



2025

WOOTTON PARISH COUNCIL REMEMBRANCE SUNDAY PARADE RISK ASSESSMENT



3 Longden Close

Haynes

Bedfordshire

MK45 3PJ

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Version History

Version	Reviewed at	Approved at
Version 1.00	Full Council Meeting of Wootton Parish Council on 11 th November 2017	Full Council Meeting of Wootton Parish Council on 11 th November 2017
Version 1.00	Full Council Meeting of Wootton Parish Council on 9 th October 2019	Full Council Meeting of Wootton Parish Council on 9 th October 2019
Version 1.00	Full Council Meeting of Wootton Parish Council on 14 th October 2020	Full Council Meeting of Wootton Parish Council on 14 th October 2020
Version 1.00	Full Council Meeting of Wootton Parish Council on 8 th September 2021	Full Council Meeting of Wootton Parish Council on 8 th September 2021
Version 1.00	Full Council Meeting of Wootton Parish Council on 12 th October 2022	Full Council Meeting of Wootton Parish Council on 12 th October 2022
Version 1.00	Full Council Meeting of Wootton Parish Council on 9 th October 2024	Full Council Meeting of Wootton Parish Council on 9 th October 2024
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.

Assessed Risk: Remembrance Sunday Parade (Annual Event) Location – 10.25am leaving the Recreation Ground Car Park, Church Road, walking to the War Memorial, Church Road for a short service and laying of wreaths. Appendix One details Wootton Parish Council’s graphics for the event. Appendix Two details Bedford Borough Council’s Traffic Management Plan. Invitation and Open Access to all participants		Assessed by: Sue Edgar Playford Clerk to the Council and Responsible Financial Officer	Date: 21 st August 2025 (updated 5 th September 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
Vehicles	Parade attendees/marchers, MOP ¹ and/or members of WPC ² – traffic accident	Ensure BBC³ has organised the necessary road closure – which will involve Church Road from the point of parade (Village Hall Car Park) to the War Memorial (Refer to Appendix One for fuller information) BBC will provide all Road Closure equipment (such as cones and signage) and Marshalls on the day. BBC will also produce a Traffic Management Plan Houses within the road closure area(s) will receive a hand delivered letter at least one week before the event, informing them of the closure – this will allow them to take early action should they need vehicular access to/from their properties	Awareness and communication on the day	BBC, BBCllr/Cllr Wheeler, Cllr Lloyd and the Clerk	BBC has confirmed receipt of the Road Closure request	On the day

¹ Members of the public.

² Wootton Parish Council.

³ Bedford Borough Council.

		Leaders to supervise their own group whilst walking in the parade. Ensure leaders hand young people back to parents in a controlled manner. Leaders for each group are responsible for checking off and dismissing their own members		Leaders		
Flags	Parade attendees/marchers, MOP and/or members of WPC – spiking, hitting or collision	Ensure bearers are briefed on how to carry/lower flags safely and when to do so in church to avoid fabric of building * * It should be noted since the Covid-19 pandemic, the service is now conducted outside in the vicinity of the War Memorial on Church Road Members of the Girls and Boys Brigade will be briefed by their leader(s) in relation to the carrying of musical instruments/marching	Awareness and communication on the day There is currently no standard bearer for Wootton	Leaders	N/A	On the day
Weather	Parade attendees/marchers, MOP and/or members of WPC – mild hypothermia, chills	Ensure participants are wearing clothing suitable for prevailing weather conditions	Awareness and communication on the day	All attendees	N/A	On the day

