

Risk Assessment – Remembrance Parade

This annual event consists of persons from various organisations (military and civilian) gathering at the beach car park, then parading to St Mary's Church for a service of remembrance. After the service the parade returns to the car park.

Parade Date: Sunday 1st November 2026. 2:15pm parade, 2:30pm service, 3:30pm parade back to beach car park.

Parade Coordinator: Chairman Councillor Ian Stewart *c/o Clerk to The Council: Lucy Jose*

RBL Parade Marshal: Malcolm Godolphin

On the day Contact: Lucy Jose 07722 051928 or 07966036190

Traffic Management Company: Devon & Cornwall 4x4 07538846361 or 07753305995

Beach Carpark: What3Words: ///reinforce.koala.preparing (Rendezvous Point for emergency vehicles)

St Mary's Church: What3Words: ///rise.clogging.ahead (Rendezvous Point for emergency vehicles)

Portreath Parish Council holds Public Liability insurance of up to £10 million

Hazard	Risk	Initial Risk	Control Measures	Residual Risk	Further control measure to be applied
Failure of temporary road closure or traffic management	Collision between vehicles and parade participants	A2	Parade to assemble in areas within the car park or adjacent to the bus stop where only buses are authorised to enter. Liaison with bus companies prior to the event to ensure event safety. Meeting to be held prior to the event with car park manager, parade marshal and traffic management operatives.	C1	Clerk to confirm traffic management is in place before parade commences. Parade not to enter highway until authorised by Traffic Management Supervisor.

Prepared By: Parish Clerk Aug 2016
 Updated By: L Jose – Clerk to the Council RFO

Date: Aug 2016
 Reviewed: 2017, 2018, 2019, 2021, 2022, 2023, 2024, July 2025, October 25, Nov 25
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			Devon & Cornwall Police notified of the event in accordance with local event notification procedures. Emergency services provided with event timings, route and emergency contact details. Road closure implemented by approved Traffic Management Contractor. Traffic Management Plan approved by Highway Authority. Qualified operatives install and monitor closure. Traffic Management Contractor to confirm to the Parade Marshal that the road closure has been fully implemented before participants enter the carriageway.		Emergency vehicle access maintained at all times.
Vehicles using the road during the parade	Persons struck by vehicle, possibly death or serious injury.	A2	Road closure in place for duration of the parade and service by the war memorial. Traffic Management Operatives will monitor the closure throughout the parade and respond immediately to any vehicle attempting to enter the closed route.	C1	

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			Road closure managed by competent Traffic Management Operatives. Parade Marshal Appointed to control event safety. PCC representatives to support Parade Marshal. Devon & Cornwall Police notified of the event in accordance with local event notification procedures. Emergency services provided with event timings, route and emergency contact details. Emergency access routes will be maintained throughout the event. Traffic Management Operatives will immediately remove barriers if emergency service access is required.		
Problems with persons wishing to disrupt the parade	Injury (minor or major) from confrontations	B2	Parade Marshal to take control of persons marching in parade. Representatives for PCC available to provide explanation of event to public.	C1	

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			Devon & Cornwall Police notified of the event in accordance with local event notification procedures. Emergency services provided with event timings, route and emergency contact details.		
Uneven road surfaces	Slips, Trips, Falls – possibly to cause minor or major injury		PCC representative to walk route prior to event to list and report any areas that may need attention from the parade master or CC. Parade marshal will walk the parade route shortly before the parade starts and will inform those on parade of any hazard. Where a significant hazard cannot be removed or avoided, the Parade Marshal will divert the parade or warn participants before approaching the hazard.		
Projecting scaffolding or other items protruding into the parade route	Minor Injuries associated by collision with such objects.	B1	PCC representative to walk route prior to event to list and report any areas that may need attention from the parade master or CC. Parade marshal will walk the parade route shortly before the parade starts and will inform those on parade of any hazard.	C1	
Persons falling ill before, during or	Various illnesses, injury, death.	B1	Key members of the organisational team will carry mobile phones to alert emergency service where necessary.	C1	Prepare list of first aiders for each

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after the parade and service.			Amongst those on parade will be a number of first aiders. PPC representative will hold a first Aid kit, which will travel with the parade. First Aid provisions are also available in the church A first Aid kit will be available at the church and during the parade. The community de-fib machine is available for use in the beach car park and school.		organisation gathered prior to event. - HM Coastguard Portreath - Portreath SLSC - Alex Carr – Portreath School - L Jose, I Stewart, J Cafe - Portreath Parish Council
Safeguarding	Children and vulnerable adults exposed to harm. n.b. It is not expected children or young person would attend this event without suitable supervision.	B1	Participating organisations remain responsible for the supervision, safeguarding and welfare of their members throughout the event. Children participating remain under supervision of their organisation throughout the event. Appropriate person nominated as safeguarding officer for the duration of the event.	C1	

