

For Office Use Only

Ref No:

Date Rec'd:

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

**POLICE, PUBLIC ORDER AND CRIMINAL JUSTICE
(SCOTLAND) ACT 2006**

NOTICE OF PROPOSAL TO HOLD A PUBLIC PROCESSION

IMPORTANT NOTICE – As the organiser of your event you should give us at least 28 days' notice of your intention to hold a procession. If you cannot provide the notice needed, you should contact the person named at the end of this form to apply for an exemption. We can only make an exemption in exceptional circumstances.

You should read the attached code of conduct and fill in all sections of the form and:

- Send it to the person named at the bottom of this form; and
- Keep a copy yourself.
- We will make sure that we give a copy of your notification to the police.
- Complete and return a risk-assessment form with this notification form.
- You must bring your copy of this form, along with a risk-assessment form, to any meeting that we may hold to discuss your notification in more detail.

Please provide the following details.

Your contact details

Name:

Address:

Postcode:

Phone Number:

E-mail address:

Chief Steward's contact details

Name:

Address:

Postcode:

Phone Number:

E-mail address:

Name of organisation or band:

Date and start time of procession:

Reason for procession:

The proposed route:

Number of people expected to take part:

Please provide details of the arrangements for controlling the event:

(Please provide on a separate sheet, if you need to.)

**Number of Stewards
Attending:**

**Number of buses of
coaches:**

Names of any bands and the names of each band member who will be taking responsibility for the bands. The named band member must be present on the day and must identify themselves to the police.

Name of bands: Band A:

Band B:

Band C:

Name of responsible band member for: Band A:

Band B:

Band C:

(Please fill in on a separate sheet, if necessary)

Please provide any extra information about the procession which you think may be relevant (reasons why it is not possible for this procession to be combined with other similar ones).

Please provide details about the return procession (if this applies)

I, the organiser, have read your code of conduct attached to this letter and agree to keep to its standard conditions.

Your signature:

Date:

Please return this form to:

Solicitor to the Council
Law and Administration
Orkney Islands Council
School Place
Kirkwall
Orkney
KW15 1NY

RISK ASSESSMENT FORM ISSUED BY

Orkney Islands Council
School Place
Kirkwall
Orkney
KW15 1NY

GENERAL INFORMATION FOR THE ORGANISER

We are asking you to fill in this risk assessment form to help us understand what dangers and risks might be associated with holding your event. This form will take you through the most common areas of risk which we and the police might want to raise with you. We and the police may carry out our own assessment of risk and may want to discuss our assessment with you before any meeting is held or at the first meeting itself.

PURPOSE OF FILLING IN THE RISK ASSESSMENT FORM

A risk assessment of the procession will help to:

- Identify any dangers associated with holding it;
- Evaluate the level of any known risks;
- Decide who is at risk and in what way and how the risk to them could be got rid of; and
- Decide, where other types of risk have been identified, whether it would be possible to introduce appropriate measures to allow the procession to go ahead.

WHO SHOULD BE FILLING THIS FORM IN

It would be preferable if you were a suitably qualified person (e.g. someone who is trained in health and safety regulations). If that is not possible, someone else in the organisation with a strong knowledge of the area where the march is to be held should fill it in. We will then check the form and compare it to the assessment of risk which we and the police may be carrying out.

HOW TO FILL IN THE FORM

You should work your way through the form section by section. If there are parts to sections which you cannot fill in, you should contact the person named at the end of the form. If your overall assessment shows that there is a high risk associated with holding the procession, you should get in touch as soon as possible to discuss if we can find solutions to reduce or remove the risk. Once we have considered the notification, the risk assessment and all other evidence, we may contact you to hold a meeting.

WHO YOU SHOULD SEND THE FORM TO

You should send your risk assessment form, with your notification form to the person named at the end of this form **at least 28 days before you plan to hold a procession**. If you cannot send your risk assessment with the notification, you should speak to the person named at the end of this form for advice.

NEXT STEPS

We will assess the risks associated with holding your procession within the first two weeks of us receiving your notification and risk assessment forms. You should remember to keep a copy of this form for your records and bring it with you for any meeting which we may hold. This is because we and the police may want to raise issues with you about how your assessment compares to ours. In case there are problems, we may need further meetings.

