



NASH MILLS
PARISH COUNCIL

Remembrance Day

Adopted	9 th November 2020
Agenda Reference	20/176/FPC
Review Date	SEPT 2020

Introduction

NMPC usually conduct a small memorial service at the memorial gardens. Due to Covid-19 Dacorum Borough Council have decided not to hold an official event and NMPC have undertaken the following risk assessment and will be following suit. This risk assessment will cover a representative from NMPC attending the memorial to lay a wreath. Road closures are not required as there is no procession and there is a footpath bordering the entrance to the memorial garden.

Risk Assessments undertaken by the Clerk and conclusions agreed by councillors. Nov 2020

Please note that the tables below may cause issues should you use a screen reader. They highlight the risk matrix and can be made available in a different format if required.

Details to complete the Risk Assessment

STEP 1: Rate hazard - assign a letter from A to C to denote the SEVERITY of harm or consequence of the hazard

A death major injury major damage or major loss to property/equipment/corporate reputation	B serious over-3-day injury damage to property/equipment	C minor injury minor damage to property/equipment
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STEP 2: Rate risk/Likelihood - assign a number from 1 to 3 to denote the LIKELIHOOD of the event causing the risk to be realised

1 extremely likely to occur	2 frequent/often/likely to occur	3 slight chance of occurring
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STEP 3: Use the combination in the risk rating chart to link to the action criteria

Likelihood	Severity		
	Major = A	Serious = B	Slight = C
Extremely likely to occur = 1	A1	B1	C1
Likely to occur = 2	A2	B2	C2
Unlikely to occur = 3	A3	B3	C3

Action criteria:

VERY HIGH	Very high priority - Unacceptable risk: must receive attention - stop work activity or remove/reduce risk immediately
HIGH PRIORITY	High priority - Urgent: must receive attention as soon as possible to remove/reduce hazard or risk
MEDIUM / HIGH	Medium/high priority: Must receive attention to remove/reduce hazard or risk
MEDIUM	Medium priority: Should receive attention to remove/reduce hazard or risk
LOW	Low priority - remove/reduce hazard or risk after other priorities
VERY LOW	Very low priority - remove/reduce hazard or risk after other priorities

Hazard	Rate Hazard	Rate Risk /Likelihood	Action Criteria		Precautions- Preventive Measures Required / Actions Required / Controls in place
Walking to venue, potential for accident	C	3	C3		<ul style="list-style-type: none"> Member to ensure highways safety is considered Footpath to be used Safety to be considered if parking and crossing the road Cross at a safe, appropriate distance from the junctions
Uneven surface/slips/ trips fall	C	3	C3		<ul style="list-style-type: none"> Check weather forecast Check conditions underfoot
Unstable memorial	A	3	A3		<ul style="list-style-type: none"> Clerk to confirm that memorial is signed off after restoration works If sign off not obtained, then wreath to be laid away from risk area (grass area)
Touching contaminated surfaces	A	3	A3		<ul style="list-style-type: none"> Member attending should ensure that any surface touched is either wiped down or hands sanitised Safe hand hygiene to be practised No spectators should be encouraged to attend Member should be the only person touching the wreath (other than when the wreaths are moved by the warden) Warden to work within the parameters of his existing risk assessment in relation to safe working practises and covid-19 risk when moving the 'Tommies' and moving any wreaths/poppies or other items at the memorial.
Contravention of current Govt. covid-19 guidelines.	A	3	A1		<ul style="list-style-type: none"> Formal event TO BE CANCELLED. Clerk to advise all usual attendees that NMPC will not be holding an event Facebook to be updated notifying residents that usual NMPC ceremony will not be taking place Should other parties be present, and Member is unable to practise safe social distancing then another opportunity to attend should be chosen
Close contact with non-family members.	A	2	A2		<ul style="list-style-type: none"> Clerk to advise all usual attendees that NMPC will not be holding an event reducing likelihood of other persons being present Member placing wreath to choose a time that memorial will be unattended Member attending to be aware of Govt. guidance in relation to social distancing/face coverings/washing hands/use of sanitiser Should other parties be present, and Member is unable to practise safe social distancing then another opportunity to attend should be chosen