



CIVIC GOVERNMENT (SCOTLAND) ACT 1982

PUBLIC PROCESSIONS

RISK ASSESSMENT FORM TO BE COMPLETED BY PROCESSION ORGANISERS

SECTION ONE

Your Name	
Address including postcode	
Tel No.	
Mobile No.	
E-mail Address	
Date of Procession	
Time	
Proposed Route	

General Information for the organiser:

We are asking you to fill in this risk assessment form to help us to 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.

When a risk assessment may not be needed:

We will tell you if you need to fill in this risk assessment form. You may not need to carry out a risk assessment, for example, if we consider your procession is routine or it has already been decided that the procession will carry little to no risk.

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 reduced or removed; 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 good 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 do so as soon as possible thereafter.

Next steps:

We will assess the risks associated with holding your procession as early as we can. 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 TWO Main risk assessment

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

Question	You must provide supporting comments in the boxes below. (Attach other pages if required).
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, or high).	

Question	You must provide supporting comments in the boxes below. (Attach other pages if required).
Please assess any risk to public order. Please also say whether the risk is low, or high).	
Please assess the risk of damage to property. (Please also say whether the risk is low, or high).	
Please assess the risk of disruption to local business, the community or shoppers and traffic from holding the procession. Please also say whether the risk is low, or high).	
Taking account of all the information in this table, what is your opinion of the overall risk of holding the procession? Is it low, 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?	
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 risks to marchers 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?	
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.

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SECTION FIVE Declaration

I have assessed the risks associated 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: (You only need to fill in this part of the form if you are not the person who carried out the risk assessment).	
Name in BLOCK CAPITALS	
Date:	

SECTION SIX

Please return the completed risk assessment form with the notification form to:

to licensing@aberdeencity.gov.uk

We will ensure that a copy of your risk assessment is sent to the Police.

Your data: notification of public processions

How we use your data

Aberdeen City Council, as the Licensing Authority, collects and records the personal information you provide in this form, along with supporting documentation, in order to process your notice of a proposal to hold a public procession.

In processing and considering your proposal, the Council as Licensing Authority will share the information you have provided with (1) the Chief Constable, Police Scotland, and (2) the members of the Licensing Committee when they require to determine your proposal.

If your proposal requires to be considered at a meeting of the Licensing Committee, or its Sub-Committee, an agenda will be prepared for the hearing of your proposal. In order to publish the agenda for the meeting the relevant information provided in your notice is uploaded to an electronic committee management system.

We are required to compile, maintain and make available to the public, free of charge, a list containing information about:-

- processions which have been held in our area; and
- proposed processions which we have prohibited.

Details of known forthcoming public processions will be placed on the Council's website at www.aberdeencity.gov.uk

The Council doesn't share the information you've provided with any other third parties, unless we're authorised or required to do so by law, which may include HMRC.

How long we keep your information for

If your proposal to hold a procession is granted, the notification form, and any related documents will be retained by the Council's Licensing Team for a period of three years, from the date this permission expires. If your proposal is withdrawn or refused, the notification form and any related documents will be retained for a period of three years from the date of withdrawal or refusal.

In the event your proposal is considered by the Licensing Committee, the Committee Meeting Agenda, Minutes and accompanying papers including limited details of your proposal, provided it was not deemed confidential, are published on the Council's website indefinitely. If the Committee has deemed your proposal confidential and considered it in private, the minute which is published will be anonymised.

Your rights

You have rights in relation to your data, including the right to ask for a copy. [See more information about all the rights you have](#), as well as contact details for the

Council's Data Protection Officer. You also have the right to make a complaint to the [Information Commissioner's Office](#) if you think we haven't handled your data properly.

Our legal basis

Wherever the Council processes personal data, we need to make sure we have a legal basis for doing so in data protection law. The Council understands our legal bases for processing personal data in relation to your notification of a public procession is Article 6(e), Article 9(g) and Article 9 of the General Data Protection Regulation (GDPR) in that the Council is exercising its official authority under Part 5, Section 62 and 63 of the Civic (Government) (Scotland) Act 1982 and as such requires to process some information which is classified as special category under GPDR for reasons of substantial public interest.