

## Grimston Parish Council

### Flagpole/ Flag Management Policy and Risk Assessment

This document is intended to guide Grimston Parish Council in the operation and maintenance of the Parish Flagpole and equipment and applies only to the Flagpole on Triangle Green purchased from Hampshire Flags. The 6-meter flagpole on Triangle Green was installed and dedicated on 2 June 2022 for the Queen's Jubilee. The Council may at any time and at its sole discretion decide on the use of the flagpole and the flags it flies within the constraints of this policy:

1. The Council will appoint two volunteers to manage the Flag (Appointment to be reconfirmed annually at the Annual Council meeting). The primary duty of the volunteers will be to oversee the safe operation of the flagpole (including proper maintenance), to fly the **Union Flag with the exception of the St George's Flag on 23 April**, to manage the quality and condition of the flag, and bring any issues to the attention of the Council.
2. In the absence of the nominated Volunteers, the Clerk will deputise.
3. The Union Flag will be flown at half-mast at the following times:
  - a. From the announcement of the death until the funeral of the Sovereign, except on Proclamation Day when flags are flown at full mast following the proclamation in accordance with national guidance and the London Bridge Protocol
  - b. From the announcement of the death until the funeral of a member of the Royal Family styled 'Royal Highness,' subject to special commands from the Sovereign in each case.
4. The Union Flag will be flown at half-mast at times of national mourning or at times of disaster which, in the opinion of the Chairman and Clerk is merited (Half-mast is when the flag is flown two-thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole. When a flag is to be flown at half-mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second, and then be lowered to the half-mast position.
5. All flag-flying will comply with the national rules and regulations in force, without exception. <https://www.flaginstitute.org/wp/british-flags/flying-flags-in-the-united-kingdom/british-flag-protocol/>.

Hazardous Event	Consequence	Affected	Management controls	Residual Risk
1. Equipment is positioned in a public place	Danger to Equipment or members of the public	Equipment and members of the Public	The pole is securely bolted as per the manufacturer's instructions Pole to be inspected annually	Tolerable. No Further Action
2. Personal injury whilst installing, lowering, or removing the Pole	Risk of personal injury	Cllrs/Clerk	The installation guidance issued by the Manufacturer and the Parish Council's Management policy must be followed Installation, Lowering, or removal of the pole must be conducted by persons over the age of 18 years and not less than two persons present.	Tolerable. No further action
3. Theft of equipment	Loss of operation and financial loss	Parish Council	The pole is securely bolted into concrete. The halyard is internally accessed by a locked panel Parish Council insurance schedule	Tolerable. No further action
4. Severe Weather Conditions	Flag flying loose and damaging property or persons	Neighbouring property, vehicles and persons in the vicinity	Monitor wind reports and removes flag where winds of over 45mph are predicted.	Tolerable. No further action
5. Misuse of Flagpole /Flags	Offence to members of the public. Damage to Council reputation	Members of the Public Parish Council	Only the Union flag, and on the date stated the St George's Flag may be hoisted by persons authorised by the Council. Keys to the flagpole will be held by the volunteers and Clerk	Tolerable. No further action

### Incidents

The Parish Clerk must be notified of any incident or accident as soon as practicable.