



Standard Operating Procedure (SOP) for the Annual Remembrance Event

Site: Saxilby Public Recreation Ground and St Andrews Community Centre

SOP Number: SOP/ARE/001

Approval Date: 05/03/2025

Review Date: November 2027

1. Purpose

This SOP outlines the planning, coordination, and operational procedures for the annual Remembrance Event held at Saxilby Public Recreation Ground.

It ensures the event will run smoothly, safely, and respectfully, while clarifying the responsibilities of both Saxilby Public Recreation Ground Managing Trustees and Saxilby with Ingleby Parish Council.

This SOP highlights how both organisations will work together to ensure a well-organised and respectful Remembrance Event, maintaining clear communication and shared responsibilities.

2. Scope

This SOP applies to all involved parties, including trustees, parish council members, event staff, volunteers, contractors, attendees, and external stakeholders such as the Royal British Legion and emergency services.

3. Responsibilities

3.1 Saxilby Public Recreation Ground Charity (Managing Trustees)

- Permission is granted for the use of the recreation ground car park and memorial for the event including wreaths to be laid, the gate to be closed prior to the event until its conclusion, and the memorial to be cleaned in-line with good practice¹
- Confirm the site and structure is available for the annual event
- Undertake joint safety inspection prior to the event (e.g. walkways, lighting, trip hazards).
- Support emergency planning and risk assessments.
- Authorises any temporary structures or memorial setups connected to the event, such as a gazebo and seating.

3.2 Saxilby with Ingleby Parish Council (Event Organiser)

- Lead the planning and coordination of the event.
- Arrange road closures (if applicable) and liaise with local authorities.
- Organise the event schedule, including the ceremony, speakers, and wreath-laying.
- Ensure appropriate risk assessments and insurance coverage are in place.
- Coordinates with local groups (e.g., Royal British Legion, church representatives, cadets, scouts, school).
- Organise necessary permits for public gatherings and sound amplification.
- Closure of Saxilby Public Recreation Ground gates the evening before, with signage being erected beforehand
- Clean war memorial following good practice guidelines

¹ E.g. <https://historicengland.org.uk/images-books/publications/conserving-war-memorials-cleaning/heag147-conserving-war-memorials/>

4. Event Planning and Logistics

Saxilby with Ingleby Parish Council:

4.1 Pre-Event Preparations

6 Months Before the Event:

- Confirm date and time of the event.
- Begin liaison with key stakeholders (e.g., Parish Council, Police, Royal British Legion).
- Submit applications for road closures if required.

3 Months Before the Event:

- Conduct risk assessment and emergency planning.
- Confirm speakers, musicians, and clergy participation.
- Arrange first aid cover (e.g., St John Ambulance).
- Arrange PA system and any required facilities.
- Organise promotional material (e.g., posters, social media announcements).

1 Month Before the Event:

- Liaise with local police and traffic management if needed.
- Order wreaths and prepare printed service sheets.
- Conduct a planning meeting with key stakeholders.

4.2 Event Day Operations

- Ensure access points are clear and safe.
- Set up seating (if required) and PA system.
- Display appropriate signage and accessibility provisions.
- Manage traffic and parking if required.
- Coordinate the event schedule and ceremony execution.
- Ensure health & safety compliance and emergency readiness.

4.3 Post-Event Procedures

- Clear the site of temporary structures and litter.
- Conduct a post-event review with trustees, parish council, and stakeholders.
- Update risk assessment based on feedback.

5. Health & Safety and Emergency Planning

- Conduct and update a risk assessment annually before the event.
- Ensure first aid provision is available on-site.
- Have a weather contingency plan in place.
- Provide emergency contacts and communication methods.

6. Communications Plan

- Internal coordination via email, WhatsApp, and meetings.
- External notifications through Foss Focus, posters, and social media.
- Notify local residents and businesses of any disruptions.

7. Review & Amendments

- This SOP will be reviewed bi-annually following a Remembrance Event.
- Amendments will be made based on feedback and event review.

8. Signatures

Signed on behalf of Saxilby Public Recreation Ground Charity

Name: _____

Position: _____

Date: _____

Name: _____

Position: _____

Date: _____

Signed on behalf of Saxilby with Ingleby Parish Council

Name: _____

Position: _____

Date: _____

Name: _____

Position: _____

Date: _____