



Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

**Event Management Plan  
Remembrance Parade 2023  
Port Talbot**

**Cynllun Rheoli Digwyddiad  
Gorymdaith Goffa 2023  
Port Talbot**

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## **Section 1: Event Overview**

### **Event description**

Remembrance Sunday is a national opportunity to remember the people who have died in wars around the world. The Council will act as “Event Organiser” (pursuant to health and safety requirements) for the Remembrance Parades held in Port Talbot and Neath (see separate Event Management Plan in respect of Neath), working with the Royal British Legion who will organise and co-ordinate parade participants.

The Event Management Plan details the operational planning for the delivering of this event.

The event is scheduled to take place on Sunday 12<sup>th</sup> November 2023.

### **Location**

The event will start at the Port Talbot Transport Hub and will proceed from North to South along Talbot Road to the Talbot Memorial Park, before returning back to the Port Talbot Transport Hub. Please see route map attached at Appendix 1.

### **Duration**

9.00 a.m.	Road closures in place
9.30 a.m.	Participants muster for Parade @ Port Talbot Transport Hub
10.15 a.m.	Parade moves off
10.55 a.m.	Parade arrives at Talbot Memorial Park
11.00 a.m.	Remembrance Service at Talbot Memorial Park
11.20 a.m.	Return parade to Port Talbot Transport Hub
12.00 noon	Parade ends
1.00 p.m.	Road closures are lifted

### **Entrance / Exit Points**

Traffic closures will be in place at the following points (refer to map attached at Appendix 1):

Port Talbot Transport Hub (hard stop) - Amberon

TCP 12 Lane rear of Grand Hotel - Streetcare

TCP 13 and 14 Petrol Station on Talbot Road - Streetcare

TCP 15 Lane between the Royal British Legion and the petrol - Streetcare

TCP 1 Eagle Street – Streetcare

TCP 2 Beverly Street - Streetcare

TCP 3 Lane between 25 and 27 Talbot Road Broad Street - Streetcare

TCP 4 Broad Street – Streetcare

TCP 5 Lane between 49 and 51 Talbot Road - Streetcare

TCP 6 Talcennau Road - Streetcare

TCP 16 Lane between 77 and 79 Talbot Road - Streetcare

TCP 8 A4107 Abbey Road - Streetcare

TCP 7 Lane rear of Cwrt Ucha Terrace - Streetcare

TCP 9 Lane Adjacent to Maes Y Cwrt Terrace - Streetcare

TCP 10 Entrance to memorial park - Streetcare

TCP 11 Chapel Terrace – Streetcare

Central Road / Talbot Road Junciton (hard stop) - Amberon

## Attendance

The Royal British Legion

Parade participants

South Wales Police will support the parade\*

St John's Ambulance will provide first aid services

Wreath Bearers, including Chief Executive NPT and Deputy Mayor NPT

Marshalls - 16 persons (NPT employees)

Marshalls - 11 persons (Aberavon Rugby Club)

Event Co-ordinator - 1 person

Spectators – approximately 300 persons

All user groups will be provided with appropriate briefings ahead of the event.

**\*SWP have made clear that their presence is subject to withdrawal should operational requirements dictate this**

## Audience Profile

First Aid Provision: St John's Ambulance

Marshalls: to oversee key Traffic Closure Points.

### Temporary Structures

N/A

### The Event Organiser

The event is being managed by Neath Port Talbot County Borough Council.

Address: Civic Centre, Port Talbot SA13 1PJ

### Tree of Responsibility

Event Organiser: Neath Port Talbot County Borough Council

Lead Officer: Noelwyn Daniel

Senior Event Co-ordinator: Andrew Griffiths

Senior Marshall: Wayne Curtis

First aid provision: St John's Ambulance

### Roles and responsibilities

Event Organiser	Overall responsibility for the event.
Lead Officer	To ensure risk assessments are in place and necessary insurance cover.
Senior Event Co-ordinator	Ensures the smooth running of the event. Ensures the event has the appropriate level of 1 <sup>st</sup> aid cover and marshalls in place. Primary link for Senior Marshall.
Senior Marshall	Responsible for ensuring all marshalls are correctly located and fully aware of their roles
First aid provision	Responsible for ensuring the appropriate level of 1 <sup>st</sup> aid cover is in place and all 1 <sup>st</sup> aid activity.

