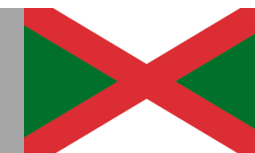


# Bexhill-on-Sea Town Council Remembrance Parade Risk Assessment



Name of Organisation:	Bexhill-on-Sea Town Council	Event Date:	14 <sup>th</sup> November 2021
		Date of Assessment:	14 <sup>th</sup> September 2021
		Date of Review:	1 <sup>st</sup> September 2022

No	Hazard & Potential Consequences	Persons at Risk	Current Control Measures	Total Risk Rating (see risk rating matrix)	Additional Control Measures Necessary	Action by Whom	Action by When
1.	<p><u>FIRST AID</u></p> <p>Potential Consequences: Death, Broken bones, Crushing, Head injuries, Scratches, Cuts, Bruising, Fainting.</p>	Employees Members of the public Volunteers Organisations	<p>Allocated First Aid Area with First Aid organisation in attendance</p> <p>Staff trained in First Aid on site during the event</p> <p>Ensure Marshalls carry portable radio per pair to communicate to each other throughout the event.</p>	A3	<p>First Aid Emergency Services employed for event.</p> <p>Announcements over PA system asking for first aider attendance if required.</p> <p>Locate any additional first aid equipment, defib, stretcher at nearby businesses/organisations that may be available for use.</p>	RBL	First Aid to be booked by end of Sept 21.
2.	<p><u>SLIPS, TRIPS AND FALLS</u></p> <p>Potential Consequences:</p>	Employees Members of the public Volunteers Organisations	Risk assessments carried out before the event.	B2	Site inspection on the morning of the event will be undertaken by staff and representatives from the RBL	BoSTC Clerk/RBL	Ongoing

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	<i>Broken bones, Scratches, Cuts, Bruising</i>		Ensure all trips, falls and accidents on site are logged in the BoSTC accident book and staff/Marshalls are notified.		to ensure that any issues are dealt with.		
3.	<p><u>VEHICLE MOVEMENTS</u></p> <p>Potential Consequences:  <i>Death, Broken bones, Crushing, Head injuries, Scratches, Cuts, Bruising, Panic</i></p>	Employees Members of the public Volunteers Organisations	<p>Additional parking to be located away from the event.</p> <p>Road Closure in place and marshalled with traffic management plan in place.</p> <p>All event areas signed and marshalled.</p>	A3	Traffic management plan to be approved by highways authority.	RBL/Clerk	End of September 2021.
4.	<p><u>MANUAL HANDLING</u></p> <p><u>Standard bearers suffer from weight or strain</u></p> <p>Potential Consequences:</p>	Employees Members of the public Volunteers Organisations	RBL Standard Bearer self-certifies suitability to take part. This is seconded by Branch Committee. RBL Standard Bearer is trained and comes with years of experience in	A3	<p>Marshalls to observe participants and raise alarm with Event Manager in case of concern.</p> <p>Ensure bearers are trained and self certified.</p>	RBL	Ongoing

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	<i>Death, Broken bones, Crushing, Head injuries, Scratches, Cuts, Bruising, Panic</i>		the role  Participating Groups with banners appoint their Bearers on a similar basis.				
5.	<u>TERRORISM</u>  Vehicle being driven into members of the public attending the service/ not obeying the road closure signs  Death, Broken bones, Crushing, Head injuries, Scratches, Cuts, Bruising, Panic	Employees Members of the public Volunteers Organisations	Road closure in place for the duration of the parade and the area will be marshalled.  Marshalls to be briefed on identifying potential issues.	A3	Seek advice from local police ahead of event	RBL	ongoing
6.	<u>TERRORISM</u>  Weapons and Firearms Attack	Employees Members of the public Volunteers Organisations	Road closure in place for the duration of the parade and the area will be marshalled.	A3	Seek advice from local police ahead of event	RBL	ongoing

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	Death, Broken bones, Head injuries, Scratches, Cuts, Bruising, Panic		Marshalls will be trained in line with the Government's run, hide and tell guidance.  RBL Staff will be monitoring the area for the duration of the event.  A walk through risk assessment is undertaken on the morning of the event looking for packages and any other security breaches.				
7.	<u>ENABLING ACCESS FOR EMERGENCY VEHICLES</u>  Potential Consequences: Broken bones, Head Injuries, Scratches, Cuts, Bruising, Panic,	ALL	Marshalls would enable access in case of emergency, moving parade attendees out of the way of moving emergency vehicles.  Police, fire, and ambulance etc informed in advance of Road Closure Order.	B3		RBL	inform emergency services when road closure application made.

