

Armed Forces Day 29th June 2024 Risk Assessment Form

Gloucester City Council has a duty to ensure the safety of people using their land under the Health and Safety at Work Act (1974). Provide details of all activities taking place at your event that might pose a hazard and what you plan to do about them to minimise the risk. Some examples of issues to consider:

- Fireworks
- Bouncy castles
- Machinery
- Fuel/generators
- Electrical equipment
- Accidents
- Vehicles
- Structures
- People (including crowd control)
- Activities requiring participation

Hazard	What could go wrong?	Who is likely to be injured or what is likely to be affected?	How are you going to reduce the possibility of someone being injured or a pollution incident occurring?	Do you think anything else could or should be done?
Water hazard in Docks Basin	People could fall in the water	Children not adequately controlled by parents. People wandering too close to the edge	Parental control for the children, stewarding in general Stall holders advised to be vigilant to the possibility and control/prevent access to the rear of stalls	Stalls used as barriers to prevent access to water. First aid kit and medical professionals on site. Use of public services
Wind affecting stalls/gazebos	Stalls moved or flipped by wind	Any person nearby	Advise stall holders to remove side walls if applicable to allow wind to pass through more easily. Advise stall holders to have weights for their stall legs	
The area is multileveled in design in front of the museum	Stumbles or falls are a risk	Those not taking care when approaching the museum area. Minor abrasions or bruises if members or guests trip over. Elderly may break bones.	Event organisers to keep a watchful eye and advise as necessary	First aid kit and medical professionals on site. Use of public medical services.
Medical cover, general	Any matter requiring medical assistance	Anyone	We will have a medical capability onsite as well as make use of public emergency medical services if required.	All stewards will be briefed

Interference by unruly public	Confrontational behaviour	Anyone	Local Police are aware of the event and will have a presence. Uniformed members of the Armed Services will also be present.	Those present will self-police
Parade Interference	Public members may interfere with the parade	Those parading	Local Police are aware of the event and will have a presence. Uniformed members of the Armed Services are also present	Additional stewarding of the parade
Parade	Falls during the parade	Those parading and supporting the parade	Effective marshalling	First aid kit on site. Trained First Aiders with the parade
Parade traffic management when using the public roads	Being hit by a vehicle	Those parading and supporting the parade	Local Police are aware of the event and will have a presence. Stewards will also assist with the parade. Road closure order provided by the City Council	First aid kit on site. Trained First Aiders with the parade
Traffic management at the Docks	Being hit by a vehicle	All vehicles used to transport stalls to the Docks to be offsite by 11:00. If used in a display they will remain. Vehicular access to the Courts and NHS Dentist parking to be maintained/allowed	Make all stall holders aware as well as AFD committee members	Inform Court and NHS – completed, including notification of the road closure period
Congestion	Crushing	General public	Stall layout to be designed to minimise the risk i.e. spread across the Square.	Stewarding
Terrorism	Act of Violence	Anyone at the Event	All Stewards and everybody involved to be Watchful and Vigilant. Advice from the Police as per Public Military Event form to follow.	

			PME Form: submitted and approved	
Lost children/vulnerable people	Separation from Parents. Vulnerable person gets disorientated	Both Children and vulnerable people get upset and panic	All Stewards and staff to be aware of all Persons and Children and watch for Confusion. The reception of SOGM will be the control point. We have at least 4 committee members with valid DBS checks who will share the responsibility should any child need to be looked after	All Stewards to be briefed, any lost child would be accompanied by at least two people, one of whom has a valid DBS certification
Covid & congestion	Too many people at one time	General public	Capacity in accordance with current government covid tier guidance (not applicable at time of writing).	Stewards control flow.
Covid social distancing ignored	People unable to distance	General public	Managed in accordance with current government covid tier guidance (not applicable at time of writing).	Stewards to advise.
Covid and pinch points and queues	Too many people in one area	General public	Managed in accordance with current government covid tier guidance (not applicable at time of writing).	Stewards control flow.
Covid and Person to person contact	People with symptoms come into contact with others	General public	Managed in accordance with current government covid tier guidance (not applicable at time of writing).	
Covid management of groups of 6	Groups larger than 6 form	General public	General awareness in population of Govt instructions shared on event Facebook and web pages	Stewards to advise.
Covid transmission	People with covid at the event	General public	Managed in accordance with current government covid tier guidance (not applicable at time of writing).	

Covid track and trace	Covid transmission	General public	Managed in accordance with current government covid tier guidance (not applicable at time of writing).	
Covid PPE	Covid transmission	General public	Managed in accordance with current government covid tier guidance (not applicable at time of writing).	Stewards to advise.