



**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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**RISK ASSESSMENT – PROPOSED PUBLIC PROCESSION**

**Section One**

Name: FIONA WATT .....

Address: 10 KIRKFIELD PLACE, AUCHTERARDER, PERTH AND KINROSS .....

..... Postcode: PH3 1FP .....

Phone number: [REDACTED] ..... Email address: [REDACTED] .....

Date of Procession: 10+ 11 / 09 / 2022..... Time of Procession: 10.30am .....

Proposed Route: 10K Route (prov) - <https://www.strava.com/routes/2921459045644512750>

Half Marathon Route (prov) - <https://www.strava.com/routes/2921457741244554734>

(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?	NO. MOST SUITABLE DATE. NO OTHER EVENTS ON
Has your organisation marched along the same route before?	YES – PREVIOUS YEARS AND THE EVENT HAS BEEN A HUGE SUCCESS FOR AUCHTERARDER – THERE IS A CHANGE IN ROUTE DUE TO DIFFERENT START/FINISH LOCATION (THIS IS DUE TO THE FACT WE WANT TO CREATE A COMMUNITY EVENT AND HAVE IT IN THE HEART OF THE COMMUNITY IE THE SCHOOL)

## Section Two (cont.)

Are there enough trained stewards to control the numbers of marchers expected?	YES. WE SHALL HAVE AROUND 20 STEWARDS EACH DAY. WE WILL ALSO HAVE LEAD MARSHALLS WITH EXPERIENCE. ALL MARSHALLS WILL BE FULL BRIEFED AND A HANDBOOK WILL BE GIVEN.
Have there been any difficulties or tensions in the recent past with holding this procession?	NO
Please assess the level of risk there may be to public safety. (Please also say whether the risk is low, medium or high)	LOW. RUNNERS WILL BE GIVEN A FULL SAFETY BRIEFING WHEN THEY ENTER AND ALSO ON RACE DAY. THE ROUTE WILL BE MARKED AND WELL MARSHALLED.
Please assess any risk to public order. (Please also say whether the risk is low, medium or high)	LOW
Please assess the risk of damage to property. (Please also say whether the risk is low, medium or high)	LOW
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)	LOW. MID MORNING SO QUIET. ROUTE MAINLY ON PAVEMENTS AND QUIETER ROADS. ALL RESIDENTS ON ROUTE WILL BE NOTIFIED. LOCAL BUISNESSES WILL BENEFIT FROM RUNNERS COMING AND SPENDING TIME AFTER THE RACE IN THE SHOPS AND FOR REFRESHMENTS!
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?	LOW

### 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?	THE MAJORITY OF RUNNERS WILL DRIVE TO THE EVENT. MARSHALLS WILL ASSIST IF REQUIRED TO DIRECT CARS
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?	NONE
Is the proposed route shown on your notification as a route that your organisation commonly uses?	HELD PREVIOUSLY WITH LARGE SUCCESS
Have you taken out insurance to help cover for any risks arising from the procession?	YES – EVENT INSURANCE INCLUDING PUBLIC LIABILITY. RUNNERS WILL ALSO SIGN A DISCLAIMER
What is your assessment of the risks to marchers if the route passes through communities which may be against the march?	N/A. RUNNERS WILL FOLLOW ROUTE. LOCAL RESIDENTS INFORMED
Do you have enough security in place for any coaches and other vehicles used by the marchers?	PARKING AT START/FINISH. MARSHALLS PRESENT TO DIRECT TRAFFIC.
Have you considered the policing and attendance costs for holding the procession?	POLICE WILL BE NOTIFIED. RUNNERS PAY AN ENTRY FEE.
Have you assessed what other priorities there may be in the area on the day of the march?	YES – NONE HENCE WHY DATE ALLOCATED. NO OTHER EVENTS ON.
Have you considered the effect on the community as a whole if the march went ahead?	YES – PUBLIC WILL BE NOTIFIED. THE COMMUNITY WILL BE ENCOURAGED TO COME OUT AND CHEER RUNNERS ON.
Could you combine this procession with other similar events in the area? If not, why not?	NO

## Section Four

### Final Assessment

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

>ALL RESIDENTS WILL BE NOTIFIED – PRESS, SOCIAL MEDIA AND LEAFLETS

>TRAINED FRIENDLY STEWARDS WILL BE OUT AROUND THE ROUTE

>RISK ASSESSMENT AND MARSHALL GUIDE CAN BE VIEWED

>SWEEPERS WILL BE AT THE BACK – ENSURING THE RACE FOLLOWS A NO TRACE

RACE AND ALL RUNNERS ARE BACK HOME TO THE FINISH

>ROUTE WILL BE MARKED WITH SIGNS

Please provide any other supporting comments.

THIS EVENT IS BEING ORGANISED BY FIVE STAR EVENTS WHO HAVE SUCCESSFULLY ORGANISED THIS AND OTHER EVENTS AROUND AUCHTERARDER WITH MUCH SMOOTHNESS AND SAFENESS.

THIS EVENT IS MAINLY ON LOCAL PAVEMENTS OR QUIETER ROADS AROUND THE TOWN

## 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: FIONA WATT

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: FIONA WATT

Date: 01/02/2022

### **Send Completed form to:**

Chief Executives – Legal Services

Perth and Kinross Council

Pullar House

35 Kinnoull Street

Perth PH1 5GD

Tel. (01738) 475000

Email. [civildicensing@pkc.gov.uk](mailto:civildicensing@pkc.gov.uk)

[www.pkc.gov.uk](http://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](http://www.pkc.gov.uk/dataprotection); email [dataprotection@pkc.gov.uk](mailto:dataprotection@pkc.gov.uk) or phone 01738 477933.*