

# Risk assessment Document – Barnton Parish Council      6<sup>th</sup> June 2024 – D-Day 80 Event

**Company name: BARNTON PARISH COUNCIL**

**Assessment carried out by: T. CRITCHLOW, CLERK**

**Date of next review: TBA**

**Date assessment was carried out: 7<sup>TH</sup> May 2024**

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>FOOD</b>	Members of the public and property – injury/illness	Food hygiene updates Provide PPE Display Notices of hygiene requirements	Train Volunteers Ensure volunteers adhere to regs	CLERK	03/06/24	
<b>HIGHWAYS/ PARKING</b>	Members of the public and property – injury/illness	x2 parking marshalls	<b>Car parking</b> Supervised by identifiable marshals wearing high visibility jackets. Provide a specially designated area for disabled parking near the entrance. Train volunteers	CLERK Cllr Coombes Cllr Carter	03/06/24	
<b>PUBLIC LIABILITY</b>	Members of the public and property – injury/illness	Notify Zurich – ensure volunteers are aware of risks	Submit R/A	CLERK	03/06/24	08/05
<b>FIRST AID</b>	Members of the public and property – injury/illness	Appoint First Aider Appoint H & S Marshall	Provide kit & tabard Train volunteers	CLERK Cllr Ayhok Cllr Devine	03/06/24	

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<b>GAZEBOS TABLES</b>	Members of the public and property – Equipment failure injury/illness	Ensure equipment is robust/properly erected	Check all equipment Train volunteers	CLERK	03/06/24	
<b>BONFIRE</b>	Members of the public and property – injury/illness  Fire / burning & Toxic fumes	Cheshire Fire Service notified  Volunteer Training  Distribute Risk assessment document to all parties and volunteers	<b>Situation</b> Site bonfire in clear and un-enclosed space at a safe distance from buildings and overhead cables. Measure height of bonfire and multiply x 5 and erect barriers at this distance around bonfire to prevent proximity of people or buildings to bonfire (eg 5m high bonfire x 5 = 25m perimeter location).  Wind direction must be taken into account on the day of the event and the perimeter moved back as appropriate – a minimum of 50m in windy conditions. In dry weather the site must be dampened down with water from the edges of the bonfire up to the perimeter barrier. Buckets of water and/or sand/hosepipe Fire extinguishers and/or water hoses to be situated at intervals around the	CLERK VOLUNTEERS tbc	03/06/24	08/05

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			<p>perimeter. Fire blankets to be on hand.</p> <p>Ensure no hazardous/inflammable material is in the bonfire construction</p> <p>For safety purposes the lower the bonfire, the lesser the risk</p> <p>Use only controlled combustible material (paper twists, fire blocks, sticks &amp; fire lighters)</p>			
			<p><b>Lighting Up 9.15pm</b></p> <p>There must be 1 designated adult person responsible for the bonfire including lighting up, plus adult marshalls. All should wear Hi-visibility jackets.</p> <p>Ensure there are no children or animals within the bonfire construction</p> <p>Paper and domestic firelighters only to be used to light the bonfire; it should be ignited in 2 or 3 places to ensure an even burn</p> <p>Marshalls are advised <b>not</b> to wear lightweight clothing or shoes which could ignite.</p>	<p>CLERK VOLUNTEERS tbc</p>	<p>03/06/24</p>	
			<p><b>General Safety</b></p> <p>Fireworks are strictly prohibited. Any persons found in possession of fireworks must be asked to remove</p>	<p>CLERK VOLUNTEERS tbc</p>	<p>03/06/24</p>	

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			<p>them completely from the site. Should they refuse, they must be denied admittance. Sufficient identifiable marshals with high visibility jackets must be situated at suitable intervals along the perimeter to ensure no unauthorised access. Marshals must monitor the bonfire to ensure it does not get out of control. Marshals to call 999 emergency services in the event of any fire spread or accident</p>			
			<p><b>After the Event</b> Marshals must ensure that the bonfire is completely extinguished with water and/or sand before the site is thoroughly cleared and vacated they are prohibited. Should any person admit to possessing fireworks, they must be asked to remove them completely from the site. Should they not be prepared to do so they must be denied admittance to the site</p>	CLERK VOLUNTEERS tbc	03/06/24	
			<p><b>Monitor Weather Conditions</b> Strong winds</p>	CLERK	04/06/24	

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			Falling trees or debris Marquees lifting/blowing away If strong winds or gusts are forecast to exceed 30mph then event must be cancelled by the event organiser			

All Hazards are recognised as medium - high risk.

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

I hereby confirm that I will have undertaken the risk assessment process for the above event, in accordance with the "Events Risk Assessments – Guidance Notes" document, and that the event will fully comply with this Event Risk Assessment.

Name of person undertaking/completing Risk Assessment (printed): TONI CRITCHLOW, CLERK/RFO

Signature;- *T. Critchlow*

Date: 08/05/24