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			Parade speed to be appropriate for all participants. Assistance available where required.		
Crowd management and spectator safety	Spectators entering the carriageway, overcrowding, slips, trips, falls or injury caused by interaction with the parade or traffic.	B2	The Parade Marshal will oversee the safe movement of the parade and monitor spectators throughout the event. Spectators will be encouraged to remain on the footways and designated viewing areas, particularly around the War Memorial and St Mary's Church. Parish Council representatives will be positioned at key locations to provide information, assist with crowd management and encourage safe behaviour. Road closures and traffic management measures will provide a protected route for participants during the parade. Access routes for emergency services will be maintained at all times. Should overcrowding or unsafe behaviour occur, the Parade Marshal has the authority to pause or temporarily halt the parade until it is safe to proceed.	C1	

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Terrorist Threat	Minor or major injury, death. Damage or destruction to buildings or infrastructure.	A1	Road Closure in place during parade, managed by traffic management operatives. Emergency Services informed of the event. Representatives from each organisation to carry a mobile telephone. Representatives from groups associated with the parish invited to assemble in the parade. War Memorial and Church protected roadside by perimeter boundary stone wall. Congregation managed by Parade Marshal, PCC representative and Rector. Devon & Cornwall Police notified of the event in accordance with local event notification procedures. Emergency services provided with event timings, route and emergency contact details. Report suspicious behaviour immediately Do not leave bags unattended	C1	
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			Parade Marshal empowered to stop the parade Where appropriate, follow National Counter Terrorism Security Office (NaCTSO) "Run, Hide, Tell" guidance.		
Fire – Parade	Minor or major injury, burns, death. Damage or destruction to buildings or infrastructure.	B1	Parade marching along open road. Parade Marshalls appointed. Mobile Telephones carried during parade. Devon & Cornwall Police notified of the event in accordance with local event notification procedures. Emergency services provided with event timings, route and emergency contact details.	C1	
Fire - Church	Minor or major injury, burns, death. Damage or destruction to buildings or infrastructure.	B1	Church fitted with fire alarm system. Church Fire Alarm system checked prior to the event. Fire Extinguishers installed in the Church. Extinguishers checked prior to event. Building checked for hazards prior to opening.	C1	

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			Fire Marshalls appointed by the Church. Care taken when candles are used within the service. Thought given to placing of candles. Fire extinguisher available. Emergency exits available within church. Emergency routes kept clear during service. Fire meeting point allocated for the event – In church garden at rear of Church. Good standards of housekeeping kept at all times in Church and adjacent hall. Church and adjacent Hall checked prior to event.		
General Control Measures within Church and adjacent Hall	Slips trips falls Minor or major injury Damage to structure/building	B1	Church kept in good state of repair. Appointed persons monitor church and hall on regular basis. Flooring inspected at regular intervals.	C1	

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			Mess and spills cleaned up where occurring. Measures taken to ensure access is clean, clear and hazard free. Good standards of housekeeping kept at all times in Church and adjacent hall. Electrics maintained by competent person and monitored at regular intervals. Portable appliances PAT tested by competent person.		
Infectious disease, pandemic		A2	Follow all government guidance at time of event. Including moving event online if gatherings are not supported by government advice.	B1	The guidelines will be review at regular intervals prior to the event.
Sever Weather	Slips, hypothermia, falling branches/flying objects, reduced visibility	B1	Weather forecast monitored prior to event. Event Coordinator authorised to amend or cancel parade if conditions become unsafe. Participants advised to wear suitable clothing and footwear.	C1	The Parade Marshal may direct that standards, flags or banners are lowered or not carried where high winds or lightning present a foreseeable risk.

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Manual handling	Minor strains and sprains	B1	Only lightweight equipment to be handled by volunteers. Heavy items to be lifted by two persons where necessary.	C1	
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- This risk assessment will be reviewed by the Portreath Parish Council Chairman (or nominated competent person) immediately prior to the event and measures implemented where required.
- The Parade Marshal and Event Coordinator will undertake a dynamic risk assessment immediately before and throughout the event and may delay, alter or cancel the parade should conditions become unsafe.