

GUIDANCE: PROCESSION RISK ASSESSMENT

General information for the organiser

We recommend completing the attached risk assessment form to help you and ourselves understand what dangers and risks might be associated with holding your procession. 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 also carry out our own risk assessments and wish to discuss these with you.

Please note that Aberdeenshire Council does not accept responsibility for your risk assessment(s) and are not in a position to sign these off. You are advised to consider the areas of risk identified carefully, and, if in doubt, engage appropriate professionals to assist you in these matters. Aberdeenshire Council reserves the right to comment on the content of your risk assessment(s) and ask for further details or additional information as required.

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 or risk have been identified, whether it would be possible to introduce appropriate measures to allow the procession to go ahead.

Who should fill in this form

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 of risk which we and the police may be carrying 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, you should contact the person named at the end of the form. If your overall assessment shows that there is a high risk associated with holding the procession, you should get in touch as soon as possible to discuss these to see whether we can find any solutions to help reduce or remove the risk. Once we have considered the notification, the risk assessment and all other evidence, we may contact you to hold a meeting.

Who you should send the form to

You should send your risk-assessment form, with your notification form, to the person named at the end of this form 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.

If you are planning a large event, it is advisable to lodge your application at least three months in advance, or as soon as is possible, as the application may require to be considered by Committee.

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 to any meeting which we may hold. This is because we and the police may want to raise issues with you about your assessment and how this compares to ours.

RISK ASSESSMENT FORM

SECTION 1:

Name:	
Address:	
Phone Number(s):	
E-mail Address:	
Date of Procession:	
Time of Procession:	
Proposed Route:	

SECTION 2:

Risk Assessment

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

Question	Answers and Supporting Comments
Is the date of your procession particularly significant?	
Has the procession taken place along the same route before?	
Are there enough trained stewards to control the number of expected participants?	
Have there been any difficulties or tensions in the recent past with holding this procession?	
Risks	Please assess the level of risk, tick the appropriate level and provide your reasoning in the boxes below:
Please assess the level of risk there may be to public safety. (Please also say whether the risk is low, medium or high).	<div> <div>Low</div> <div></div> <div>Medium</div> <div></div> <div>High</div> <div></div> </div>
Please assess any risk to public order. (Please also say whether the risk is low, medium or high).	<div> <div>Low</div> <div></div> <div>Medium</div> <div></div> <div>High</div> <div></div> </div>
Please assess the risk of damage to property. (Please also say whether the risk is low, medium or high).	<div> <div>Low</div> <div></div> <div>Medium</div> <div></div> <div>High</div> <div></div> </div>

Please assess the risk of disruption to local business, the community and traffic from holding the procession. (Please also say whether the risk is low, medium or high).	Low		Medium		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?	Low		Medium		High	

SECTION 3:

General Assessment:

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	Answers and Supporting Comments
At the end of the procession what are your arrangements for getting participants to go home?	
Are you organising any other social events at the end of the procession? (Please provide details) and do you require the Police to be present at these?	
Is the proposed route one that your organisation commonly uses?	
Have you taken out insurance to help cover any risks arising from the procession?	
What is your assessment of the risks to participants if the route passes through communities which may be against the procession?	
Do you have enough security in place for any coaches and other vehicles used by the participants?	
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 procession?	
Have you considered the effect on the community as a whole if the procession goes ahead?	

Could you combine this procession with other similar events in the area? If not, why not?	
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SECTION 4:

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

Please provide any other supporting comments in the box below:

SECTION 5

Declaration

I have assessed the risks associated with holding the above procession.	
Signature of the person carrying out the risk assessment:	
Name in BLOCK CAPITALS:	
Relevant qualifications of the person carrying out the risk assessment:	
Date of Signature:	
Signature of the organiser:	
Name in BLOCK CAPITALS:	
Date of Signature:	

FOR OFFICIAL USE ONLY	
Date received at Service Point	
Name of Customer Service Advisor	
Signature of Customer Service Advisor	

Submitted at which Service Point?		
Inverurie	Peterhead	Turriff