



Risk Assessment

Activity	Remembrance Parade and Service		
Location	Parade forms at Southern Quay & Kings Quay prior to marching to Berry Head Road		
Risk assessment completed by (name & position)	Tracy Hallett, Town Clerk		
Risk assessment completed on (date)	19 th August 2021	Review date (annually)	August 2022
Risk assessment verified by (name & position)	Linda McGuirk, Deputy Town Clerk		

No.	What are the hazards?	Who might be harmed and how?	What are you already doing to control this risk?	Do you need to do anything else to control this risk?	Who needs to action these further controls?	Risk Level H/M/L
1	COVID	All attendees	Monitor Government advice / restrictions Advise all attendees to: <ul style="list-style-type: none"> • Register their intent to attend parade • wear face coverings • Take flow test and only attend if negative • Do not attend if showing any signs or symptoms • Bring and use their own hand sanitiser • Where possible respect the person 	Continue to monitor Government advice / restrictions. Message to be put out on Councils social media pages and website. Council to contact all registered groups. Torbay Public Health to provide posters to erect on site.	Brixham Town Council	3 x 3 = M

			<p>next to them and try to keep distance</p>	<p>Posters will be erected at mustering point to advise where each group should meet to encourage social distancing.</p> <p>Order of service will only be available online. Hard copies will not be distributed to avoid cross contamination.</p> <p>Town Council to meet with Parade Marshall and Royal British Legion representative to discuss control measures.</p>		
2	Injury from unauthorised vehicle	All attendees	<p>Road closures will be clearly marked and warning signs displayed before the event. Vehicles to be used as an addition to road barriers / signs</p> <p>Rolling road closure to be supervised with vehicles leading and following parade</p>	<p>Liaise with Police</p> <p>Town Council vehicle to be used</p>	Brixham Town Council	1 x 1 = L

3	Minor injury – slip, trip and fall or general accident or incident, illness	All attendees	First Aid responder to be in attendance	Liaise with St. John Ambulance	Brixham Town Council	1 x 1 = L
4	Lost Children	Youth Groups	Ensure that leaders of participating groups are responsible for the safety of children in their care.	Lost Children Policy to be circulated to group leaders	Brixham Town Council	1 x 1 = L
5	Drowning	Parade attendees	Meeting point is off road but close to inner harbour. Participating groups to meet in different zones spread along the quay to ensure they do not all congregating in one small area. Signs with group names will be put up to show where to meet.	Ensure sufficient marshals in attendance	Brixham Town Council	2 x 1 = L
6	Contact with Flag Pole	Attendees on front row at Service	Ensure bearers are briefed on how to carry / lower flags safely and when to do so.	RBL Parade Master to give orders at the appropriate time.	Brixham Town Council	2 x 1 = L
7	Weather	All attendees	Participants to wear clothing suitable for prevailing weather conditions.	Monitor weather conditions. Event may need to be cancelled in the event of extreme conditions.	Brixham Town Council	2 x 2 = L
8	Crowd Control	Parade attendees	RBL will provide a Parade Master who will direct when to march and when / where to stop. Additional marshals will be on hand to assist.	Posters will be erected at mustering point to advise where each group should meet to	Brixham Town Council	1 x 1 = L

				encourage social distancing.		
9	Litter	Council Staff	Clearing the streets of litter after the parade.	Council staff to wear face coverings, gloves and use litter pickers. Hand sanitiser available in Council vehicle.	Brixham Town Council	1 x 1 = L

OVERALL RISK	DESCRIPTION
LOW	A LOW residual risk is generally considered acceptable to the Council and will require no further action other than continued good management practices and to ensure that the relevant controls are still operating effectively.
MEDIUM	A MEDIUM residual risk may require the implementation of additional controls/action to be taken, although this depends on the nature of the risk, and the potential cost/benefit of reducing the level of risk further.
HIGH	A HIGH residual risk requires the implementation of additional controls urgently. This level of residual risk is unacceptable to the Council the Town Clerk will need to be made aware of these risks and involved in decision making around risk actions.

