

WELSHPOOL TOWN COUNCIL

RISK ASSESSMENT – 2017 - MINUTES SILENCE OUTSIDE TOWN HALL

| No | Activity | Risk | Actions | Level |
|----|------------------------|---|---|-------|
| 1 | Equipment | Putting out of equipment. | Two staff on duty to ensure all I clear as equipment goes out. All equipment to be safe and easily identifiable. | LOW |
| 2 | Information | Letting people know what is happening. | Sound system in place, posters outside Town Hall, leaflets issued to all attending. | LOW |
| 3 | Layout of site | Site layout as per plan. | See layout to be such as to meet with this risk assessments requirements. See plan attached. | LOW |
| 4 | Wires and trip hazards | Wires for sound system. | Professional sound system to be put in place for the event with own risk assessments. | LOW |
| 5 | Disabled access | Allowance for disabled to pass safely past equipment. | See site plan. | LOW |
| 6 | Traffic control | Stopping traffic for period of 2 minutes. | Two staff to hold traffic for short period wearing high viz jackets. | LOW |
| 7 | First Aid | Provision of. | Qualified first aid staff on site. | LOW |
| 8 | Seating | Seating for any elderly who cannot stand for event. | Some seats to be provided for any elderly who may wish to sit down. | LOW |
| 9 | Authorities | Permissions – where appropriate. | Trunk Road Agency and Police to be informed. | LOW |
| 10 | Stewarding | Ensuring safety of people at the event. | Stewarding by Town Council staff on the day wearing high viz jackets for identification. | LOW |
| 11 | Emergencies | In case of any incident. | Town Clerk to be officer to take control. Evacuation of area by stewards. | LOW |