

KHPC COVID 19 Remembrance Day Event (parade and spectator management) Risk Assessment

Name of Organisation:	Kings Hill Parish Council	Start Date:	8 th November 2020
Person Responsible:	Kings Hill Parish Council	Date of Assessment:	01/09/2020
Name of Risk Assessor:	Georgina Jackson	Date of Review:	

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>Residents/ Marshals/ Members of the public contracting COVID 19.</p> <p>Staff and marshals may not be prepared to put themselves at risk.</p> <p>There is a risk that the marshals/staff may be in self-isolation on the day of the event.</p>	<p>Members of Public</p> <p>Employees</p> <p>Volunteers</p>	<ul style="list-style-type: none"> • Purchase PPE for staff and volunteers (if volunteers could be sought). • The event may need to be cancelled if not enough marshals/staff volunteer. • The event may need to be cancelled if marshals/staff are in self-isolation due to COVID-19 cases in the area. 	A1	<ul style="list-style-type: none"> • Sanitiser stations would have to be put at various key points. • A termination and call cascade plan would need to be in place for the potential short notice to contact participants to advise of cancellation. 		

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2.	More than 30 people attend the event due to the inability of the parish council to restrict access to an open area.		<ul style="list-style-type: none"> Staff and volunteers to put on the event = 11 marshals, 3 staff, 2 clergy, 3 dignitaries (KHPC Chair, TMBC mayor, DLL). This means that there is only 11 spaces left for the parade and/ or participants. This could be 2 for each group parading (6) + 5 spectators. 	A1	<ul style="list-style-type: none"> Risk of refusal by those asked to leave due to maximum 30 limit being exceeded, based on previous experience confrontation with marshals can be aggressive and abusive. Police to be advised of potential risks to support staff. Placing markers on the ground so that the remaining 11 parade members and participants can stand at a safe distance. Advise nearby businesses such as Costa that they cannot allow customers into the event area. 		

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					<ul style="list-style-type: none"> Barrier around event enclosure, with a one way system to keep customers/ members of the public clear of event. The area around the gathering of 30 in Liberty Square would have to be policed or the various pedestrian and footway entrances to Liberty Square, Alexander Grove and Queen Street would have to be closed. The council would need to obtain permission from the footway owners for the full closure of the area. There is a risk that this may not be granted. 		
3.	Breach the social distancing and gathering regulations for the remembrance parade whilst en-route.		<ul style="list-style-type: none"> Smaller parade with only up to 6 marching (2 for each group) with the 2m distance. 	A1	<ul style="list-style-type: none"> Barrier off the entire parade route to prevent general public breaching social distancing. Barrier off the airman statue and ensure no 		

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				A1	<p>public gather around the area. Marshals to ask public to leave if they arrive, creating further risk of confrontation refusing to leave.</p> <ul style="list-style-type: none"> Liberty Square would have to be separated for walking towards and away from the control tower so members of the general public are separated from the event. 		
4.	Less people can attend on stage due to social distancing rules.		<ul style="list-style-type: none"> Dignitaries would have to be 1m apart wearing a mask; 2m without a mask. 	A2	<ul style="list-style-type: none"> Only three dignitaries could be on the stage due to social distancing restricting attendance. 		
5.	Tea and coffee event	Marshals Staff Volunteers Participants	<ul style="list-style-type: none"> The government regulations state that a maximum of six households can meet indoors 	A1	<ul style="list-style-type: none"> Cancel tea and coffee event. 		

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			therefore the tea and coffee event would not be able to proceed due to exceeding the 6 household limit.				
6.	A case of COVID-19 occurs in one of the participants of the event.		<ul style="list-style-type: none"> Track and trace in place for the 30 persons taking part. 	A1			

Risk Rating Matrix

	A	B	C
1			
2			
3			

	Severity		Likelihood
A	represents death, major injury, major damage or loss of property or equipment. Also represents against statute and government guidance.	1	Extremely likely to occur
B	Represents an injury lasting over 3 days or damage to property or equipment	2	Likely to occur
C	Represents a minor injury or minor damage to property or equipment	3	May occur, but unlikely