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8.	<p><u>GENERAL</u></p> <p><i>Potential Consequences:</i></p> <p><i>Broken bones, Head Injuries, Scratches, Cuts, Bruising, Panic,</i></p>	<p>Employees</p> <p>Members of the public</p> <p>Volunteers</p> <p>Organisations</p>	<p>There must be sufficient volunteers and Marshall's on site as large numbers of people could attend.</p> <p>Volunteers and Marshall's must wear Hi Viz clothing to ensure their safety on roads visibility for members of the public if directing traffic in and out of event area.</p> <p>Pre event risk assessments.</p> <p>Radios to be used.</p>	B2	<p>Confirm number and location of marshalls prior to the event,</p> <p>Marshall's to be briefed prior to the event and on the day by Lead Marshall to ensure correct procedure followed.</p> <p>Radios to be tested ahead of event.</p>	RBL/BoSTC	<p>Confirm by 1<sup>st</sup> November</p> <p>Brief on morning of event at agreed location.</p> <p>Radios tested by 1<sup>st</sup> November and on morning of event.</p>
9.	<p><u>FIRE</u></p> <p><i>Potential Consequences:</i></p> <p><i>Burns, Death, Electrocutation and Panic</i></p>	All	<p>Any wires from the PA system will be covered and away from the public.</p> <p>There are no ignitable sources of ignition or combustible materials in the outside area but</p>	B3	Event manager to perform final checks	RBL	ongoing

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			<p>a walk through risk assessment will take place before the event and marshals will be looking for anything combustible/ a source of ignition.</p> <p>Public address system available to broadcast any evacuation instructions and there are many access points as the area is outside. Marshals will be on duty around the parade and will be able to control this.</p> <p>All marshals will be trained in the fire procedure before taking positions.</p>				
10.	<p><u>SITE SECURITY</u></p> <p>Potential Consequences:</p>	<p>Employees Members of the public Volunteers Organisations</p>	<p>Close down procedures undertaken by Marshall's.</p>	B3	<p>Any external power outlets removed from site</p>	RBL	14/11

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	<i>Broken bones, Crushing, Head injuries, Scratches, Cuts, Bruising</i>		All equipment removed and stored as soon as event is concluded.				
11.	<u>WEATHER</u> <i>Exposure to hot/cold temperatures/wind/rain</i>	Employees Members of the public Volunteers Organisations	Parade participants and Marshalls briefed on suitable clothing, footwear and refreshment.  Long term and short term forecasts regularly checked by RBL.	<b>B3</b>	RBL to revert to 'wet weather plan' in case of unsuitable weather.  Event manager has final say on event going ahead after a dynamic risk assessment on the day.	RBL	ongoing
12.	<u>NOISE</u> <i>Exposure to bag piper/bugler/commands from marshalls</i>	Employees Members of the public Volunteers Organisations	Limited exposure to piper, one piece played at a time.  Brief Parade Marshall to keep commands short.	<b>B3</b>	Marshalls to monitor	RBL/BoSTC	14/11

### Risk Rating Matrix

	A	B	C
1			
2			
3			

	Severity		Likelihood
<b>A</b>	represents death, major injury or major damage or loss of property or equipment	<b>1</b>	Extremely likely to occur
<b>B</b>	Represents an injury lasting over 3 days or damage to property or equipment	<b>2</b>	Likely to occur
<b>C</b>	Represents a minor injury or minor damage to property or equipment	<b>3</b>	May occur, but unlikely