 **PROCESSION/PARADE RISK ASSESSMENT FORM**

TO COMPLETE THIS FORM PLEASE CLICK OR TAP ON THE WHITE TEXT FIELD OR SELECT A CHECK BOX.

**Filling in the form**

You should work your way through the form section by section. If there are parts of sections which you cannot fill in, 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, you should get in touch as soon as possible to discuss if we can find solutions to reduce or remove the risk. Once we have considered the notification, the risk assessment and all other evidence, we may contact you to hold a meeting.

**Who you should send the form to**

You should send your risk-assessment form, with your ‘Notice of Proposal to Hold a Public Procession/Parade’ form, to the person named at the end of this form at least 28 days before you plan to hold a procession. If you cannot send your risk assessment with the notification, you should speak to the person named at the end of this form for advice.

**Next steps**

We shall assess the risks associated with holding your procession within the first two weeks of us receiving your notification and risk-assessment forms. You should remember to keep a copy of this form for your records and bring it with you for any meeting which we may hold. This is because we and the police may want to raise issues with you about how your assessment compares to ours. If there are problems, we may need further meetings.

**Section One**

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| **Your Contact Details:** |

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| Organisation: | (Click or tap here to enter text.) |
| Name: | (Click or tap here to enter text.) |
| Address: | (Click or tap here to enter text.) |
| Phone Number | (Click or tap here to enter text.) |
| Email: | (Click or tap here to enter text.) |

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| **The Procession/Parade:** |

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| Name of Event: | (Click or tap here to enter text.) |
| Date and Start Time: | (Click or tap here to enter text.) |
| Reason for Procession/Parade: | (Click or tap here to enter text.) |
| Proposed Route: *(Please include a route map)* | (Click or tap here to enter text.) |
| Number of people expected to take part: | (Click or tap here to enter text.) |

**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.

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| **Question** | **You must provide supporting comments in the boxes below** |
| Is the date of your procession particularly significant to the organisation? | (Click or tap here to enter text.) |
| Has your organisation marched along the same route before? | (Click or tap here to enter text.) |
| Are there enough trained stewards to control the number of marchers expected? | (Click or tap here to enter text.) |
| Have there been any difficulties or tensions in the recent past with holding this procession? | (Click or tap here to enter text.) |
| Please assess the level of risk there may be to public safety. (Please also say whether the risk is low, medium or high.) | (Click or tap here to enter text.) |
| Please assess any risk to public order.  (Please also say whether the risk is low, medium or high.) | (Click or tap here to enter text.) |
| Please assess the risk of damage to property. (Please also say whether the risk is low, medium or high.) | (Click or tap here to enter text.) |
| Please assess the risk of disruption to local business, the community or shoppers and traffic from holding the procession. (Please also say whether the risk is low, medium or high.) | (Click or tap here to enter text.) |
| Please assess the risk of the spread of **COVID-19** and describe the mitigation measures you will put in place to minimise this risk | (Click or tap here to enter text.) |
| Taking account of all the information in this table, what is your opinion of the overall risk of holding the procession? Is it low, medium or high? (Please tick) | LOW  MEDIUM  HIGH |

**Section Three**

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

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| **Question** | **Supporting comments** |
| At the end of the march, what are your arrangements for getting marchers to go home? | (Click or tap here to enter text.) |
| Are you organising any other social events at the end of the march? (Please give details of what these are.) And will you need a police presence? | (Click or tap here to enter text.) |
| Is the proposed route shown on your notification as a route that your organisation commonly uses? | (Click or tap here to enter text.) |
| Have you taken out insurance to help cover for any risks arising from the procession? | (Click or tap here to enter text.) |
| What is your assessment of the risks to marchers if the route passes through communities which may be against the march? | (Click or tap here to enter text.) |
| Do you have enough security in place for any coaches and other vehicles used by the marchers? | (Click or tap here to enter text.) |
| Have you considered the policing and attendant costs for holding the procession? | (Click or tap here to enter text.) |
| Have you contacted Police Scotland to discuss the procession?  Name of person contacted and date of contact: | YESNO  (Click or tap here to enter text.) |
| Have you discussed Policing costs of the event?  See [www.scotland.police.uk](http://www.scotland.police.uk) for policy on charging for police services at events | YESNO  (Click or tap here to enter text.) |
| Have you discussed the need for a Temporary Traffic Restriction Order (TTRO) with the Police? | YESNO  (Click or tap here to enter text.) |
| Have you assessed what other priorities there may be in the area on the day of the march? | YESNO  (Click or tap here to enter text.) |
| Have you considered the effect on the community as a whole if the march went ahead? | YESNO  (Click or tap here to enter text.) |
| Could you combine this procession with other similar events in the area? If not, why not? | YESNO  (Click or tap here to enter text.) |

**Section Four**

Final Assessment

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| If the local authority is holding a meeting, I would like to raise the following points about this risk assessment.  (Click or tap here to enter text.) |

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| Please provide any other supporting comments in the box below.  (Click or tap here to enter text.) |

**Section Five**

Declaration

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| I have assessed the risks associated with holding the above procession. I will come to any meeting which may be needed.  Signature of the person carrying out the risk assessment:  (Click or tap here to enter text.)  Name in BLOCK CAPITALS:  (Click or tap here to enter text.)  Relevant qualifications of the person carrying out the risk assessment:  (Click or tap here to enter text.)  Signature of the organiser:  (Click or tap here to enter text.)  Name in BLOCK CAPITALS:  (Click or tap here to enter text.)  Date: (DATE) |

**Section Six**

Please return the completed application form to: [FifeEvents@fife.gov.uk](mailto:FifeEvents@fife.gov.uk)

For any queries:

**Fraser Rankin, Technician, North Fife, Network Management**  
**Tel:** 07985737053 – Fraser.Rankin@fife.gov.uk   
**By Post:** Fife Council Bankhead Central Bankhead Park Glenrothes Fife KY7 6GH

**Jamie Armit, Technician, South Fife, Network Management**  
**Tel:** 07985717268 – Jamie.Armit@fife.gov.uk   
**By Post:** Fife Council Bankhead Central Bankhead Park Glenrothes Fife KY7 6GH