Risk Matrix

4 - Major	LOW	MEDIUM	HIGH	HIGH
3 - Serious	LOW	MEDIUM	MEDIUM	HIGH
2 - Significant	LOW	LOW	MEDIUM	MEDIUM
1 - Minor	LOW	LOW	LOW	LOW
Severity Likelihood	1 - Remote	2. Unlikely	3. Likely	4. Very Likely

Likelihood

Remote – Little or no likelihood

Unlikely – Some likelihood

Likely – Significant likelihood

Very Likely – Near certainty

Severity

Major – Total service failure, high financial losses, possible national and local media criticism, fatalities/ severe injuries.

Serious – Short term service failure or prolonged partial failure, possible media interest, possible financial losses or injuries.

Significant – Short term partial failure, no media interest, limited financial losses or disruption to service provision.

Minor – An annoyance that does not disrupt service provision or has only a localised impact contained within the Council/ service affected. No media or public knowledge of incident.

Once the likelihood and severity of the risk have been assessed they are plotted on the risk matrix grid above e.g. If a risk has a likelihood of 3 -Likely and a severity of 4 Major, the risk rating be $3 \times 4 = 12$. This would mean the risk is HIGH and requires the implementation of additional controls urgently. This level of residual risk is unacceptable to the Council the Town Clerk will need to be made aware of these risks and involved in decision making around risk actions.

Risk assessment must be verified by the Town Clerk or Deputy Town Clerk and signed prior to being used

Name	Tracy Hallett	Signature	<i>Tracy Hallett</i>
Role	Town Clerk	Date	04-11-21

Lost Children's Policy

An agreed Collection Point will be available next to the War Memorial with the St. John Ambulance.

If lost children, parents separated from their children, vulnerable adults or personal assistants of vulnerable adults arrive at other points or speak to a marshal they should be directed or taken to the collection point as appropriate.

Children or vulnerable adults found without their parents

- A child or vulnerable adult appearing to be lost should be approached and asked if they know where their parents/ guardian are.
- If a child or vulnerable adult still appears to be lost they should be led to the collection point, where they will be encouraged to remain until they have been re-united with a parent or guardian.
- The child or vulnerable adult should gently be asked for as much information as possible, including, their name, who they are with, their parents/ guardians/ personal assistant/ brother etc names, where they last saw them and a description of them. If the child is brought over by another adult, as much information as possible should be gained from them.
- The information will be given to the Police, who will then organise a search.
- If the parent/ guardian /personal assistant's name is known an announcement will be made "This is a public announcement, could (Name of person) please come to the collection point located next to the War Memorial.
- If the name of the parent /guardian /personal assistant is not known the following announcement will be made "This is a public announcement, please remember this is a busy event, if you have been separated from a family member, then please go to the collection point located next to the War Memorial".
- The PA announcement should not mention the name of the lost child.

Parent/ Guardian /Personal Assistants reporting lost children

- Reassure parent/ guardian/ personal assistant informing you of a lost child, that a search will be organised.
- Encourage the parent to come to the collection point if not already there, so they can give details. Ask them for the following details of the child or vulnerable adult – name, age, sex, ethnic origin, hair colour, build, clothing, location last seen and who they were with.
- Encourage the parent to regularly return to the collection point if they continue to search for the child, in case the child is found.
- Security and staff will conduct an initial search of the area.
- If the child or vulnerable person is not found the Event Management will organise a thorough sweep of the whole site.
- When the child or vulnerable person is found, they will be led to the collection point to be re-united with their parent.

Re-uniting Parent /Personal Assistants with Children /Vulnerable Adults

- If a child or vulnerable adult is reluctant to go with a collecting adult then the adult should be asked for proof of ID and their signature. If necessary the police may be advised on any problems.

- Once a child or vulnerable adult has been re-united with their collecting adult all stewards, RBL Members and Police will be informed immediately.

Lost persons log

- All lost persons / children's incidents must be logged and filed.