**Marches and Parades**

**Risk assessment form issued by Dumfries and Galloway Council**

**General information for the applicant**

We are asking you to fill in this risk assessment form to help us understand what dangers and risks might be associated with holding your event. 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 carry out our own assessment of risk and may want to discuss our assessment with you before any meeting is held or at the first meeting itself.

**When a risk assessment may not be needed**

We will tell you if you do not need to fill in this risk-assessment form. You may not need to carry out a risk assessment, for example, if we consider that your procession is routine or it has already been decided that the procession will carry little to no risk.

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

**Who should be filling this form in**

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 office 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 if we can find solutions to 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 to the office named at the end of this form as soon as possible.

**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 for any meeting which we may hold. This is because we and the police may want to raise issues with you about how your assessment compares to ours. In case there are problems, we may need further meetings.

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| --- | --- | --- |
|  | Official use only | |
| Date received |  |
| Date passed |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **Applicant details** | | | |
| a | Name: |  | |
| b | Address: |  | |
| c | Postcode: |  | |
| d | Contact telephone number(s): |  | |
| e | E-mail address: |  | |
| f | Name of Organisation: |  | |
| g | Date and time of procession: | Date:  Time: | …………………………………  ……………………………...... |
| h | Proposed main route of procession: |  | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **2** | **Main risk assessment**  The table in this section sets out the main areas of the risk assessment. You should provide as many supporting comments as you can. | | | | | | |
| **Question** | | **You must provide supporting comments in the boxes below** | | | | |
| a | Is the date of your procession particularly significant to the organisation? |  | | | | |
| b | Has your organisation marched along the same route before? |  | | | | |
| c | How many trained stewards will be on duty to control the number of marchers/ crowds/spectators expected? |  | | | | |
| d | Have there been any difficulties or tensions in the recent past with holding this procession? |  | | | | |
| e | Please assess the level of risk there may be to public safety. (Tick box to say whether the risk is low, medium or high.) |  |  | |  |  |
| High | |  |
|  | |  |
| Medium | |  |
|  | |  |
| Low | |  |
|  | |  |
| f | Please assess the risk of damage to property. (Tick box to say whether the risk is low, medium or high.) |  | |  |  |  |
| High |  |
|  |  |
| Medium |  |
|  |  |
| Low |  |
|  |  |
| g | Please assess the risk of disruption to local business, the community or shoppers and traffic from holding the procession. (Tick box to say whether the risk is low, medium or high.) |  | |  |  |  |
|  | | High |  |  |
|  | |  |  |  |
|  | | Medium |  |  |
|  | |  |  |  |
|  | | Low |  |  |
|  | |  |  |  |
|  | |  |  |  |
| h | **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?** |  | |  |  |  |
| High |  |  |
|  |  |  |
| Medium |  |  |
|  |  |  |
| Low |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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** | | **Supporting Comments** |
| a | At the end of the march, what are your arrangements for getting marchers home? |  |
| b | Are you organising any other social events at the end of the march? (Please give details of what these are.) Will you need a police presence? |  |
| c | Is the proposed route shown on your notification a route that your organisation commonly uses? |  |
| d | What insurance have you in place to cover for any risks arising from the procession? |  |
| e | What is your assessment of the risk to marchers if the route passes through communities which may be against the march? |  |
| f | Do you have enough security in place for any coaches and other vehicles used by the marchers? |  |
| g | Have you considered the policing and attendant costs of holding the procession? |  |
| h | Have you assessed what other priorities there may be in the area on the day of the march? |  |
| i | Have you considered the effect on the community as a whole if the march went ahead? |  |
| j | Could you combine this procession with other similar events in the area? If not, why not? |  |

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| **4** | **Final assessment**  If the local authority is holding a meeting, I would like to raise the following points about this risk assessment.  >  >  >  >  >  > |

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| Please provide any other supporting comments in the box below |

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| **5** | **Declaration** | |
| I have assessed the risks associated with holding the above procession. I will come to any meeting which may be needed. | |
| Signature of person carrying out the risk assessment |  |
| Name in BLOCK CAPITALS |  |
| Relevant qualifications of the person carrying out the risk assessment |  |
| Signature of organiser |  |
| *(You only need to fill in this part of the form if you are not the person who carried out the risk assessment)* | |
| Name in BLOCK CAPITALS |  |
| Date |  |

|  |  |
| --- | --- |
| **6** | **Return of completed risk assessment** |
| Please return the filled in risk assessment form with the notification form to  DGFirst  Road Network Team  Cargen Tower  Garroch Business Centre  Dumfries  DG2 8PN  Tel: 01387 271100 E-mail; [roadnetworkteam@dumgal.gov.uk](mailto:roadnetworkteam@dumgal.gov.uk) |