



**West Lothian
Council**

RISK ASSESSMENT FORM FOR COMPLETION BY OR ON BEHALF OF PROCESSION/EVENT ORGANISERS

Information supplied on this form will be held on computer and the organiser is advised that in processing this notice of proposal checks will be made which may include reference to personal data held on computer.

When completed the organiser must return the form to Licensing Team, Legal Services, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston EH54 6FF

RISK ASSESSMENT FORM FOR COMPLETION BY OR ON BEHALF OF PROCESSION/EVENT ORGANISERS

GENERAL INFORMATION FOR THE ORGANISER

We are asking you to fill in this part of the form on Risk Assessment for your procession/event which is detailed on page 1 above to help us understand what dangers and risks might be associated with holding your procession/event. This part of the form will take you through the most common areas of risk which we and the Police might want to raise with you. We may carry out our own assessment of risk and may want to discuss that assessment with you and the Police.

PURPOSE OF FILLING IN THE RISK ASSESSMENT PART OF THE FORM

A risk assessment of the procession/event will help to :

- identify any dangers associated with holding it;
- evaluate the level of any known risks;
- decide who is at risk, in what way and how the risk to them could be removed; and
- decide, where other types of risk have been identified, whether it would be possible to introduce appropriate measures to allow the procession/event to go ahead.

WHO SHOULD BE FILLING IN THE RISK ASSESSMENT PART OF THIS FORM

Preferably it should be filled in by a suitably qualified person (eg someone who is trained in health and safety law). If that is not possible, someone else in the organisation with a strong knowledge of the area where the procession/event is to be held should fill it in. The Council will then assess what is said in the form about the risk(s) of holding the procession/event against the Council and Police view of the assessment of risk(s).

HOW TO FILL IN THE FORM

You should work your way through the Risk Assessment part of the form section by section. If there are questions you cannot answer, you should contact the person named at the end of the form. If your overall assessment shows that there is a high risk associated with holding the procession/event, you should get in touch with the Council contact as soon as possible to see if solutions can be found to reduce or remove the risk. Once the Council has considered the notification, the risk assessment and all other available evidence, we may contact you to hold a meeting.

NEXT STEPS

We will assess the risk(s) associated with holding your procession/event within the first two weeks of us receiving the form. You should keep a copy of the form for your records and bring it with you to any meeting which we may hold. This is because the Council and the Police may want to raise issues with you about your risk assessment in relation to the Council/Police view of the risk(s) in holding the procession/event. In case there are problems, we may need to hold further meetings with you.

SECTION ONE

Name of person carrying out the Risk Assessment :	
Relevant Qualifications, if any, of the person carrying out the Risk Assessment :	
Address :	
Postcode :	
Contact Numbers :	Home
	Work :
	Mobile :
	Email address:

SECTION TWO

MAIN RISK ASSESSMENT

The table in this Section sets out the main areas of the risk assessment. **You should provide as many supporting comments as you can.**

Question	Answer
Is the date of your procession/event particularly significant to the organisation and, if so, why?	
Has your organisation used the same route/venue before? If yes, what was the date(s)?	
Are there enough stewards to control the number of marchers/attendees expected?	
Have there been any difficulties or tensions in the recent past with holding this procession/event? If yes, detail those difficulties or tensions?	
Please assess the level of risk there may be to public safety. (Please also say whether the risk is low, medium or high.)	

Please assess any risk to public order. (Please also say whether the risk is low, medium or high.)	
Please assess the risk of damage to property. (Please also say whether the risk is low, medium or high.)	
Please assess the risk of disruption to local business, the community, shoppers and traffic from holding the procession/event. (Please also say whether the risk is low, medium or high.)	
Taking account of all the information in this Section, what is your opinion of the overall risk of holding the procession/event? Is it low, medium or high?	

SECTION THREE

This Section details other information which you should consider as part of a general assessment of the procession/event. You should assess the following:

The Main Considerations	Answer
At the end of the procession/event what are your arrangements for getting marchers/attendees to disperse?	
What are your arrangements with regard to clearing up after the procession?	
Are you organising any other events (social or otherwise) at the end of the procession/main event? (Please give details of what these are.) Do you consider you need a police presence for these events and, if so, why?	
Is the proposed route shown on your notification a route that your organisation commonly uses?	
Have you taken out insurance to help cover any risks arising from the procession/event? If yes, give details of the insurance cover.	
What is your assessment of the risks to marchers/participants if the route passes through communities which may be against the procession/event? Please also say	

whether the risk is low, medium or high.	
Do you have enough security in place for any buses/coaches and other vehicles used by marchers/participants?	
Have you considered the policing and attendant costs for holding the procession/event?	
If any vehicle(s) are to be used in the procession/event, do the driver(s) of those vehicle(s) hold a valid DVLA driving licence to drive those vehicle(s)?	
Have you assessed what other priorities there may be in the area on the day of the procession/event? If the answer is no, why have you not done that assessment?	
Have you considered the effect on the community as a whole if the procession/event went ahead?	

SECTION FOUR

FINAL ASSESSMENT

If the Council is holding a meeting, I would like to raise the following points about this risk assessment:-

Please provide any other supporting comments/additional information about risk assessment in the box below.

SECTION FIVE**DECLARATION BY THE PERSON CARRYING OUT THE RISK ASSESSMENT**

I have assessed the risks associated with holding the above procession/event and will give the Council any further information required about the risk assessment. I will also come to any meeting(s) which may be needed.

Signature of the person carrying out the Risk Assessment : _____

Date of Risk Assessment : _____

DECLARATION BY THE ORGANISER OF THE PROCESSION/EVENT

I, the organiser, have read West Lothian Council's Guide for Organisers Processions/Events and the Council's Code of Conduct for Processions and agree to comply with the Council's conditions. I also agree to comply with all reasonable instructions given by all authorised officers of the Council.

To the best of my knowledge and belief, I certify that the information given to the Council in connection with the procession/event is true and correct.

Signature of Organiser : _____

Date : _____

Please submit the completed form at least 2 months before the event is to take place to Legal Services - Licensing Team, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston EH54 6FF .

Alternatively, the completed form may be sent by email to : licensingapplicationforms@westlothian.gov.uk

NOTE : If required, you may be contacted so meeting(s) can be arranged to discuss your notice of proposal in more detail.

If you have any queries regarding the completion of the form please do not hesitate to contact Licensing Team Tel : 01506 281593 (Direct Line) or by email to licensingapplicationforms@westlothian.gov.uk.