



BERINSFIELD PARISH COUNCIL
 RISK ASSESSMENT AND MANAGEMENT
 SERVICE OF REMEMBRANCE, 8TH NOVEMBER 2020.

Activity	Risks posed	Control Measures	Risk Level	Additional Measures
Maintenance of War Memorial	War Memorial located on paved area but access to it via grass which could be slippery if wet.	Area around the War Memorial is regularly maintained and inspected for damage. War Memorial propeller was refurbished in 2018 and is secure.	L	
Propeller on War Memorial	Head injury. The nose on the propeller protrudes from the memorial stone and people laying a wreath should be warned by Members of the Parish Council of this as it is lower than head height.	Wreath layers should be made aware of the fact that the nose on the propeller protrudes and be warned to step back after laying wreath before standing up.	M	Members of the Parish Council to alert wreath layers to the fact that the nose on the propeller protrudes and that they could hit their head on it if they do not step back after laying wreath.
Walking to and from War Memorial	Road traffic incident. If clergy and residents form a procession from the Church to the War Memorial they should walk on public footpath and not on the highway (Wimblestraw Road)	Clergy to lead procession and ensure that those present walk on the public footpath.	M	

Location of War Memorial	War Memorial is located on open space area adjacent to public footpath. Public footpath will not be closed during the duration of the Service of Remembrance	Access to public footpath could be required during the duration of the Service of Remembrance	L	Participants attending the Service of Remembrance to move from public footpath if access is required for any reason.
	War Memorial is located close to highway (Wimblestraw Road), which will not be closed during the duration of the Service of Remembrance.	Participants attending Service of Remembrance should be aware that vehicles will be using Wimblestraw Road during the Service of Remembrance as road will not be closed to vehicles	M	Participants attending Service of Remembrance should stand on pavement and grass verge and not on Wimblestraw Road, which is a public highway and will not be closed to vehicles
Car Parking	There is no car parking available near to War Memorial, in Wimblestraw Road.	Participants should park in car park located by Berinsfield Library/Sports Centre, which is within walking distance of the War Memorial in Wimblestraw Road	L	Cars should not be parked in Wimblestraw Road
Adverse weather conditions	Slips and trips resulting from adverse weather conditions	Salt will be laid on the pavement and on paving slabs around War Memorial in the event of ice or snow.	M	Review the likely affect of any adverse weather and plan accordingly. Warn Participants of the conditions.
PA equipment and speakers	Trip hazard from any cables from P.A system	Care should be taken to ensure that all cables are not left trailing near to the War Memorial	L	Cables, plugs etc. should be positioned away from areas where participants gather.
Liability	Risk to third party, property or individuals	Insurance only in place for paved area around the War Memorial and the actual War Memorial.	L	Insurance only applies to areas leased by Berinsfield Parish Council.

Care of Children	Supervision of children attending the event from uniformed organisations and Abbey Woods School	Parents or representatives of parents to be responsible for the supervision of children attending the Service of Remembrance	M	Parents or representatives of parents to be responsible for ensuring that children attending the Service of Remembrance do not have access on to the highway.
COVID-19 precautions	Close contact with non-family members	<p>Any person with symptoms of COVID-19 is kindly asked not to attend the Service of Remembrance.</p> <p>Announcements to be made prior to start of the Service of Remembrance to remind participants that COVID-19 is still active. Social distancing (2 metres if possible) to be observed by all invited guests to the Service of Remembrance and all household bubbles who are observing the Service of Remembrance.</p> <p>Face coverings to be worn if possible.</p> <p>There should be no physical contact between participants, e.g. handshakes, unless they are within households or support groups.</p> <p>Wreaths should be only be handled by one person. Sanitiser should be used before and after handling wreaths.</p> <p>Crosses should be placed in the tray by the War Memorial following the conclusion of the Service of Remembrance and social distancing should be complied with.</p>	H	QR code will be available for participants to register their attendance. If participants do not have the app, their details will be taken by the appointed person.