SECTION ONE

| | |
|---|----------------|
| Your name, address and contact details: | |
| Date and time of procession | Date: Time: |
| Proposed main route of procession: | |

SECTION TWO

Main Risk Assessment

The table in this section sets out the main area of the risk assessment. You should provide as many supporting comments as you can.

| Question | You must provide supporting comments in the boxes below |
|--|--|
| Is the date of your procession particularly significant to the organisation? | |
| Has your organisation marched along the same route before? | |
| Are there enough trained stewards to control the number of marchers expected? | |
| Have there been any difficulties or tensions in the recent past with holding this procession? | |
| Please assess the level of risk there may be to public safety. (Please also say whether the risk is low, medium or high.) | |
| Please assess any risk to public order. (Please also say whether the risk is low, medium or high.) | |
| Please assess the risk of damage to property. (Please also say whether the risk is low, medium or high.) | |
| Please assess the risk of disruption to local business, the community or shoppers and traffic from holding the processions. (Please also say whether the risk is low, medium or high). | |
| Taking into account of all the information in this table, what is your | |

| | |
|---|--|
| opinion of the overall risk of holding the procession? Is it low, medium or high? | |
|---|--|

SECTION THREE

This section details other information which you should consider as part of a general assessment of the procession. You should assess the following.

| The main considerations | Supporting Comments |
|---|----------------------------|
| At the end of the march, what are your arrangements for getting marchers to go home? | |
| Are you organising any other social events at the end of the march? (Please give details of what these are.) And will you need a police presence? | |
| Are you organising any other social events at the end of the march? (Please give details of what these are.) And will you need a police presence? | |
| Is the proposed route shown on your notification as a route that your organisation commonly uses? | |
| Have you taken out insurance to help cover for any risks arising from the procession? | |
| | |

| | |
|--|--|
| What is your assessment of the risk to marches if the route passes through communities which may be against the march? | |
| | |
| Do you have enough security in place for any coaches and other vehicles used by the marchers? | |
| | |
| Have you considered the policing and attendant costs for holding the procession? | |
| | |
| Have you assessed what other priorities there may be in the area on the day of the march? | |
| | |
| Have you considered the effect on the community as a whole if the march went ahead? | |
| | |
| Could you combine this procession with other similar events in the area? If not, why not? | |
| | |

SECTION FOUR

Final Assessment

If the local authority is holding a meeting, I would like to raise the following points about this risk assessment.

-
-
-
-

Please provide any other supporting comments in the box below.



SECTION FIVE

Declaration

(You only need to fill in this part of the form if you are not the person who carried out the risk assessment.)

I have assessed the risks association with holding the above procession. I will come to any meeting which may be needed.

Signature of the person carrying out the risk assessment:

Name in BLOCK CAPITALS:

Relevant qualifications of the person carrying out the risk assessment:

Signature of Organiser:

Name in BLOCK CAPITALS:

Date:

Please return the filled-in risk assessment form with the notification form to the following person.

Solicitor to the Council
Law and Administration
Orkney Islands Council
School Place
Kirkwall
Orkney
KW15 1NY

We will make sure that a copy of your assessment is sent to the Police.

Civic Government (Scotland) Act 1982
Police, Public Order and Criminal Justice (Scotland) Act 2006

CODE OF CONDUCT

1. The details of all bands and a responsible member representing each band shall be included in the application form.
2. Sufficient stewards and marshals shall be present to ensure that participants comply with directions.
3. The Chief Steward's details shall be provided on the application form and all stewards and marshals shall be easily identifiable.
4. The organiser and Chief Steward shall identify his/herself to the Police Officer in charge at the commencement of the procession.
5. The instructions of the Police shall be obeyed.
6. Organisers shall assist the Police in ensuring that passage is allowed for traffic and pedestrians.
7. The processionists, including marshals, shall not march more than four abreast and shall keep to the near or left hand side of the street except one-way streets where they will keep to the right hand side.
8. If required, the Police Officer in charge may decide to split the procession into sections to avoid serious disruption to traffic.
9. No obstruction shall be caused.
10. No halberds or weapons of any description shall be carried.
11. The terms of the Public Order Act 1936 in relation to the prohibition of the wearing of uniforms signifying association with any political organisations, etc, shall be observed.
12. No band shall play before 7.30am or later than 9.00pm.
13. The band or bands taking part shall cease to play when approaching and passing places of worship during hours of worship.
14. The conditions of Section 62 of the Control of Pollution Act 1974 in relation to the use of loudspeakers shall be observed.
15. No cause for complaint shall be given.
16. The organiser shall be responsible for ensuring that these conditions are brought to the notice of persons, bodies and bands participating.