

## WELSHPOOL TOWN COUNCIL

### VOTES FOR WOMEN – A 100 YEAR CELEBRATION

#### Larger Church Street Car Park meeting point

Friday 14<sup>th</sup> December 2018

#### Programme

No	Times	Item	Location
1	17.30	Team meeting at TIC Town Clerk Marshalls Lizzie Bethan Deputy Mayor Town Crier Cllr E Bleivas	TIC
2	18.00	Preparations in place	
3	18.30	Marshalling preparations including handouts	
4	18.55	Parade ready	
5	19.00	Parade moves off leading by Town Crier, Deputy Mayor and Mace Bearer, Banner and others.	
6		Route: Vicarage Gardens, Church Street, Broad Street to Town Hall	
7		Programme: a) Cllr E Bleivas to give brief history b) Bessie introduced by Tammy c) Lighting of Beacon d) Unveiling of plaque e) Voting box for votes f) At first opportunity emergency announcements g) Divide into locations of Assembly Room and Corn Exchange h) Assembly Room Deputy Mayor to read i) Corn Exchange Deputy Mayor to read j) Votes cast as you enter Town Hall k) Power Point pictures in Assembly Room	

## Equipment list

No	Equipment	From
1	Radios – 12	Bethan
2	Barriers – 50	Paul
3	Cups and supplies for refreshments	Paul
4	Traffic cones - 15	Paul
5	Handouts	Bethan
6	Sound	Ian Tulloch
7	Beacon and gas lighting equipment and gas	Paul
8	High Viz Jackets	Paul
9	Rosettes, banners, light sticks etc	Lizzie
10	Internal sound systems	Paul
11	Hearing loop	Paul
12	Voting boxes	Paul
13	Projector and screen for Assembly Room	Paul
14	Computer and pictures for rolling display	Robert
15	Voting box	Paul
16	Tables for car park and Town Hall	Paul
17	Lorry to follow procession	Paul
18	Rubbish sacks	Paul
19	First Aid Kits	Office

## Staffing requirement

No	Item	I/C
1	Street set up of barriers	
2	Cones in car park by TIC	
3	Street marshalling	
4	Crowd marshalling	
5	Handouts	
6	Programme	
7	Refreshments	

### Pre-day matters

No	Item	Actioned
1	Police, ambulance and fire services informed	
2	Highways authority informed of arrangements	
3	Publicity completed – facebook, My Welshpool and local press.	
4	Web site announcements	
5	Pre planning risk assessment	
6	Team meetings	
7	Bar arrangements	
8	Insurers informed	

### Other documents

Item	Documentation
Parades and marshalling	Parades risk assessment online
Announcement statements	Robert
Emergency planning statements	Robert

## Risk assessment

No	Item - risk	Mitigation	Risk level
1	Parade arrangements	See standard parade risk assessment as above.	Low
2	Marshalling numbers	Town Council street scene staff and Town Clerk on duty with marshalling the parade and also numbers in the main street. Barriers for safety put in place. Single line traffic control if required to aid safety. Lorry to follow procession.	Low
3	Car movements in car park	Traffic cones to marshal parade. Stewards on duty to ensure safety.	Low
4	Numbers in Broad Street	Barriers to create a safe environment for those taking part.	Low
5	Trip hazards	All wires to be covered and away from any area of movement by people.	Low
6	Numbers in Town Hall upstairs and downstairs	Limit numbers in Town Hall to approx. 200 and the Corn Exchange to approx. 80.	Low
7	Information	Standard announcements to be used. Information to be distributed by sound system.	Low
8	Hot drinks	Care over hot drinks being take through crowds. Drinks to be at a lower heat level so not to burn.	Low
9	Waste	To be dealt with in line with Town Hall arrangements.	Low
10	Emergency planning	See individual risk assessments for each Town Hall room. Emergency procedure announcements at Town Hall to be made as crowds gather.	Low
11	Muster point	Muster point to be back of Town Hall. All those present must be made aware of emergency procedure.	Low
12	Toilets	All toilets to be well stocked and cleaned on both floors of the Town Hall and at the Tourist Information Centre.	Low
13	Disabled access	The disabled lifts to be available for disabled access. Disabled toilets provided. Disabled escape plan in place.	Low
14	First Aid	First aid to be provided at the entrance to the Town Hall. First aid facilities available by Council Staff trained.	Low
15	Dispersal of crowds	The marshalling team to ensure crowds disperse safely after event.	Low
16	Contact between staff	By short wave radios. All staff to be identified by high viz jackets.	Low
17	Snow warning	If there is snow and if there is a need to bring Broad Street down to one lane the lane then the kerb within the area is to have barriers to show the kerb line which might be covered in snow.	Low