 14th November 2021

Event Name:	British Legion Remembrance Service (Sunday)	Date:	Sunday 14 th November 2021	Venue:	1) Sawston Parade Marshall at Bellbird School Field & Dist Council Office 2) Sawston Parade Church service 3) Sawston Parade March to War Memorial	4) Sawston Parade War Memorial 5) Sawston Parade forms up at war Memorial and returns to Bellbird School 6) Sawston Parade Disband at Bellbird.
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(1) Activity / Area of Concern <small>i.e.: what is taking place as part of the event?</small>	(2) Hazards Identified <small>i.e.: what can cause harm?</small>	(3) Persons at Risk <small>i.e.: who could be harmed by the hazard?</small>	(4) Current Risk Factor <small>(high, medium or low) i.e.: determine the level of risk</small>	(5) Actions to be Taken to Minimise each Risk (Control Measures) <small>i.e.: what action can you take to lower the level of risk</small>	(6) New Risk Factor <small>high, medium or low i.e.: risk factor after action taken to minimize the risk</small>
Parade Marshalls Bell Bird School Car Park	Vehicles arriving and parking	Members of Parade and supporters	Medium	Car Park - restrict access up to 10am for vehicles – Organisers, Teachers, Disabled only plus support vehicles such as First Aiders. All must be parked before parade starts Car Park closed by Marshalls at 10am to vehicles.	Low
Boy's Brigade Marshalls at Parade Council Offices next to Bellbird School	Parade forming up	Members of Parade and supporters	Medium	Parade will form up next to Parish Council Office at the request of BB leader. Marshalls shall insure the drive way to adjacent house kept clear. All Boys Brigade members and supporters to remain on grass or pavement unless directed by Marshalls	Low
Service in Bellbird Main Hall	Entering and leaving building. Use of Welfare facilities	Service attendees	Low	Supervisors with children at all times. Risk of wet floors in Toilets – signage in place. Safety briefing prior to Service for section heads	Low
Parade	Parade forming up	Members of Parade and supporters	Medium / Low	Only pedestrian access allowed to Car Park used to form up parade. Children to be kept on grass adjacent to Bellbird Sculpture	Low

Activity / Area of Concern	Hazards Identified?	Persons at Risk	Current Risk Factor	Actions to be Taken to Minimise each Risk (Control Measures)	New Risk Factor
As above	Uneven surface / wet grass	Members of Parade and supporters	Medium / Low	Warning issued to take care in Bellbird school area and exiting car park area via pedestrian walkway gate and using public pavements. Designated St Johns First aiders available	Low
As above	Trips and falls when preparing, organising and forming up for parade	Members of Parade and supporters	Medium / Low	Clear Instructions from Marshalls / Officers & Participating children must be accompanied by adult supervision who must brief children to stay in line and within area designated positions between top, intermediate and rear Marshalls. Each participating organisation is to carry out its own risk assessment and to use the procedures for walking along the road and pavements as a group. Parents and accompanying children. Previous practice for main participants. Designated First aiders available	Low
Parade exits Bell Bird School Car Park	Two exit routes one uses the entrance for cars and the other pedestrians	Members of Parade and supporters	Medium / Low	Clear Warning / Instructions from Marshalls / Officers to Parade to take care when exiting onto Road. Supporters use pavements . Exit from pedestrian gate / main gate. Marshalls shall check all traffic is stationary and Road Closure is in place before allowing the parade to leave the playground or grass adjacent to the Parish Council Offices. No vehicles will move in the car park between 10.00 and 11.40. Parade leaves at 10.35. Designated First aiders accompany parade Bus Co informed of road closures. Designated Road traffic management to holt traffic	Low
Activity / Area of Concern	Hazards Identified?	Persons at Risk	Current Risk Factor	Actions to be Taken to Minimise each Risk (Control Measures)	New Risk Factor

