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Amendments in yellow and risk matrix has been amended to lower risk

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| Remembrance Day v5 Oct 2023 |
| |  |  | | --- | --- | | **Last Adopted** | **Oct 2022** | | **Agenda Reference** | **22/120/FPC** | | **Review Date** | **SEPT 2023** | |

**Introduction**

NMPC usually conduct a small memorial service at the memorial gardens. Coronavirus restrictions are no longer in place; however, Council should be minded that if Govt guidance changes then necessary mitigating steps will need to be taken.

This is deemed a low-risk event.

21/6/2023 email from BHIB on file confirming this event is covered under the council public liability insurance, subject to exclusions and limits, if NMPC are the sole organisers.

If scouts are attending then a copy of their risk assessment and insurance must be provided and the organisation is to provide their own supervision of any minors attending.

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 |

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 |

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** |  | * Members 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** |  | * Check weather forecast * Check conditions underfoot | |
| Unstable memorial | | **C** | **3** | **C3** |  | * Memorial is signed off after restoration works * Are to be checked for any obstacles/obstructions. | |
| Junior attendees | | **C** | **3** | **C3** |  | * Any attendees from third party organisations (schools or Scout Assoc) will be covered by the insurance and risk assessments of their respective organisations. All junior attendees must be supervised by their respective organisations at all times, including arrival and departure from the site. | |
| Councillor Attendees | | **C** | **3** | **C3** |  | * All councillors will adhere to the risk assessment and will take every precaution to ensure their own safety. | |