

**ABERDEEN CITY COUNCIL**

**NOTICE UNDER SECTION 62 OF THE CIVIC GOVERNMENT (SCOTLAND) ACT 1982 OF A PROPOSED PROCESSION IN PUBLIC**

Note: In terms of Section 62(2) of the Civic Government (Scotland) Act 1982, the minimum notice that you are required to give of your intention to hold a public procession is 28 days. Organisers should always endeavour to give further notice where possible. If you cannot meet the minimum notice period, the Council may waive such requirement, but only in exceptional circumstances and following consultation with the Chief Constable.

You should read the attached Policy/Guidance note on Public Processions and fill in all sections of this form. You must also complete and return a risk assessment form.

Please complete and sign this form and take 2 copies. Thereafter -

- (1) Send the original to Litigation and Licensing, Legal and Democratic Services, Aberdeen City Council, Business Hub 6 L1S, Marischal College, Broad Street, Aberdeen, AB10 1AB.
- (2) Send a copy to Police Scotland Divisional Co-ordination Unit, Aberdeen Division, Queen Street, Aberdeen, AB10 1ZA
- (3) Keep a copy for yourself.

Please complete the following details:

Organiser: Name HOLLY BRUCE  
Address BUTCHART CENTRE  
UNIVERSITY ROAD  
ABERDEEN  
Post Code AB24 3UT  
Tel No. [REDACTED]  
Mobile No. [REDACTED]  
E-mail Address [REDACTED]



(Please provide these details as this will enable us to contact you as soon as possible)

Organisation ABERDEEN UNIVERSITY STUDENTS ASSOCIATION  
Date and Time of Procession 19th MARCH 2016 (SATURDAY)  
Reason for Procession 127th ANNUAL TORCHER  
PARADE TO RAISE FUNDS FOR  
LOCAL CHARITIES IN ABERDEEN  
Proposed Route GAULGATE - SCHOOLHILL -

(Please attached plan if available)

ROSEMOUNT - GARDEN PL - ALBYN PL -  
UMICW ST - WESTNORTH ST

Estimated Number of (1) Participants 400 (2) Vehicles 45

Arrangements for Controlling Procession APPROX 150 TRAINED

STEWARDS (ROLLING + STATIC) INC HEAD STEWARDS  
+ SUPPORT FROM EMERGENCY SERVICES.

Number of Stewards 150 Number of Buses/Coaches \_\_\_\_\_

Name of any Band(s) Participating NOT CONFIRMED AS YET.

HOPEFUL TO HAVE A PIPELINE.

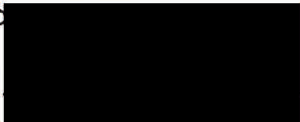
Please list the processions in which you have acted as organiser over the last three years -

Date of Procession                      Organisation

N/A

I, the organiser, have read the Council's Code of Conduct on Processions and agree to keep to its Stand

Signature



Date

26/10/15.

**DATA PROTECTION ACT 1998**

Aberdeen City Council (the Data Controller) will process the information on this form for the purpose of placing any necessary conditions on the procession or preventing it, following due consultation. The information will be disclosed to Grampian Police and may also be circulated to Grampian Fire and Rescue Service and/or Enterprise Planning and Infrastructure, Aberdeen City Council for their statutory interest and to any other relevant body approved by the licensing authority. It may also be intimated to the H M Revenue & Customs. The information will also be held on a public register which will be available to members of the public on request.

**ABERDEEN CITY COUNCIL**  
**CIVIC GOVERNMENT (SCOTLAND) ACT 1982**  
**PUBLIC PROCESSIONS**

RISK ASSESSMENT FORM TO BE COMPLETED BY PROCESSION ORGANISERS

**SECTION ONE**

Your Name HOLLY BRUCE

Address 118 MARY EUMSLIE COURT  
KING STREET, ABERDEEN.

Tel No. N/A

Mobile No. [REDACTED]

E-mail Address [REDACTED]

Date of Procession 19/3/16 Time TBC - 5/6 pm

Proposed Route: CAULOCATE - SCHOOLHILL - ROSEMOUNT  
- CARDEN PL - ALBYN PL - UNION ST  
- WESTNORTH ST

General Information for the organiser:

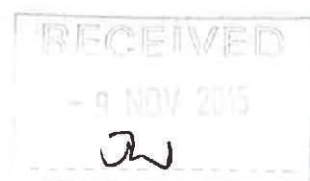
We are asking you to fill in this risk assessment form to help us to understand what dangers and risks might be associated with holding your event. This form will take you through the most common areas of risk which we and the Police might want to raise with you. We and the Police may carry out our own 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?	Yes - this works in conjunction with University holidays and our annual RAG week
Has your organisation marched along the same route before?	Yes. This is a historic parade that has been going on for over 120 years
Are there enough trained stewards to control the number of marchers expected?	Yes. We anticipate to have around 50-80 experienced and willing volunteers taking part
Have there been any difficulties or tensions in the recent past with holding this procession?	No. Continued support from City Council, emergency services & community <del>services</del> centres
Please assess the level of risk there may be to public safety. (Please also say whether the risk is low, or high).	Low. The event is properly monitored and controlled by Police Scotland, the British Red Cross and emergency services
Please assess any risk to public order. Please also say whether the risk is low, or high).	Low. Been very few accidents in recent years that could be viewed as excessive
Please assess the risk of damage to property. (Please also say whether the risk is low, or high).	Low. Again, very few accidents in the past few years.

Question	You must provide supporting comments in the boxes below. (Attach other pages if required).
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).	<p>Local businesses - low, held on a Saturday evening, rolling road closures.</p> <p>Shoppers - low - Saturday evening</p> <p>Community/Traffic - rolling road closure method meaning minimal disruption</p>
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?	<p>Low.</p>

### 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?	<p>They are briefed beforehand to disperse immediately via pre-determined route - Stewards to enforce</p>
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?	<p>End of parade party tbc</p> <p>Police presence not required</p>
Is the proposed route shown on your notification as a route that your organisation commonly uses?	<p>Yes.</p>

The main considerations	Supporting comments
Have you taken out insurance to help cover for any risks arising from the procession?	Yes - tbc
What is your assessment of the risks to marchers if the route passes through communities which may be against the march?	Law - communities have never been against the march.
Do you have enough security in place for any coaches and other vehicles?	Yes
Have you assessed what other priorities there may be in the area on the day of the march?	Yes - no football matches - no street market
Have you considered the effect on the community as a whole if the march went ahead?	Yes - <del>it would</del> enrich heritage
Could you combine this procession with other similar events in the area? If not, why not?	No, conflicting messages This unique, historic + apolitical.

## SECTION FOUR

### Final assessment

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

- > It is non exhaustive, a full event manual is submitted upon request.
- > This document may be amended if concerns are raised.
- >
- >

Please provide any other supporting comments in the box below.

This is a historic event which is highly regarded by the community and enriches the heritage + culture of Aberdeen.

## 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 HOLLY BRUCE

Relevant qualifications of the person carrying out the risk assessment:

PAST EXPERIENCE IN EVENTS + GENERAL EVENT MANAGEMENT

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:

Licensing Team  
Legal and Democratic Services  
Corporate Governance  
Aberdeen City Council  
Business Hub 6 L1S  
Marischal College  
Broad Street  
Aberdeen  
AB10 1AB

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

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