

St Georges Day Parade and Service

Preparation Night – Saturday 25th April

Rehearsal for the **flag bearers, prayer readers, promise readers**, and those involved in the service as **actors and performers**, you are required to arrive at 6.30pm and should enter the Minster by the **Chapter House Door**, uniform is not necessary. It is anticipated that the rehearsal will finish by 8pm. All flag bearers should bring with them their flag and a carrying harness. **Once all young people, leaders and parents have arrived the police will close the door, any parents will need to remain in the nave until the end of the rehearsal.**

Note:

Please be reminded that if your flag bearer is unable to attend the rehearsal on the preparation night then they will not be able to parade it in the Minster on the big day.

‘Journeying on Together’

26th April 2020



The Big Day - Arrangements for the start of the event

All Beavers and Rainbows must assemble in the Minster at 1.15pm entering by the North West Doors. Only Leaders and identified helpers will be admitted

Cubs, Scouts, Explorer Scouts, Brownies, Guides and Rangers should meet at the **Eye of York**. One person from each Group/Unit should report to the Procession Marshall, James Barker at **12.50pm** to be briefed about the safe passage of the procession through the City.

Commissioners who wish to process should precede their respective Districts

Procession to the Minster

At 1.15 pm the procession will leave for the Minster via Tower Street, Clifford Street, Nessgate, Spurriergate, Coney Street, St Helen's Square, Blake Street and Duncombe Place or as directed by the Procession Marshalls. All Groups/Units will process in **rows of 4**.

General Information

Best in Show

Observers will be placed along the whole route, watching for the 'best in show' with the award being presented at the Eye of York following the return journey from the Minster.

All groups are encouraged to consider some practice in advance of the day to focus on keeping in step, not talking whilst on the route and keeping together as a section/group/unit.

All those attending **must** wear the full uniform of their respective organisation; this includes any decorations that may have been earned by individuals.

The Archbishop of York will be in attendance at the Service

Collection

This will be shared between York Minster & Shelterbox

Leaders should take in the collection before arrival at the Minster, and then place on the Offertory Plates at the entrance doors. Collectors need to report to Robert Dickenson at **1.10pm**, at the North West Door of the Minster (parents to leave the Minster).

Facilities at the Minster

Enter and exit the Minster as directed by YAS Stewards, First Aid will be available at in St John's Chapel in the North Transept in the event of a medical emergency. Toilets inside the Minster are limited; please use other public facilities beforehand.

Procession from the Minster

At around 1530hrs, the procession will leave York Minster's Dean's Park for the Eye of York via Duncombe Place, Blake Street, Davygate, Parliament Street, High Ousegate, Nessgate, Clifford Street, Tower Street and in to the Eye of York. All Groups/Units who are taking part in the procession should assemble in Deans Park in **rows of 4**.

The Service in the Minster is a private event with no public access. Beaver Scouts and Rainbows should process on the return to the Eye of York with their Groups/Units.

As the salute is taken in Duncombe Place, outside the Dean Court Hotel the Group/Unit Leader or nominated person will give the command "Eyes Right" on reaching the marker (a sail flag), on this command **only Section Leaders** will salute, **please remind your young people that they are not required to salute**. The "Eyes Front" command will be given when the complete Group/Unit has passed the Saluting base.

Please remind all your group supporters not to stand on the steps at Cliffords Tower when supporting their young people in this area, to maintain positive relations with the owners.

Dismissal will be by the Procession Marshall – James Barker

	North Yorkshire South		Ebor		Minster
	Band		Band		Band
	Castle		District Staff		District Staff
	Manor		Explorer/Network Scouts		Explorer/Network Scouts
	Priory	A	Dunnington	O	Osbalwick & Murton
	Tower	B	Elvington	P	St Hildas
		C	Fulford	Q	2nd St Thomas'
		D	Heslington	R	Strensall
		E	1 st Holgate	S	York Garrison
		F	St Chads Greys	T	Stockton on the Forest
		G	Lidgett Grove	U	Christchurch
		H	Westthorpe	V	Lord Mayors Own
		I	York Mosque	W	1st Clifton Sea Scouts
		J	1st York (Poppleton)	X	Clifton Methodists
		K	2nd Acomb	Y	2nd Haxby & Wigginton
		L	1st Bishopthorpe	Z	1st Huntington
		M	Copmanthorpe	AA	1st Heworth
		N	Dringhouses		

The event has been planned in consultation with the City of York Safety Advisory Group, comprising of the Council and the Emergency Services. We've engaged a professional traffic management company to apply for and put the necessary road closures in place, assisted by our own volunteers. As part of these preparations, the risk assessment for the event has been reviewed, revised where required, and shared with all relevant parties.

