

Risk Assessment – Wellington Town Council

Event: The Rifles Regiment – Freedom of the Town

Event Date: Saturday 17th June 2023

Location: Town Centre, Wellington TA21 – Start of Parade: Wellington School, South Street, Wellington TA21 8NT

Attendance at the event	Adverse weather – extreme precipitation/cold	Injury or illness sustained due to extreme rainfall/precipitation (hypothermia; slips and trips on saturated ground)	<ul style="list-style-type: none"> • Event staff • Members of the public • Event contributors 	<ul style="list-style-type: none"> • Pre-event communications to advise personnel to come prepared for unpredictable British weather; to bring waterproofs, warm clothing etc. • Event to be cancelled in the event of extreme weather conditions. • Event staff and contributors to be advised via pre-event communications to exercise caution on site in the event of extreme weather conditions 	<ul style="list-style-type: none"> • Severity of hazard – MED • Impact – HIGH • Risk Level - LOW
Implementing the event on event-day as planned	Unforeseen illness or circumstances affect a key member of staff during show-week	Loss of key member of staff from event organising team	Key event staff / organising team	<ul style="list-style-type: none"> • Event planning is being undertaken by WTC staff members; each team member is well versed in the event plan, deputies for key roles have been identified • Key event documents are available to all event organising staff for reference and guidance 	<ul style="list-style-type: none"> • Severity of hazard – LOW • Impact – MED • Risk Level - LOW
Highways Arrangements and Road closures	Vehicle movements and parking during the parade	<ul style="list-style-type: none"> • Collisions with other vehicles and pedestrians, unsafe behaviours (e.g., rushing and frustration of road users) 	<ul style="list-style-type: none"> • Event staff • Event attendees • Event contributors • Members of the public 	<ul style="list-style-type: none"> • Traffic Management Act 2004 and the Road Traffic Act 1991 – No parked cars on route. No loading and No Parking during the event. • NSL Enforcement Officer to enforce TTRO • Towing Truck to be available. All efforts to be made to contact the owner before resorting to towing. • Risk assessing parked vehicles individually and deeming them a concern/not. The Police to make the decision whether to get the vehicle be towed on the day of the event. 	<ul style="list-style-type: none"> • Severity of hazard – MED • Impact – MED • Risk Level - MED

				<ul style="list-style-type: none"> • Traffic management plan circulated and agreed with Highways and relevant authorities. Advanced warning directional signs and Chapter 8 trained marshals in situ at each closure point. • Lifting of road closures instructed by Chief Marshal – Bridgwater Guy Fawkes Carnival Ltd. • Hand-held radios on each closure point. • Advance comms with emergency services so that alternative access / egress routes are known and vehicles and appliances appropriately sited. D&S Fire and Rescue and SWAST informed. 	
Freedom of the Town Parade	<ul style="list-style-type: none"> • Slips, trips, and falls as parade processes around the town 	<ul style="list-style-type: none"> • Risk of injury to participants • Risk of collision between parade members and others 	<ul style="list-style-type: none"> • Event staff • Event attendees • Event contributors • Dignitaries 	<ul style="list-style-type: none"> • Parade Commander to ensure all participants are fully briefed • Parade participants will be instructed to stay at a reasonable distance from those directly in front of them, to avoid collisions. • St. Johns Ambulance are present during the event • Event Manager, marshals will have radios and mobile phones on them or ask anyone on the day to assist and support in calling emergency services 	<ul style="list-style-type: none"> • Severity of hazard - LOW • Impact – HIGH • Risk Level - LOW
Implementation of an outdoor event attracting thousands of people	<ul style="list-style-type: none"> • Acts of terrorism 	Injury or death from bombing or marauding, armed individuals	<ul style="list-style-type: none"> • Event staff • Event attendees • Event contributors 	<ul style="list-style-type: none"> • Threat levels and mitigation measures discussed and agreed with Avon and Somerset Police. Ongoing monitoring, action, and advice from our event partners A&S Police. • Event staff briefed to remain vigilant by looking out for and reporting suspicious items and/or behaviour. • Police actively involved in surveillance of the event. 	<ul style="list-style-type: none"> • Severity of hazard – HIGH • Impact – VERY HIGH • Risk Level - LOW

