



2025

WOOTTON PARISH COUNCIL PA SYSTEM (REMEMBRANCE SUNDAY)



3 Longden Close

Haynes

Bedfordshire

MK45 3PJ

Clerk@Wootton-PC.gov.uk

Tel: 07531 930788

Version History

Version	Reviewed at	Approved at
Version 1.00	Full Council Meeting of Wootton Parish Council on 10 th September 2025	Full Council Meeting of Wootton Parish Council on 10 th September 2025

To be reviewed annually.

Appendix One

Assessed Risk: PA System		Assessed by: Sue Edgar Playford Clerk to the Council and Responsible Financial Officer	Date: 22 nd August 2025
SEVERITY OF HARM → LIKELIHOOD OF HARM ↓	NEGLIGIBLE Superficial injuries, minor cuts, and bruises	MODERATE Minor fractures or ill health leading to minor disability	SEVERE Multiple injuries, major fractures, fatalities
IMPROBABLE	SLIGHT	TOLERABLE	MODERATE
POSSIBLE	TOLERABLE	MODERATE	SUBSTANTIAL
FREQUENT	MODERATE	SUBSTANTIAL	INTOLERABLE

Nature of Hazard?	Who might be harmed and how?	Actions already in place	Further actions required to manage this risk?	Action to be taken by whom?	Further actions by when?	Date completed
Electrical Hazards	Parade attendees/marchers, MOP¹, event organisers and/or members of WPC²: Faulty or damaged cables causing burns or electrical shock; Lack of proper insulation or protection from the elements (rain, moisture) causing burns or electrical shock; Improper grounding causing burns or electrical shock; Use of multi-adapters or overloaded circuits; Interaction with other power sources (generator, venue power);	The PA system will be housed under a gazebo and will only be accessed by the announcer and/or event organisers. This will protect against lack of proper insulation and will protect the unit from inclement weather; The PA system is newly purchased (2025) so faulty or damaged cabling should not occur, nor should improper grounding (nonetheless checks will be carried out). PAT testing will not be applicable in 2025; The unit will operate from a spur from the War Memorial lighting and will also be fitted with a circuit breaker. There will be no opportunity for interaction with other power sources;	Awareness and communication on the day	BBCllr/Cllr Wheeler, Cllr Lloyd, the Clerk and announcer	N/A	On the day

¹ Members of the public.

² Wootton Parish Council.

	Lack of Portable Appliance Testing (PAT) certification					
Physical Hazards	Parade attendees/marchers, MOP, event organisers and/or members of WPC: Slips, trips and falls causing injury; Manual Handling, causing back or injuries; Falling Equipment; Working at Height; Crowd-related issues; Vehicle movement	All cables will be housed under pedestrian cable covers (and are yellow in any event, to aid visibility). The general public will be kept away from the PA system and all users will be advised to take care in inclement weather. All users will be reminded of the correct means of carrying the system to avoid injury; Users will have regard for windy conditions which could result in falling equipment and measures including removal of the system will be taken if needed. No users will be working at height. No vehicles will have access to the system due to road closures	Awareness and communication on the day	BBCllr/Cllr Wheeler, Cllr Lloyd, the Clerk and announcer	N/A	On the day
Acoustic Hazards	Parade attendees/marchers, MOP, event organisers and/or members of WPC: Noise-induced hearing damage;	The PA system is being used as part of a national, peaceful recognition of service men and women who have lost their lives in war. Noise levels will reflect the occasion	Awareness and communication on the day	BBCllr/Cllr Wheeler, Cllr Lloyd, the Clerk and announcer	N/A	On the day

	Upsetting residents					
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