



General Risk Assessment for Remembrance Sunday service

Event / Activity	Civic Remembrance Sunday service
Location	War Memorial, Wall Hill Road/Hammerwood Road, Ashurst Wood
Date of Event	Sunday 8 th November 2020
Organised by	Ashurst Wood Village Council
Date of Risk assessment	20 th October 2020

No.	What are the hazards?	Who might be harmed?	Risk Level High, Medium, Low	What are you already doing to control this risk?	Are additional measures necessary?
1	Vehicles not obeying the road closure signs	Stewards, volunteers, general public including children, elderly, disabled and expectant mothers, Wreath layers.	Low	Clear signage, notices posted in advance and in Newsletters, adequate barriers stewards wearing high viz at all closure points during entire period of road closure.	Check supply of yellow high-vis jackets and purchase more if necessary. Check supply of barriers, cones etc.
2	Anti-social behaviour, disruption to service	Any attendees (as above).	Low	Stewards to observe behaviour.	Police / PCSO to be asked to attend
3	Enabling access for emergency vehicles	Any attendees (as above), emergency service staff.	Low	Stewards would enable access in case of emergency, moving attendees out of the way of moving emergency vehicles.	Police, fire, and ambulance etc to be informed in advance of Road Closure Order.
4	Slips, trips and falls	Any attendees (as above).	Low	Members of the public being aware of uneven surfaces. Handrail in place on war memorial steps.	Notify any road and pavement maintenance issues to WSCC.

No.	What are the hazards?	Who might be harmed?	Risk Level High, Medium, Low	What are you already doing to control this risk?	Are additional measures necessary?
				<p>Monitor weather conditions. If surfaces are slippery with ice/snow, salt will be scattered to decrease the likelihood of slipping.</p> <p>First aiders on site. Parents to be responsible for own children</p>	
5	Injuries while moving road barriers and other equipment	Stewards, volunteers	Low	<p>No heavy equipment to be used. Volunteers to be adequately supervised.</p>	
6	Legal claims against Council for injuries etc	Village Council	Low	The Council has Public liability insurance of £10 million.	