## Contacts

### To be provided

Senior Event Co-ordinator:

Senior Marshall:

## Catering and Hospitality

No catering will be provided. Participants and marshals will be advised to bring warm / cold refreshments to the parade should they need them.

## Welfare Provision

### Toilet facilities

These are available in Port Talbot Transport Hub

### First aid station

This will be positioned at: To be confirmed with St John's Ambulance

## Litter / Cleansing Services / Grounds Maintenance

Normal service provision.

## Entertainment

There is no entertainment planned for the event.

## Licensing

No license is required for the event.

## Noise Management

Military parade music will be restricted to the parade and remembrance service.

## **Section 2: Management of the Public**

### **Security / Marshalling Arrangements**

South Wales Police\* have confirmed a police vehicle will be positioned at the front and back of the parade, and the deployment of officers and vehicles at identified strategic points along the route, e.g. the Traffic Closure Points.

Neath Port Talbot employees will act as marshalls during the event, supporting Traffic Closure Points. They will be provided with High Viz Vests and have Event Lanyards clearly showing that they are there in an official capacity. Marshalls will be issued with Walkie Talkie Radios for communication purposes.

**\*SWP have made clear that their presence is subject to withdrawal should operational requirements dictate this**

### **Management of Attendee Numbers**

The Royal British Legion will organise and co-ordinate the participants in the parade.

The council is unable to control the numbers of members of the public who will attend the parade route to view and support the parade.

## **3. Communications**

### **PA System**

There will be no PA System.

### **Radio**

Walkie Talkie Radios will be used by:

- Senior Event Co-ordinator
- Senior Marshall
- Marshalls
- First Aid Provision

### **Telephone**

Telephones will not be used during the event

## **Signage and Public Information**

Residents affected by road closures will receive a hand delivered letter in advance of the event date, advising of road closure arrangements.

The event will be publicised across the council's website, social media and in the local press in the weeks leading up to the event.

There will be warning signage placed along the parade route advising the public of road closures and parade arrangements.

## **Media Handling**

The council's Communications and Marketing Team Press Desk will handle media enquiries and promote the event via appropriate media.

## **Section 4. Traffic Management**

A Traffic Management Plan is in place for the event. Vehicles will be prevented from entering the controlled area by temporary traffic management, i.e. road closed signage, cones, barriers where appropriate and diversion signage installed and maintained by a competent traffic management contractor.

Prior to the event a letter drop will be carried out to inform all residents and businesses located within the event area that no vehicles are to be moved for the duration of the event.

South Wales Police\* have confirmed a police vehicle will be positioned at the front and back of the parade, and the deployment of officers and vehicles at identified strategic points along the route, e.g. the Traffic Closure Points. SWP will make stops under their powers and enforce the temporary prohibition of traffic where necessary.

Neath Port Talbot employees will act as marshalls during the event, supporting Traffic Closure Points.

**\*SWP have made clear that their presence is subject to withdrawal should operational requirements dictate this**

## **Section 5. Medical and First Aid Cover**

The medical 1<sup>st</sup> aid provision will be provided by St John's Ambulance. They will produce a Medical Event Plan for this event.

## **Section 6. Police**

South Wales Police\* have confirmed a police vehicle will be positioned at the front and back of the parade, and the deployment of officers and vehicles at identified strategic points along the route, e.g. the Traffic Closure Points. SWP will make stops under their powers and enforce the temporary prohibition of traffic where necessary.

**\*SWP have made clear that their presence is subject to withdrawal should operational requirements dictate this**

## **Section 7: Risk Management**

### **Risk Assessment**

A Risk Assessment\* has been completed for the event. This is attached at Appendix 2.