Parade exits Bell Bird School Car Park	Parade moves off onto public roads	Members of Parade and supporters	Medium	Road closures in place 10.30 to 11.40 by Traffic Management Company Link road temporary closures as Parade moves off and returns	Low
As above	Exiting marshalling area onto public road and High Street	Members of Parade and supporters	Medium	Traffic Management Company to place warning signs one week in advance on all main roads into Sawston. Bus company advised of route. Road closures for The High Street and Church Lane. Roads closed 10.30 to 11.40 Common Lane / High St / Mill Lane / Church Lane.	Low
Sawston Parade March to War Memorial	Accessing / walking on public road, March Crossing Roads (2)	Members of Parade and supporters	Medium	Roads will be controlled by Traffic Management Company.	Medium / Low
As above	Trips and falls whilst walking to War Memorial	Members of Parade and supporters	Medium	Designated First aiders accompany parade Lead first Aider (St Johns) will have mobile phone to contact emergency services.	Low
Activity / Area of Concern	Hazards Identified?	Persons at Risk	Current Risk Factor	Actions to be Taken to Minimise each Risk (Control Measures)	New Risk Factor
Parade March to positions for Service at War Memorial	Parade and supports walking up street following Boy's Brigade leaders.	Nominated members of Parade	Medium / Low	Parade members will go to pre-arranged positions of safety.	Low
Early arrivals Parade members going straight to War Memorial.	Roads will not be closed. Bus stop near war memorial. Passing Traffic	Members of Parade and supporters	Medium	Marshalls (stationed for this duty) shall remind early arrivals of Parade Members to remain on pavement if necessary. Bus Company advised that a Parade is taking place (RBL)	Medium / Low

At War Memorial Parade Members assemble.	Roads not closed at correct time. Traffic attempting to enter Road Closure.	Members of Parade and supporters	Medium	Supporters will stand behind wall next to Mica Hardware and in pedestrian area adjacent to this. Road closure in force.	Medium / Low
As above	Electrical equipment PA system	Members of Parade and supporters	Medium / Low	Rain - protected from water by tent on amp ELCB available for power supply from Micra Hardware store. Loudspeaker cables positioned to avoid Parade and supporter routes. Mic cable positioned after Parade in place	Low
As above	Illness, slips trips and falls	Members of Parade and supporters	Medium	St Johns ambulance first aiders with Parade. Defibrillators locations know on route to War Memorial. Wheel chair located in PA tent. First Aid located at Tent.	Low
Activity / Area of Concern	Hazards Identified?	Persons at Risk	Current Risk Factor	Actions to be Taken to Minimise each Risk (Control Measures)	New Risk Factor
Pedestrian access for wreath laying	Pedestrian access across road to War Memorial	Members of Parade	Medium	Marshalls shall act as traffic lookouts.	Low
At War Memorial Service	Traffic at each end of road closure.	Members of Parade and supporters	Low	Road closure in force	Low
Dispersal at War Memorial	Roads will not be opened when Parade has left. Bus stop near war memorial. Passing Traffic	Members of Parade and supporters	Medium / Low	Members of Parade and supporters advised to take care as the area around the War Memorial. Keep to paths and avoid the road especially Church Lane and High Street	Medium / Low

Sawston Parade Marches to Bellbird Car Park	Roads will be closed to Passing Traffic up to 11.40	Members of Parade and supporters	Medium / Low	Road closures for The High Street and Church Lane. Roads closed 10.30 to 11.40 Traffic Management Company will ensure road closure.	Low
Activity / Area of Concern	Hazards Identified?	Persons at Risk	Current Risk Factor	Actions to be Taken to Minimise each Risk (Control Measures)	New Risk Factor
Sawston Parade Disperses	Roads will not be closed. Bus stop near school. Passing Traffic	Members of Parade and supporters	Medium / Low	Members of Parade and supporters advised to take care as the area around the Bellbird School will have traffic movement.	Medium / Low

The Risk Assessment must be read by all responsible persons taking part in the Parade prior to the event. Any comments or feedback should be given to the organiser prior to or following the event. Any lessons learned will be added to this Risk Assessment for the following year.

Name of person completing Risk Assessment (printed):

Reviewed by..... Date:

Signature: Date: