Risk assessment for Remembrance Sunday wreath laying in Hope, Derbyshire

Reviewed and adopted:

Date: 12th October 2026

Parish Council Minute: 097/26.5

To ensure that participating Parish Councillors and volunteers act in a responsible manner the risk assessment will be shared prior to Remembrance Sunday.
The Parish Council only have responsibility for the event once participants leave the church grounds (road safety and the safe laying of wreaths). The service within the church and church grounds are covered by the risk assessment produced by St Peter's Church, Hope.

The wearing of closed toed sturdy shoes and suitable outdoor clothing is strongly recommended to all councillors and volunteers.
High Visibility clothing must be worn by traffic marshals.
All councillors and volunteers have an obligation to take reasonable care for their own health and safety, and for that of others.
Volunteers must be aged 18 or over.

Any incidents, near misses or accidents should be reported to Hope with Aston Parish Council Clerk within 24 hours.

Foreseeable hazard	Descriptions of potential accident /injury / loss	Persons affected	Precautions / controls	Risk Level (Low, Med, High)
Adverse weather • Heavy rain – flood, deep puddles or fast flowing water • Ice/snow – difficult walking conditions • High winds – trees to bend/break • Extreme heat – over exposure to UV rays	Head injuries, fractures, dislocations, sprains, cuts and bruises, fatigue, dehydration, sun burn, exposure	Councillors, Volunteers, Wreath Layers, Members of the Public.	Councillors and volunteers should be aware of the local weather reports and assess if it is suitable to carry out the outdoor service. In extreme weather it is possible that the service will be cancelled. Clothing worn should be appropriate to the weather conditions.	L

Slip / Trip / Fall • Uneven or slippery ground surfaces, steps, kerbs	Head injuries, fractures, dislocations, sprains, cuts and bruises	Councillors, Volunteers, Wreath Layers, Members of the Public.	Wreath layers to be reminded to take care on war memorial steps. Area to be cleared of large leaf falls by councillors prior to event. In date first aid kit held in St Peter's Church.	L
Collisions • Vehicles, cyclists, joggers, dogs, other pedestrians	Death, head injuries, fractures, dislocations, sprains, cuts and bruises	Councillors, Volunteers, Wreath Layers, Members of the Public.	Road closures in place and warning signs erected prior to event. All participants should exit the church grounds via the exit leading to School Lane. Councillors and volunteers acting as marshals to wear high visibility clothing. Marshals at road closure points (Edale Road junction, School Lane outside the Old School, Station Road approx. 200m west of the junction with Aston Lane). Marshals to place road cones on the highway at closure points to clearly define the closure area. Marshals to work in (at least) pairs to stop traffic prior to members of the public standing in the road. Marshals to stop traffic until the road is clear of pedestrians. Marshals to ensure that members of the public are directed to the area within the road closure limits.	L

Emergency Service Access • Fast moving vehicles	Death, stress	Councillors, Volunteers, Wreath Layers, Members of the Public.	On hearing a siren, all present should be marshalled quietly and calmly to a place of safety e.g. pavement, churchyard. Once the road is clear of pedestrians waiting traffic should be allowed to move to a suitable position to allow vehicles through. Once the emergency vehicle has passed through, the road closure can be re-instated by the marshals before allowing members of the public on the road and continuing with the service.	
Health issues: • Diabetes, heart condition, epilepsy, hay fever and adverse reactions to stings, bites, nettles etc	Death, stress, ill health and allergies	Councillors, Volunteers, Wreath Layers, Members of the Public	Councillors and volunteers who are aware they have underlying health issues should ensure they protect themselves sufficiently during the activity bearing in mind the environment they will be in. Councillors and volunteers to carry appropriate equipment and medication if required. Councillors and volunteers aware of the defibrillators at the Sports Club, adjacent to the car park and outside the Cheshire Cheese.	L
Terrorism / Civil unrest	Personal injury, panic, upset	Councillors, Volunteers, Wreath Layers, Members of the Public.	Parish Council to keep up to date with current affairs prior to event. If an incident occurs ensure that Run, Hide, Tell strategy is followed.	

Anti Social Behaviour • Verbal and physical abuse	Stress, personal injury, damage to buildings.	Councillors, Volunteers, Wreath Layers, Members of the Public	Councillors and volunteers should not engage or confront individuals who are threatening or aggressive and should withdraw from the situation.	L

Date: October 2025

Carried out by Alison Wheeler