

RISK ASSESSMENT FORM FOR PROCESSION ORGANISERS

General information for the organiser

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 march 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 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, with your notice of your intention to hold a procession form, to CNES at least 28 days before you plan to hold a procession.

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.

Section one

Your name, address and contact

details:.....
.....
.....

Date of procession: Time of procession:

Proposed main route of procession:.....
.....
.....
.....

Section two

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

Questions. (You must provide supporting comments below)

Is the date of your procession particularly significant to the organisation?

Has your organisation marched along the same route before?

Are there enough trained stewards to control the number of marchers expected?

Have there been any difficulties or tensions in the recent past with holding this procession?

Please assess the level of risk there may be to public safety. (Please also say whether the risk is **low, medium or high.**)

Please assess any risk to public order. (Please also say whether the risk is **low, medium or high.**)

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

Taking account of all the information provided above, what is your opinion of the overall risk of holding the procession? Is it **low, medium or high?**

Section three

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 (You must provide supporting comments below)

At the end of the march, what are your arrangements for getting marchers to go home?

Are you organising any other social events at the end of the march? (Please give details of what these are.) and will you need a police presence?

Is the proposed route shown on your notification as a route that your organisation commonly uses?

Have you taken out insurance to help cover for any risks arising from the procession?

What is your assessment of the risks to marchers if the route passes through communities which may be against the march?

Have you considered the policing and attendant costs for holding the procession?

Have you considered the effect on the community as a whole if the march went ahead?

Declaration

I have assessed the risks associated with holding the above procession.

I will come to any meeting which may be needed.

Signature of the 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: