

Risk Assessments for Temporary Road Closure applications

Guidance note

The purpose of Risk Management is to identify hazards that could cause harm, assess the risks that may arise from those hazards and decide on suitable measures to eliminate, or control, any risks considered unacceptable. Significant findings of this process, including details of any actions taken should be recorded.

A systematic assessment must be made of the event, site, management, structures and activities by a competent person/person. This should be carried out with reference to the current guidelines laid down by the Health and Safety Executive Document “The Event Safety Guide - A Guide to Health Safety and Welfare at Music and Similar Events” (Purple guide). The HSE website also provides some useful information: <http://www.hse.gov.uk/event-safety/index.htm> .

COVID: Before any application is made, please refer to the most recent government guidelines, which can be found at <https://www.gov.uk/coronavirus>

Hazard/Risk Assessment: A risk assessment for the build-up, show/event and breakdown, can only be carried out once information has been received from all contractors, other companies and self-employed people who will be working on the site. It will also be necessary to visit the site or venue to identify specific hazards.

A **hazard** is anything that has the potential to cause harm to people. This could be a dangerous property, an item or a substance, a condition, a situation or an activity.

Risk is the likelihood that the harm from the hazard is realised and the extent of it.

In a risk assessment, risk should reflect both the likelihood that harm will occur and its severity.

Hazards associated with the assembly of large numbers of people may vary according to the nature of the event and these hazards should be similarly assessed in terms of risk. For example the previous history of the performers and the audience that they attract can provide valuable information. The overall event risk assessment will then indicate areas where risks need to be reduced to acceptable levels.

The aim of the Risk Assessment is to clearly identify all the risks to the public, participants and employees attending an event posed by the environment of the site and the nature of the activities thereon, and, record the means by which these risks are eliminated or minimised.

In respect of a parade (i.e. Remembrance), we would expect applicants to identify risks such as terrorism, vehicles not obeying the closure signs, blocked access for emergency vehicles, trip hazards etc.

Below is an example of a risk assessment format that you may choose to use as a basis for your own risk assessment. This is only a guide and so long as your risk assessment is comprehensive and considers all likely risks, then any format is acceptable – for

example many risk assessments would also include a risk rating (i.e. likelihood versus impact).

Example Risk Assessment format

Event / Activity	
Location	
Date of Event	
Risk assessment completed by (name)	
Risk assessment completed on (date)	

No.	What are the hazards?	Who might be harmed and how?	What are you already doing to control this risk?	Do you need to do anything else to control this risk?	Who needs to action these further controls?	Target date for completion of actions	Completed on (date)
1							
2							
3							
4							
5							

Example Risk Assessment for a parade

Event / Activity	Parade involving closure of road
Location	
Date of Event	
Risk assessment completed by (name)	
Risk assessment completed on (date)	

No.	What are the hazards?	Who might be harmed and how?	What are you already doing to control this risk?	Do you need to do anything else to control this risk?	Who needs to action these further controls?	Target date for completion of actions	Completed on (date)
1	Terrorism	Marshalls, volunteers, parade, general public including children, elderly, disabled and expectant mothers, Band members, Clergy, Wreath layers, standard bearers.	Risk regarded as low in the village. Police/PCSO usually in attendance. Any suspicious packages to be reported.				
2	Vehicles not obeying the road closure signs	Any attendees (as above)	Clear signage, notices posted in advance, marshals wearing high viz at all closure points during entire period of road closure, marshals communicate via radio.				
3	Enabling access for emergency vehicles	Any attendees (as above), emergency service staff.	Marshalls would enable access in case of emergency, moving parade attendees out of the way of moving emergency vehicles. Police, fire, and ambulance etc informed in advance of Road Closure Order.				
4	Slips, trips and falls	Any attendees (as above)	Parade proceeds along the roadway, with all being alert for any uneven surfaces. Members of the public also being aware of uneven surfaces.				

	Hazards?	Who might be harmed and how?	What are you already doing to control this risk?	Do you need to do anything else to control this risk?	Who needs to action these further controls?	Target completion of actions	on (date)
			Surfaces could be slippery with ice/snow and in these conditions, salt will be scattered to decrease the likelihood of slipping. Cables for PA system marked with hazard tape. First aiders on site.				
6	Manual handling	Marshals, volunteer helpers, band members, standard bearers	Marshals instructed in safe lifting of signage, PA operator trained in manual handling of equipment, band members competent in handling own instruments. Standard bearers instructed by own organisation.				
7	COVID-19	Any attendees (as above)	Safety procedures will be implemented, planned one-way system to manage the flow of attendees moving around, limited attendee numbers so social distancing rules can be met, track & trace for the parade members taking part.				
8	Breaching social distancing rules	Any attendees (as above)	Poor weather could result in everyone huddling under a gazebo/shelter and breaching social distancing rules. Signs indicating "two metre social distance is required" will be displayed to remind everyone to socially distance. Entire parade route will be barriered off to prevent general public breaching social distancing. The ground will be marked so parade members can stand at a safe distance.				

	hazards?	Who might be harmed and how?	What are you already doing to control this risk?	Do you need to do anything else to control this risk?	Who needs to action these further controls?	Target completion of actions	on (date)
11	Toilet facilities	Any attendees (as above)	Frequent cleaning regime will be in place to make sure toilets are kept clean and queues are managed. Washing facilities and hand sanitisers stations at entry and exit points.				