Notification Number …………………..



Civic Government (Scotland) Act 1982 As Amended

**PUBLIC PROCESSION**

## RISK ASSESSMENT FORM

# Falkirk Council

|  |
| --- |
| **PLEASE READ THE GUIDANCE NOTES FOR ORGANISERS ATTACHED TO THIS FORM** |

|  |  |
| --- | --- |
| **Name of Organisation** |  |

|  |
| --- |
| **Section 1** - **CONTACT DETAILS** |
| **NAME**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **ADDRESS**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**POSTCODE**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **HOME** **PHONE** **NO**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **MOBILE** **PHONE** **NUMBER** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **E**-**MAIL** **ADDRESS**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |
| --- | --- | --- |
| **DATE OF PROCESSION** | **TIME OF PROCESSION** | **DURATION OF PROCESSION** |
|  |  |  |

|  |
| --- |
| **PROPOSED ROUTE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Section 2** - **MAIN RISK ASSESSMENT**

|  |  |
| --- | --- |
| **Question** | **You must provide supporting comments in the boxes below to enable a full assessment of your notification. Generally, a “yes” or “no” answer or “as in previous years” will no longer be acceptable.** |
| Is the date of your procession particularly significant to the organisation? |  |
| Has your organisation marched along the same route before? |  |
| Are there enough trained stewards to control the number of marchers expected? |  |
| Have there been any difficulties or tensions in the recent past with holding this procession? |  |
| Please assess the level of risk there may be to public safety. (Please also say whether risk is low, medium or high) |  |
| Please assess any risk to public order. (Please also say whether risk is low, medium or high) |  |
| Please assess the risk of damage to property. (Please also say whether risk is low, medium or high) |  |
| Please assess the risk of disruption to local businesses, the community or shoppers and traffic from holding the procession. (Please also say whether risk is low, medium or high) |  |
| Taking account of all the information in this form, what is your opinion of the overall risk of holding the procession? Is it low, medium or high? |  |

**Section 3 - OTHER INFORMATION**

|  |  |
| --- | --- |
| **Main Considerations** | **Supporting Comments** |
| At the end of the march, what are the arrangements for getting marchers to go home? |  |
| Are you organising any other social events at the end of the march? (Please give details of what these are) Will you need a police presence? |  |
| 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? |  |
| What is your assessment of the risks to marchers if the route passes through communities which may be against the march? |  |
| Do you have enough security in place for any coaches and other vehicles used by the marchers? |  |
| Have you considered the policing and attendant costs for holding the procession? |  |
| Have you assessed what other priorities there may be in the area on the day of the march? |  |
| Have you considered the effect on the community as a whole if the march went ahead? |  |
| Could you combine this procession with other similar events in the area? If not, why not? |  |

|  |
| --- |
| **Section 4** - **FINAL ASSESSMENT** |
| If the local authority is holding a meeting, I would like to raise the following points about this risk assessment:  1.  2.  3. |

|  |
| --- |
| **Please provide any other supporting comments below:** |
|  |

|  |
| --- |
| **Section 5** - **DECLARATION** |
| I have assessed the risks associated with holding the above procession.  I will attend any meeting which may be necessary.  Signature of person carrying out the risk assessment:…………………………………………………  Name (BLOCK CAPITALS):………………………………………………………………………………..……………….  Relevant qualifications of the person carrying out the risk assessment:  ………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………….  ………………………………………………………………………………………………………………..  Signature of organiser:………………………………………………………………………………………………..….  Name (BLOCK CAPITALS):……………………………………………………………………………………..………….  Date:…………………………………………………………………………………………………………. |

**Please return the filled-in risk assessment form with the notification form**.

Your privacy is important to us. You can find out how we deal with your personal information here <http://www.falkirk.gov.uk/privacy/law-licensing/licensing/>