



Exeter Hall, Oxford Road, Kidlington, OX5 1AB
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Risk Assessment – Kidlington Remembrance Day Parade and Road Closure

Event: Kidlington Remembrance Day Parade

Date: Sunday 9 November 2025

Location: St Mary's Church/Church Road/High Street/Sterling Approach/Exeter Hall Car Park

Event Organiser: Kidlington Parish Council (KPC) / Along with other Organisations

Partner Authorities: Cherwell District Council (CDC)

Compiled by: Sarah Kearney - Clerk

Date of Review: 28 November 2025

1. Purpose

To identify and mitigate potential hazards associated with the road closure and public attendance during the Remembrance Day Parade, ensuring the safety of participants, spectators, staff, and the general public.

2. Hazard Identification and Risk Control

Hazard	Persons at Risk	Existing Controls/Preventative Measures	Risk Rating Low /Med/High	Further Action Required
Vehicle movement entering closed roads	Parade participants, public, marshals	Full road closure implemented by a licensed company. Clear signage and barriers at key junctions. Trained marshals are stationed at closure points.	L	Review signage installation 24 hrs before the event.
Soft road closures are ignored by motorists	Marshals, residents, pedestrians	Side roads manned by volunteers. "Road Closed – Access After Parade" signage was used. Police and OCC are aware.	M	Provide a marshal briefing and reflective PPE.
Pedestrian crowding or trip hazards	Spectators, older attendees, children	Barriers and cones are used along key areas (e.g., High Street and Sterling Approach). Marshals to monitor crowd flow.	M	Remind attendees to keep pavements clear.
Adverse weather conditions (rain, frost, wind)	Parade participants, public	Weather checked in advance. Grit/salt ready for the path if needed. Staff to monitor for slips.	M	Ensure first aid cover is aware of the risk.
Emergency vehicle access	Emergency services, public	Route and times shared with OCC Highways and emergency services. Access is maintained via diversion routes.	L	Confirm coordination 48 hrs before the event.
Slips, trips, or falls during march	Parade participants, especially standard bearers	The route was inspected the day before for uneven surfaces. Marshals briefed to stop the parade if required.	L	Monitor and report any damaged pavement.

Public disorder or confrontation	Public, marshals, staff	Local police are informed and available to assist. Marshals are briefed to de-escalate and report incidents.	L	Ensure direct radio contact with the police.
Noise disruption to residents	Residents near the route	Parade duration is communicated in advance via the KPC website and social media.	L	None
Lack of communication between marshals	All event staff	Radios/mobile communication system in place. Pre-event briefing for all staff and volunteers.	L	Confirm the contact list the day prior.
Medical emergencies	Public, parade participants	First aid station at Exeter Hall. Trained first aider on site. Emergency contact numbers available.	M	Ensure first aid presence confirmed.

4. Communication Plan

- Advance notice on the KPC website, social media, and parish council noticeboards at least one week prior.
- Coordination with CDC, OCC Highways, and Thames Valley Police.
- Marshals to be briefed before parade begins.

5. Emergency Procedures

- Emergency contact list circulated to all marshals.
- In case of an incident, lead marshal to contact emergency services immediately.
- Parade halted if required until the area is confirmed safe.
- Incident report completed post-event and reviewed by KPC.

6. Review & Sign-Off

Prepared by: _____

Date: _____

Reviewed and Approved by: _____

Role: _____

Date: _____