**\*NB: this is a dynamic risk assessment which will be updated as circumstances evolve, e.g. to take account of security risk profiles, weather forecast, etc.**

### **Counter Terrorism**

The current threat level to the UK from terrorism is SUBSTANTIAL. This will need to be reviewed closer to the date to ensure that this Event Management Plan is fit for purpose and SWP are still able to provide assistance.

Run-Hide-Tell guidance will be issued to participants via the Risk Assessment (Parade Organisers will receive a copy of the Event Management Plan and Risk Assessment with responsibility to issue instruction to parade participants), including marshalls.

If the risk level at the date of the event indicated that this is necessary, a pre-event search of the parade route and ceremonial area will be carried out prior to the commencement of the event. The search will consider all types of improvised items that could be used in a terrorist related event. Anything discovered in this search will immediately be brought to the attention of SWP.

### **Incident Recording**

Any medical events that occur will be recorded by St John's Ambulance.

All other incidents, will be recorded on the council's Occupational Accident Recording (OARs) Database for review and where appropriate, investigation.



## **RIDDOR**

The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) require certain incidents to be reported to the council's Health and Safety team and the HSE by law. RIDDOR information should be included in the OARs record.

## **Health and Safety Enforcing Authority**

The Council will submit the Event Management Plan and risk assessments for consideration by the Safety Advisory Group on 8<sup>th</sup> September 2023.

## **Weather**

The Lead Officer is responsible for monitoring weather conditions leading up to and during the event, and ensuring health and safety risk assessments are updated accordingly.

## **Section 8: Incident Management**

### **Extreme Weather**

Extreme weather may cause disruption to, or cancellation of, the event. Participant and spectator health and safety will always take precedence.

### **Emergency Vehicle Access**

There will always be access for emergency vehicles throughout the event.

### **Event Evacuation Plan**

Run – hide – tell guidance will be issued to all participants.

## **Hand-over procedures**

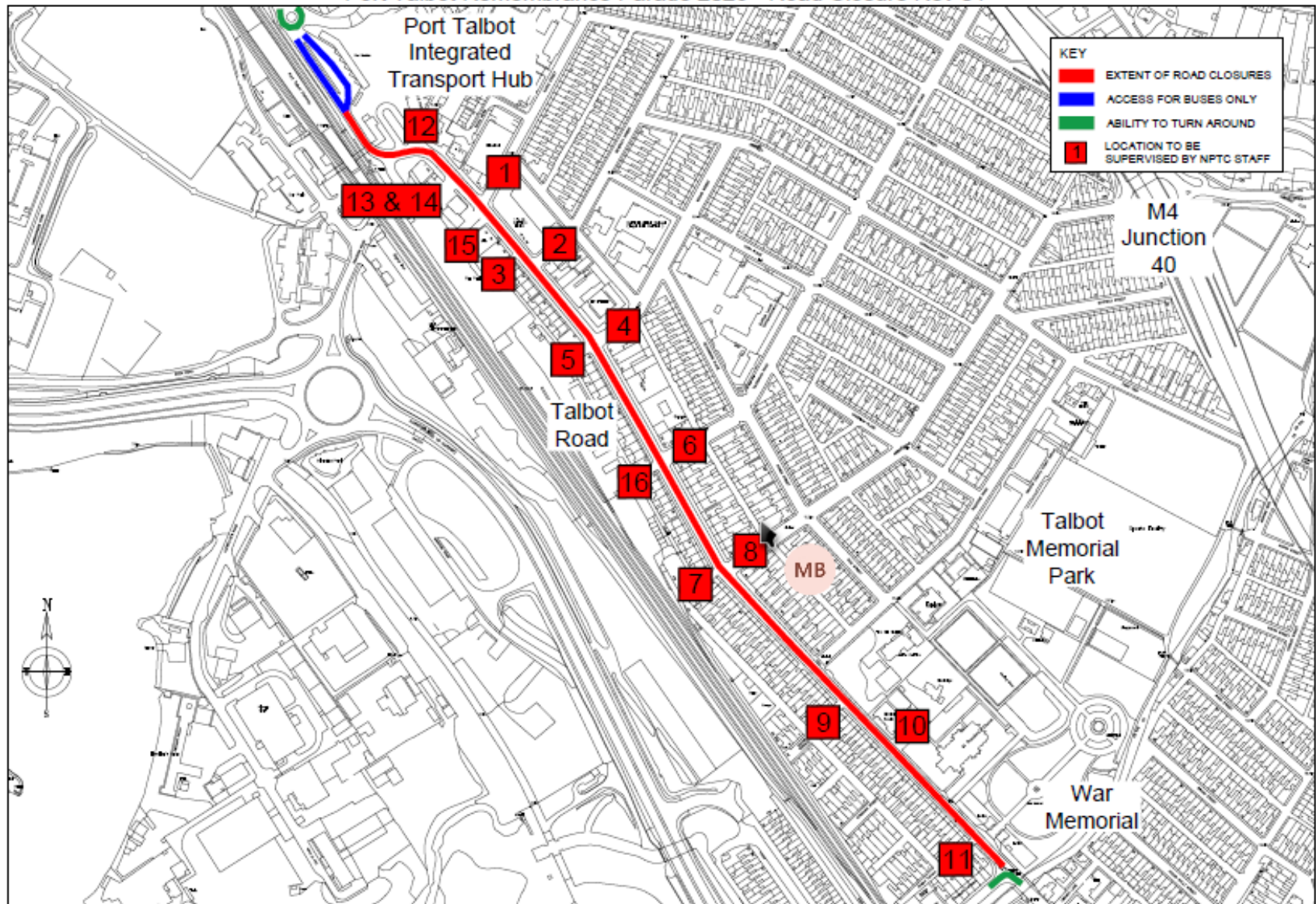
In the event of an emergency, handover of control of aspects of the event to relevant agencies will be the responsibility of the Senior Event Co-ordinator.

