



St Georges and Founders Day Procession Sunday 28th April 2019

Welcome to St Georges Day 2019; as we see out another year of Scouting and Girlguiding in the City/County pass by, we will be at York Minster, for our founder's day service. It is a time to remember the founders of Scouting and Girlguiding, as well as England's Patron Saint, St George. This is an annual opportunity to show the people of York and all its visitors that Scouting & Guiding is very much still active in our City.

Please make sure you read everything in this pack so you are fully informed of the changes for 2019.

Friday 26th April – Rehearsal for the **flag bearers, stewards, prayer readers, promise readers** and those involved in the service as **actors and performers**, you are required to arrive for 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.**

Sunday 28th April – The big day

This flagship event, the largest in England, provides for over 2000 members of Scouting & Girlguiding in York the opportunity to show what our organisations are able to achieve. With this in mind, the organisers have taken the decision to repeat the award to the Scout & Guide Group/Unit who presents themselves throughout the procession in a positive light for the public and Scouting/Guiding. 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. We do not intend to spell out the uniform detail here, please ensure all participants adhere and present themselves to an exceptionally high standard of dress.

If you are unsure of the uniform requirements please follow the links set out below:-

Scouts - <http://scouts.org.uk/media/819420/Chapter-10-and-uniform-diagrams-combined.pdf>

Guides - http://guidingmanual.guk.org.uk/supporting_info/uniform_guidelines.aspx

Arrangements for the start of the event

All Beavers and Rainbows must assemble in the Minster from 1.20pm entering by North West Door and will be sat on the carpet behind the altar. Due to the refurbishment works, it has not been possible to move the altar back to allow all the Beavers and Rainbows to be in front. Those responsible for the service have been advised to move around the altar to ensure all are involved.

Cubs, Scouts, Explorer Scouts, Brownies, Guides and Senior Section 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 march should precede their respective Districts

The Youth Bands will receive their instructions from the Parade Marshall, James Barker.

Collection

This will be shared between York Minster & Martin House Hospice

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**, in the North West Door of the Minster (parents to leave the Minster).

Order of Marching

Groups will process in Districts/Divisions in the following order to and from the Minster.

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

Any Group/Unit requiring help or advice about processing should contact their District or County Commissioner. Members with special needs should be accompanied by their own group

Procession to the Minster

At 1.20 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 3**. This is a change to accommodate the narrow at Blake Street.

Facilities at the Minster

Enter and exit the Minster as directed by 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. If a child is lost in the Minster then they will be taken to the undercroft desk in the South Transept for collection.

Procession from the Minster

At approximately 3.30pm, the procession will leave the Minster for the Eye of York via Duncombe Place, Blake Street, Davygate, Parliament Street, High Ousegate, Nessgate, Clifford Street, Tower Street and into the Eye of York. All Groups/Units who are taking part in the Procession should assemble in Deans Park in **rows of 3**.

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, opposite the Dean Court Hotel the Group/Unit Leader or nominated person will give the command "**Eyes Left**" 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 steps at Clifford Tower when supporting their young people in this area. Please also advise group supporters to keep off the grass banks too.

Dismissal at the end of the procession will be by the Procession Marshall – James Barker

St Georges Day Service and Procession is organised and managed by



St George's Day & Founders Day Service and Procession

Hazard Risk Analysis

To be displayed on noticeboards

As part of the application to the City of York Council for permission to hold the procession the Scout Association have reviewed the risk assessment for the procession and provided the council and police with a copy, as part of the overall Event Plan.

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 floor cleat
2. Street hazards as follows:
 - Spurriergate: bollards (outward and return procession)
 - Coney St./St Helen's Sq.: bollards (outward procession only)
 - Blake St./Duncombe Pl.: bollards and pinch-point (outward and return procession)
 - St Helen's Sq./Davygate: bollards (return procession only)
 - 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
9. 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. A marker (human) will stand in front of the pinch-point and, in the event of non-removal, in front of each bollard. Leaders must ensure that their sections are briefed to move either side of the bollards and to continue to the side of the pinch-point.
- 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 marshals 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.

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Instructions for Group Marshalls

- 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.
- 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, call the ambulance if necessary, and inform one of the Traffic Marshalls along the route so a First Aider can be notified. The rest of the procession should continue.
- Emergency contact numbers
 - Procession Marshall, James Barker 07875767557
 - Procession Co-ordinator, Vince Jenner 07905 947954
 - Event Manager (In the Minster), Robert Dickenson 07884431161