



**CIVIC GOVERNMENT (SCOTLAND) ACT 1982
PART V – PUBLIC PROCESSIONS**

**POLICE, PUBLIC ORDER AND CRIMINAL JUSTICE (SCOTLAND) ACT 2006
PART 2 – PUBLIC ORDER**

RISK ASSESSMENT – PROPOSED PUBLIC PROCESSION

General information for the organiser

We are asking you to fill in this risk assessment form to help us understand what dangers and risks might be associated with holding your event. This form will take you through the most common areas of risk which we and Police Scotland might want to raise with you. We and Police Scotland may carry out our own assessment of risk and may want to discuss our assessment with you before any meeting is held or at the first meeting itself.

Purpose of filling in the risk-assessment form

A risk assessment of the procession will help to:

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

Who should be filling this form in?

It would be preferable if you were a suitably qualified person (e.g. someone who is trained in health and safety regulations). If that is not possible, someone else in the organisation with a strong knowledge of the area where the march is to be held should fill it in. We will then check the form and compare it to the assessment of risk which we and Police Scotland may be carrying out.

How to fill in the form

You should work your way through the form section by section. If there are parts to 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.

Next steps

We will 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 Police Scotland may want to raise issues with you about how your assessment compares to ours. In case there are problems, we may need further meetings.



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Section One

Name:

Address:.....

..... Postcode:

Phone number: Email address:

Date of Procession: Time of Procession:

Proposed Route:

.....

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.....

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(Please continue on a separate sheet if necessary)

Section Two

This section sets out the main areas of the risk assessment. You should provide as many supporting comments as you can.

Is the date of your procession particularly significant to the organisation?	
Has your organisation marched along the same route before?	

Section Two (cont.)

Are there enough trained stewards to control the numbers 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 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 or shoppers and traffic from holding the procession. (Please also say whether the risk is low, medium or high)	
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?	

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.

At the end of the march, what are your 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.) And will you need a police presence?	
Is the proposed route shown on your notification as a route that your organisation commonly uses?	
Have you taken out insurance to help cover for 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 attendance 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 Four

Final Assessment

If the local authority is holding a meeting, I would like to raise the following points about this risk assessment.

- >
- >
- >
- >
- >

Please provide any other supporting comments.

Section Five

Declaration

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:

Name in BLOCK CAPITALS:

Relevant qualifications of the person carrying out the risk assessment:

.....

Signature of organiser:

(You only need to fill in this part of the form if you are not the person who carried out the risk assessment.)

Name in BLOCK CAPITALS:

Date:

Send Completed form to:

Chief Executives – Legal Services
Perth and Kinross Council
Pullar House
35 Kinnoull Street
Perth PH1 5GD
Tel. (01738) 475000
Email. civlicensing@pkc.gov.uk
www.pkc.gov.uk

We will make sure that a copy of your assessment is sent to Police Scotland and the Roads Network Department.

HOW WE USE YOUR PERSONAL INFORMATION

The information provided by you will be used by Perth & Kinross Council to process your application and thereafter to keep you informed of any updates with regard to your application or licence.

Your information will be shared with Police Scotland and the Roads Network Department.

The Council may also check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

You should be aware that the names of individuals who hold this licence appear on a register which is available for public inspection

For further information, please look at our website www.pkc.gov.uk/dataprotection; email dataprotection@pkc.gov.uk or phone 01738 477933.