## **Section 9: Debrief and Event Review Arrangements**

The Lead Officer will have a full debrief with the Parade Organisers, internal and external stakeholders.

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Port Talbot Remembrance Parade 2023 - Road Closure Rev 01



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Neath Port Talbot Council

## Corporate Risk Assessment

<b>Activity being assessed:</b> <b>Port Talbot Remembrance Day Parade</b>		<b>Risk assessment reference number: PT- RDP - 1</b> <b>Risk assessment created on: 18/08/2023</b> <b>Review date due: Yearly prior to event / 14/07/2024</b>		
<b>Persons undertaking or affected by the activity</b>				
<input checked="" type="checkbox"/> Employees <input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Public <input type="checkbox"/> Service User <input checked="" type="checkbox"/> Other <b>Marshals</b>				
Hazard	Control measure	Likelihood	Severity	Risk Level
		1. Very Unlikely 2. Unlikely 3. Likely 4. Very Likely 5. Certainty	1. Negligible 2. Minor 3. Medical Treatment 4. Major 5. Fatal	<i>Likelihood x Severity            = Risk Level</i>
<b>Adverse Weather Conditions.</b>	<p>The organiser will assess the weather forecast in the lead up to the day and on the day of the event.</p> <p>The organiser may, based on this forecast, cancel the parade or amend the event programme.</p> <p>Participants are advised to wear suitable clothing and footwear for the weather conditions on the day.</p> <p>Participants /staff / marshals should consider bringing warm / cold refreshers to the parade with them should they need them.</p>	<b>3</b>	<b>2</b>	<b>6</b>

