

AIGHTON, BAILEY & CHAIGLEY PARISH COUNCIL

Pendleview Lambing Clough Lane
Hurst Green,
Clitheroe. BB7 9QN
07950367801

Activity Description – Remembrance Sunday Service and wreath laying - 9th November 2024			
<p>This Risk Assessment relates to the involvement of the Parish Council in organising the Remembrance Sunday commemorations and its responsibilities to members of the public and the use of its land and buildings. Individual Risk Assessments purely relating to the Royal British Legion or Stonyhurst College are left to those organisations to complete.</p> <p>The activity is in three main parts:</p> <ol style="list-style-type: none"> 1. The Service of Remembrance outside the Memorial Hall. 2. Movement to and from the War Memorial. 3. The laying of wreaths at the War Memorial. 			
Identified Hazard	Initial Risk Rating		
<p>1. The Service of Remembrance outside the Memorial Hall</p> <ul style="list-style-type: none"> • Insufficient room to allow the RBL, College CCF and Band, the wreath layers, clergy and members of the public to have safe access within the Memorial Hall car park • Slipping on the steps from which the Service is conducted in the event of rain • Mains electrical equipment, such as PA system, in rain 	High	Medium	Low
	x	x to	x x
Resulting Harm			
<ul style="list-style-type: none"> • People having to congregate on Avenue Road with potential risk of injury from passing traffic • Breaks or sprains from falls • Potential for electrocution 			
<p>CONTROL MEASURES:</p> <ol style="list-style-type: none"> 1. Ensure that there are very few or no vehicles parked on the car park by placing notices on windscreens during the two weeks leading up to the event, bollards placed across the entrance the night before, and taping off the entrance to vehicles on the morning, with a sign advising that the car park is closed. 2. There are existing white markings on the steps, but, in the event of heavy rain or very slippery conditions, clergy to be advised to conduct the service in front of the Memorial Stone. 3. No mains electrical equipment to be used outside if weather is wet. 			

Residual Risks remaining: Low

Identified Hazard	Initial Risk Rating		
<p>2. Movement to and from the War Memorial</p> <ul style="list-style-type: none"> Vehicular traffic along Avenue Road, given that a large body of people will be walking down and then back up Avenue Road, on the highway as well as the pavement 	High	Medium	Low
		x	
Resulting Harm			
<ul style="list-style-type: none"> Potential risk of injury to participants and members of the public from passing traffic 			
<p>CONTROL MEASURES:</p> <ol style="list-style-type: none"> Use of traffic management company to close Avenue road to non residents. Avenue Road will not be closed to traffic that needs to access it, and though the march to and from the War Memorial will be of short duration, the size of the procession and the likely size of the crowd at the bottom of Avenue Road whilst the wreath-laying takes place, will make it likely that vehicles will wish to avoid that section of road or will want to proceed with extreme caution. Up to six marshals in high-viz vests will be in place to give guidance to any vehicles: one marshal at each branch of Avenue Road by the War Memorial, advising traffic from the Longridge and Clitheroe directions, and any traffic emerging from the Warren; one marshal at the head of the procession; one marshal at the rear of the procession, who will also advise any vehicles that may emerge from Bilsberry Cottages Hill; one marshal on Avenue Road beyond the Memorial Hall, advising any traffic entering the village from the direction of the College; one marshal at the junction of Avenue Road and The Dene, asking vehicles to use The Dene rather than Avenue Road for the short time of the procession and wreath-laying. 			

Residual Risks remaining: Low

Identified Hazard	Initial Risk Rating		
	High	Medium	Low
<p>3. The laying of wreaths at the War Memorial</p> <ul style="list-style-type: none"> • Vehicular traffic along Avenue Road - see risk assessment 2. • Vehicular traffic on the B6243, the main road through Hurst Green, adjacent to the War Memorial • Wet grass on the village green and common land 	x	x	x
Resulting Harm			
<ul style="list-style-type: none"> • People having to congregate on Avenue Road with potential risk of injury from passing traffic - see risk assessment 2. • Potential for injury from accidents with vehicles • Sprains from falls on wet or slippery grass 			
<p>CONTROL MEASURES:</p> <ol style="list-style-type: none"> 7. See Risk Assessment 2 control measures. 8. Participants and members of the public will be advised to congregate in the designated areas - see attached plan available on the Parish Council and village website and noticeboard. 9. The main road will be closed. Wreath-layers will remain on the pavement around the War Memorial. Members of the public will be discouraged by the plan and by the marshals from standing on the south side of the B6243, opposite the War Memorial. 10. Notices will be displayed in advance warning motorists on the main road through Hurst Green that a Service of Remembrance will be taking place around the War Memorial on that day. 11. The Parish Council will ensure that the grass on the village green and common land has been recently cut and is short, mitigating the risk of slips in wet weather. 			

Residual Risks remaining: Low

Updated 16.9.2024 Minute 8