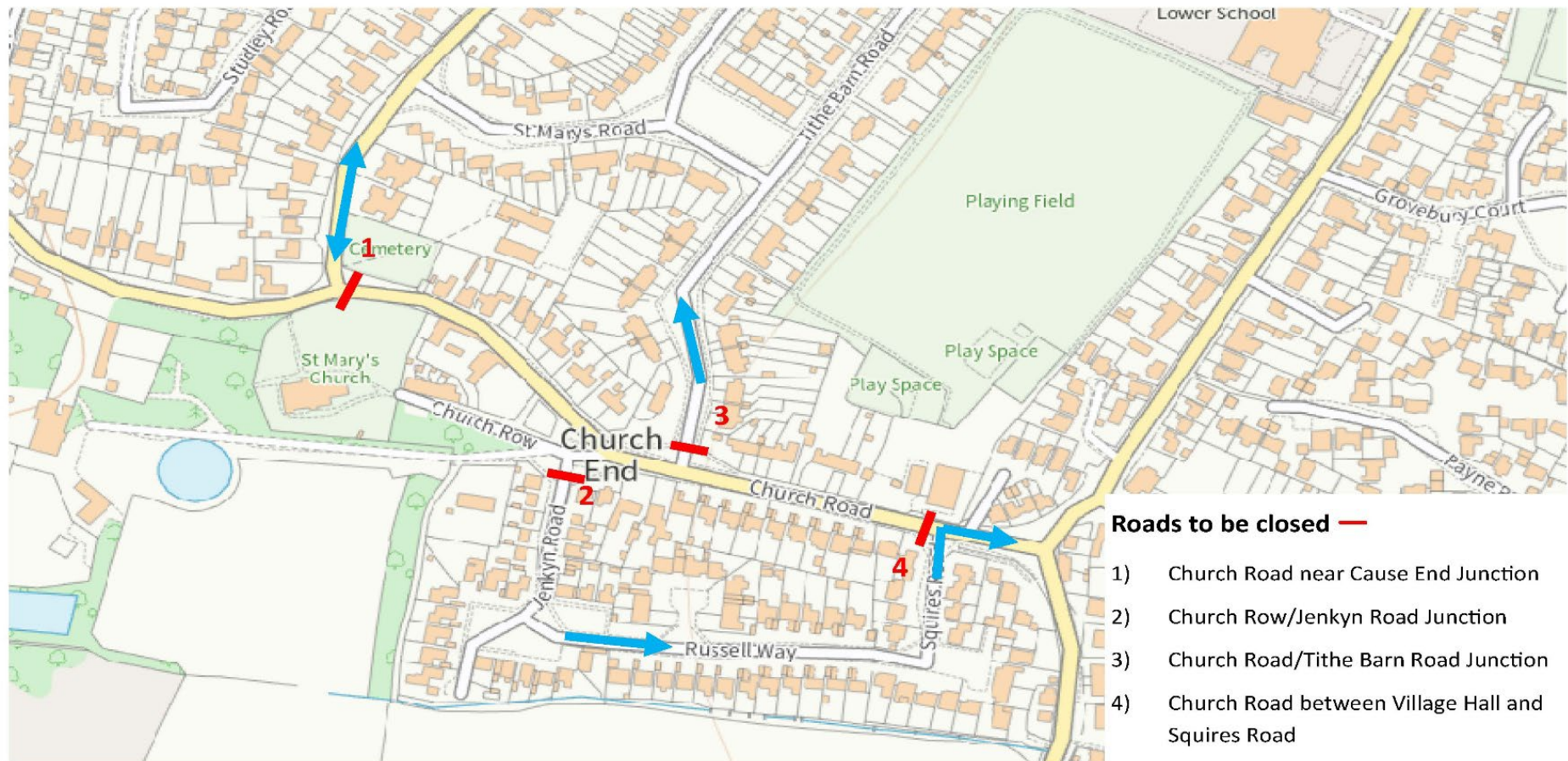
Musical instruments	Parade marchers – strain and sprains	Correct harnesses should be available for all drums and other musical instruments. Manual handling assessments are completed if appropriate. Musicians and drummers go through the correct warm-up exercises before playing	Awareness and communication on the day	Musicians to oversee	N/A	On the day
Slips and trips	Parade attendees/marchers, MOP and/or members of WPC – tripping in inclement weather or over obstacles	Participants should be advised to wear suitable footwear. Participants should also walk in a manner so as not to obstruct footpaths for other users	Awareness and communication on the day	All attendees	N/A	On the day
Animals in attendance including horses/riders	Parade attendees/marchers, MOP and/or members of WPC – accidents	Horse riders will be directed to stand at the back of the crowd in the vicinity of Jenkyn Road Dog owners will be expected to keep their dogs under control and on leads at all times	Awareness and communication on the day	All attendees	N/A	On the day
PA System for announcements	See separate Risk Assessment					