	<p>Sheltered area available for use during adverse weather.(Transportation Hub canopy), at start and end of parade.</p>			
<p>Dealing With Anti-social Behaviour (inc) Violence an Aggression</p>	<p>There will be a Police presence at this event.</p> <p>A Streetscene supervisor and 16 marshals will be present at strategic locations throughout the route.</p> <p>The duty Streetscene supervisor will also be available for support with other Streetscene staff who can be contacted on the Authority’s designated radio channel if required.</p> <p>Key contact lanyards will be distributed to marshals to assist with identification and communication.</p> <p>Key contact information will be distributed to all organisational staff prior to event e.g Contact information of organiser.</p> <p>Lead organiser and senior Police officer to position themselves together in a strategically agreed location.</p> <p>Briefing to take place prior to the commencement of the event with all necessary parties, including the police, marshals, participants and Authority employees, to ensure all parties are clear of their roles and responsibilities and actions to take in the event of an issue.</p> <p>Any observations of anti-social behaviour or violence and aggression by any staff or marshals, must be alerted to the event organiser immediately.</p>	<p>2</p>	<p>2</p>	<p>4</p>

	<p>Staff and participants are advised not to challenge any acts of anti-social behaviour. Walk away to a position of safety and seek assistance.</p> <p>Anti-social behaviour from members of the public must be reported as soon as possible. This will be recorded on the Authority's OAR's database for investigation.</p> <p>If you feel threatened, walk away from the situation, find a safe position and seek assistance.</p>			
<b>Incident / Accident / illness</b>	<p>An approved event medical plan has been put in place prior to event.</p> <p>St Johns Ambulance will provide first aid cover; this will be two suitable trained first aiders and a support vehicle (ambulance).</p> <p>Marshals and staff to assist in alerting first aiders immediately if they observe an accident or health related incident.</p>	<b>1</b>	<b>3</b>	<b>3</b>
<b>Exposure To A Contagious / Infectious Disease.</b>	<p>Participants are advised to stay at home and not attend the event if they are displaying symptoms of a contagious / infectious disease, to avoid spreading to others.</p>	<b>1</b>	<b>3</b>	<b>3</b>
<b>Movement Of Vehicles.</b>	<p>Traffic Management Plan in place for event provided by Amberon. Vehicles will be prevented from entering the controlled area by temporary traffic management such as road closed signs, cones, barriers and diversions signage installed and maintained by a competent traffic management contractor Streetscene.</p> <p>Prior to the event, a letter drop will be carried out (arranged by the Authority's Highways section) to inform all residents and</p>	<b>2</b>	<b>3</b>	<b>6</b>

	<p>businesses located within the event area that no vehicles are to be moved for the duration of the event.</p> <p>South Wales Police support for the event will include the deployment of officers and vehicles at identified strategic point's e.g the main access roads being passed. South Wales Police will stop for any reason under their powers and enforce where necessary the temporary prohibition of traffic.</p> <p>A Police vehicle will be positioned at the front and back of the event procession.</p>			
<p><b>Pedestrian Interaction.</b></p>	<p>Prior to the event, a letter drop will carried out, to inform all residents and businesses located within the event area that no vehicles are to be moved for the duration of the event.</p> <p>All participants will be briefed on the Schedule and controls of parade before the event. There will also be a de-brief after the event for any lessons learnt.</p> <p>All parties will meet prior to the event to ensure everyone is aware of each of their roles and responsibilities and the control measures in place to ensure everyone's safety.</p> <p>Attendees to follow the agreed route of the parade.</p> <p>A Streetscene supervisor and 16 marshals will be present at strategic locations throughout the route to help direct attendees. These positions agreed prior to the event and aligned to the event plan.</p>	<p>2</p>	<p>2</p>	<p>4</p>

	<p><b>Marshals will be vigilant to pedestrians and spectators during the parade and encourage them to remain on suitable walkways and pavements.</b></p> <p><b>Event timings to be adhered to and participants will be advised to leave the event promptly once it has finished to avoid any overdue disruption to the area where the event is taking place.</b></p>			
<b>Slip, Trip, Fall.</b>	<p><b>A team will conduct a sweep of the route and consider and remove any obvious potential slip, trip and fall hazards as part of their search prior to the event commencing.</b></p> <p><b>The Search will consider the needs of those with disabilities.</b></p> <p><b>Participants should wear suitable footwear for the event, the weather conditions on the day and the activities they are undertaking.</b></p> <p><b>Marshalls for the event will guide attendees appropriately and encourage spectators to remain on suitable walkways and pavements to view the parade.</b></p>	<b>2</b>	<b>2</b>	<b>4</b>
<b>Safeguarding issues eg. Lost children, vulnerable persons (young / vulnerable persons)</b>	<b>Safeguarding guidance will be issued to marshals.</b>	<b>1</b>	<b>2</b>	<b>2</b>
<b>Security Threats</b>	<b>An Operational Stewards briefing to take place prior to the event. Briefing will include guidance on, for example, various attacks and bomb threats.</b>	<b>1</b>	<b>4</b>	<b>4</b>