				<ul style="list-style-type: none"> Police to be called upon to act in the event of suspicious activity persisting or escalating. 	
Last-minute cancellation of the event	<ul style="list-style-type: none"> Adverse weather forecast Unforeseen / unprecedented incident/ circumstances 	<ul style="list-style-type: none"> Reputational damage to Council High level of complaints from potential event attendees Bad feeling engendered amongst event stakeholders; damage to long-standing professional relationships 	<ul style="list-style-type: none"> The Council Members of the public/potential event attendees Event organisers Contributors /suppliers 	<ul style="list-style-type: none"> Event contributors, staff, and suppliers to be notified first, directly by event organisers, in the event of cancellation. Weather forecast to be monitored daily during the week ahead of the event; any cancellation due to adverse weather to be communicated to the public as soon as practicably possible via press and social media channels. Follow-up communications to be issued by The Council post event to dispel any myths or rumours concerning the cancellation. 	<ul style="list-style-type: none"> Severity of hazard – LOW Impact – LOW Risk Level LOW
Large gatherings of people to view commemorations	<ul style="list-style-type: none"> Crowds cause pathways and egress routes to become blocked, and/or create 'pinch points' where access is restricted, and the flow of people constricted Lifting of road closures 	<ul style="list-style-type: none"> People are unable to move about freely and/or exit the space at their will Emergency vehicles/personnel cannot easily access the scene if required People within the crowd become jostled, aggravated, or crushed Pedestrians needing to cross the road Pedestrians wandering into the Parade 	<ul style="list-style-type: none"> Event attendees Emergency service personnel Members of the public 	<ul style="list-style-type: none"> Parade route divided into sectors with marshals at each of the road closures. Marshals are issued with written specific instructions and will be briefed to monitor and observe for safety and to escalate any concerns they have to the Chief Marshal. Parade spectators will be easily dispersible along the many town centre roads and routes. Should large crowds form which start to restrict egress in any way, event marshals, assisted by the Police where available, will disperse attendees by encouraging them to move further down along the pavements. Marshals to encourage attendees to keep on the pavement during the parade. Event organisers will halt any proceedings should the resultant crowds start to become a risk, and 	<ul style="list-style-type: none"> Severity of hazard – MED Impact – HIGH Risk Level - MED

				<p>only recommence once crowds have dispersed.</p> <ul style="list-style-type: none"> • Clear access for emergency vehicles will be always maintained. 	
<p>Set-up and removal of Platforms & public address system and furniture</p>	<ul style="list-style-type: none"> • Lifting of heavy furniture and equipment • Loose cables 	<ul style="list-style-type: none"> • Minor injury • Slips, trips, and falls 	<ul style="list-style-type: none"> • Event organisers • Event contributors • Town Council Staff 	<ul style="list-style-type: none"> • Wellington School Caretaker trained in the safe use of their own equipment. • Cables will be either covered with matting and pinned, highlighted, or positioned along the edge of pathways/grass so as not to cause a trip hazard. • PA staff are trained in the safe use of their own equipment 	<ul style="list-style-type: none"> • Severity of hazard – LOW • Impact – LOW • Risk Level LOW
<p>Public gathering/the event</p>	<ul style="list-style-type: none"> • Contraction of COVID-19 	<ul style="list-style-type: none"> • Spread of COVID-19, resulting in illness and/or death 	<ul style="list-style-type: none"> • Members of the public attending the event • Town Council staff • Event contributors • Dignitaries 	<ul style="list-style-type: none"> • The event is primarily outdoors – making contracting the disease unlikely. • Most people are now vaccinated against COVID-19 	<ul style="list-style-type: none"> • Severity of hazard – LOW • Impact- LOW • Risk Level - LOW