Wootton

Road Closures Sunday 9 November 2025

10:15am - 11:30am





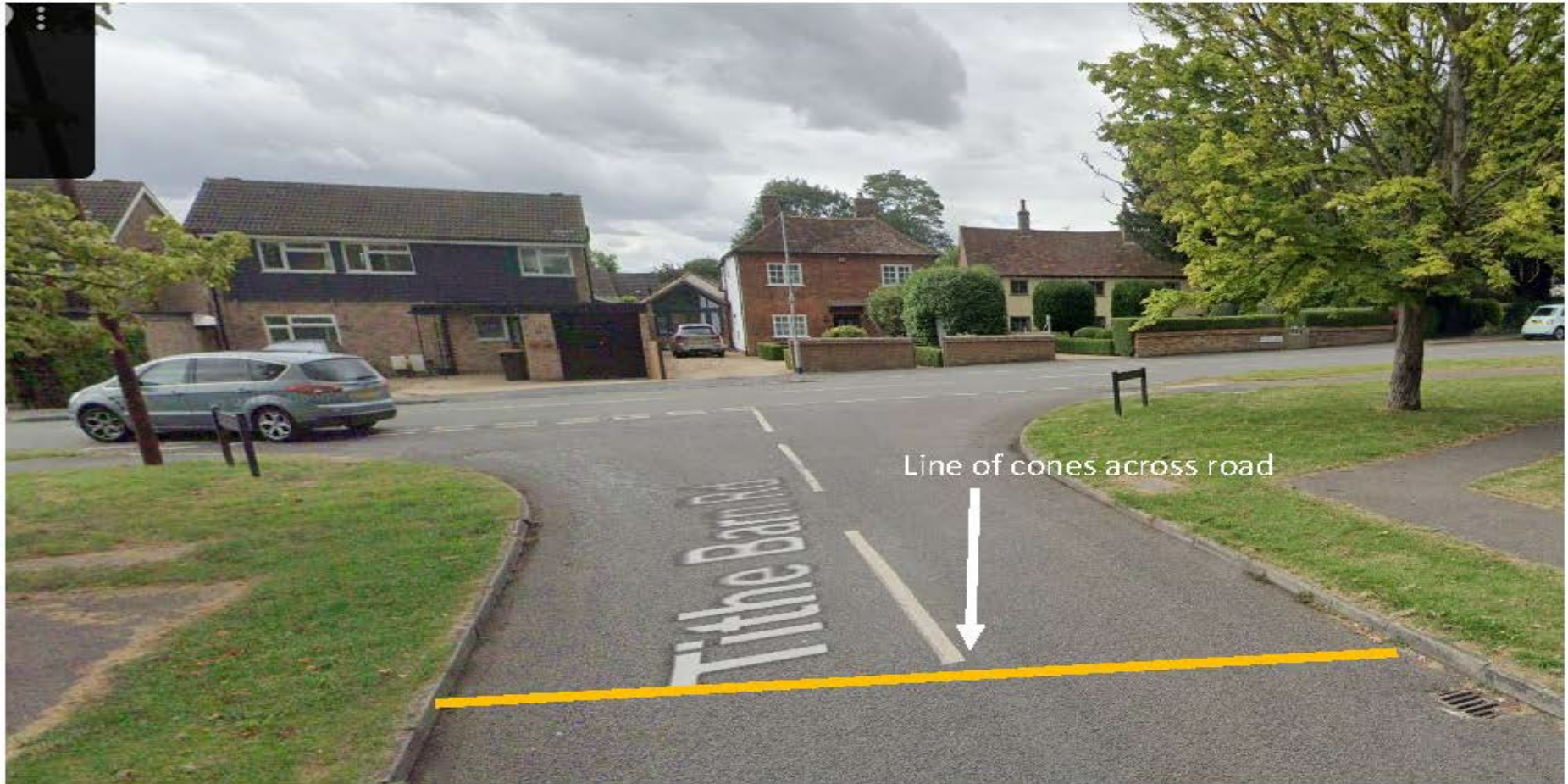
Road Closure - Location 1



Road Closure - Location 2



Road Closure - Location 3



Road Closure - Location 4