**A Suitable means of communication will be in place for all necessary staff at the event.(additional to mobile phones)**

**Any security threat received prior to or during the event will be directed to South Wales Police and the event organiser. The event will be delayed, stopped or cancelled based on an assessment of this information.**

**If the threat level at the time of the parade indicates this is necessary, a pre – event search of the parade route and ceremonial area will be carried out prior to commencement of the event. The search will consider all types of improvised items that could be used in a terrorist related attack.**

**Anything discovered in this search will immediately be brought to the attention of South Wales Police.**

**Any incidents that occur during the event relating to firearms or weapons attack. The “run, hide, tell” hide approach will be adopted as national police guidance. The information relating to this will communicated to attendees prior to the event.**

**Personal Protective Equipment**



Aprons must be worn



Eye Protection must be worn



Head Protection must be worn



Safety Harness must be worn



Ear Protection must be worn



Safety overalls must be worn



Safety boots must be worn



Respiratory equipment must be worn



Hi Viz clothing must be worn



Protective gloves must be worn



Face Protection must be worn

**Other**

**Marsalls shall wear hi-viz vests** \_\_\_\_\_

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**Additional risk information**

In the event of an incident/accident, please contact your nearest first aider.  
 All incidents/accidents must be recorded on NPT's Online Accident Reporting System.  
 Suitable information, instruction and training on how to use, store and maintain Personal Protective Equipment (PPE) correctly to be provided.  
 All staff to have regard for their and others health and safety at all times.

**Please identify how this risk assessment has been communicated**

- Team brief / Team meeting
- One to one
- Email
- Other (please specify:  \_\_\_\_\_

**Emergency Procedures**

Contact name: Noelwyn Daniel  
 Contact number: 01639763665  
 Contact number (out of hours): \_\_\_\_\_

Name: Noelwyn Daniel	Position: Corporate Director, Strategy & Corporate Service	Date: 18/08/2023
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**Risk assessments must be reviewed as a result of change in working practices / legislation or following an incident / accident**

Reviews		Key							
Review date :	<p><b>Likelihood</b></p> <ol style="list-style-type: none"> <li><b>Very Unlikely</b> - This will probably never happen/occur</li> <li><b>Unlikely</b> - Do not expect it to happen/recur but it is possible it may do so</li> <li><b>Likely</b> - Might happen or recur occasionally</li> <li><b>Very Likely</b> - Will probably happen/recur, but it is not a persisting issue/circumstance</li> <li><b>Certainty</b> - Will undoubtedly happen/recur, possibly frequently</li> </ol>	<p><b>Severity</b></p> <ol style="list-style-type: none"> <li><b>Negligible</b> - Minor injuries or discomfort. No medical treatment or measurable physical effects.</li> <li><b>Minor</b> - Injuries or illness requiring on site first aid. Temporary impairment.</li> <li><b>Medical Treatment</b> - Injuries or illness requiring hospital treatment.</li> <li><b>Major</b> - Injury or illness resulting in permanent impairment.</li> <li><b>Fatal</b> - Fatality.</li> </ol>	Likelihood of Injury	5	5Y	10R	15	20	25
Reviewed by:				4	4	8	12	16	20
Review date :				3	3	6G	9	12	15
Reviewed by:				2	2	4	6Y	8	10Y
Review date :				1	1	2	3	4	5G
Reviewed by:				0	1	2	3	4	5
Review date :				<b>Severity of Injury</b>					
Reviewed by:					Low Risk		Medium Risk		High Risk