To this end, ALL Leaders of the Scout and Guide Associations are required to act as responsible persons for their sections/group/unit and provide a briefing to the attendees in advance of the event.

The hazards identified are as follows:

1. Dean's Park entrance/exit gate there is a floor cleat
2. Street hazards as follows:
 - a. Spurriergate: bollards (outward and return procession)
 - b. Coney St./St Helen's Sq.: bollards (outward procession only)
 - c. Blake St./Duncombe Pl.: bollards (outward and return procession)
 - d. St Helen's Sq./Davygate: bollards (return procession only)
 - e. St Sampson's Sq./Parliament St.: bollards (return procession only)
3. Ramped and uneven road surfaces in various places along the route
4. Pedestrians crossing the road
5. Oncoming traffic, particularly in Tower Street on the slight bend in the road near the end of the central reservation
6. Emergency vehicles which could possibly enter the route at any point.
7. Losing a child or an inappropriate approach made to a child
8. Adult falling off the saluting dais/or tripping during the procession

Any emergency situations in the Minster will be led and managed by the Minster Staff; all YAS staff will be directed/advised by Minster staff.

Preventative action to be taken for each of the listed hazards is as follows:

Control Measure 1: A marker (human) will stand on the gate cleat in the centre of the gateway at Deans Park. Leaders must ensure that all members of their sections are briefed accordingly and move either side of the marker.

Control Measure 2: A request has been made to the City of York Council for the temporary removal of the bollards, which should eliminate/reduce the risk.

Control Measure 3: All leaders must be aware of the uneven road surfaces and satisfactorily brief their sections accordingly to take extra care and not to be looking around or talking.

Control Measure 4: All leaders must be aware of pedestrians crossing the roads and satisfactorily brief their sections accordingly to take extra care and not to be looking around or talking.

Control Measure 5: a) Traffic Management contractor staff, supported by volunteer traffic Marshalls from Scouting and Girlguiding will assist at strategic points
 b) Leaders are requested to keep on the right-hand side of their sections and be particularly vigilant in Tower Street on the slight bend in the road at the end of the central reservation.

Control Measure 6: All group marshals should take immediate action to move their groups to the left if emergency access is required.

Control Measure 7: All young people will be supervised in accordance with the Scout and Guide guidelines and leaders take great care during the procession. North Yorkshire Police are aware of the event and will endeavour to provide a visible presence along the procession route during the afternoon.

Control Measure 8: All adults on the saluting dais will be informed to take care and not to step backwards. There is a rope around the saluting base to identify the edges of the platform.

Instructions for Group Marshalls

At least 1 person required per Scout Group or Guiding District. You will be identified by wearing a high visibility jacket that will be issued at the start of the procession at the bottom of the court steps in the Eye of York. These should be returned at the end of the Procession.

Duties of the Marshalls

- Walk at the right of the procession to ensure the safety of the young people and deal with any incidents that arise
- Encourage the public to keep out of the way of the procession
- If there is an emergency vehicle moving towards the procession, stop your section and move to the left-hand side of the road and if possible, on to the pavement whilst the vehicle passes

If there is a medical incident deal with it, Contact the First Aid team by informing one of the Traffic Marshalls along the route so a First Aider can be notified, call an ambulance, if necessary. The rest of the procession should continue.

Emergency contact numbers

- Procession Marshall, James Barker 07875767557
- Procession Co-ordinator, Vince Jenner 07905947954
- Event Manager (In the Minster), Robert Dickenson 07884431161