

RISK ASSESSMENT FORM FOR ALLOTMENT SOCIETY EVENTS & ACTIVITIES

CLUB OR SOCIETY	CONTACT PERSON
ACTIVITY/NAME OF EVENT <i>Bonfire Night – bonfire only</i>	CONTACT TELEPHONE NUMBER
DATE OF EVENT	ASSESSMENT AGREED BY Signature: Name:
VENUE/LOCATION OF EVENT	DATE

Task/Activity/Environment being assessed	What are the hazards or dangers?	Degree of potential injury?	Existing Controls to either eliminate or reduce the risk of an accident happening	Probability of an accident happening?	Risk Rating
Bonfire	<ul style="list-style-type: none"> • Burning embers • Toxic fumes • Pollution of ground water from fire remnants 	<ul style="list-style-type: none"> • Superficial, moderate or severe burns • Breathing in toxic fumes 	<p><u>Positioning/Fire Safety</u></p> <ul style="list-style-type: none"> • Site bonfire in clear and unenclosed 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. Wind direction must be taken into account on the day 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. Do not situate bonfire on tarmac as this can catch alight. • Buckets of water and/or sand and/or portable water fire extinguishers and/or water hoses to be situated at intervals around the perimeter. Fire blankets to be on hand. <p><u>Building the Bonfire</u></p> <ul style="list-style-type: none"> • Ensure no hazardous material is in the bonfire construction e.g. no paint, tyres, rubber, furniture, gas cylinders, corrugated cardboard, fuel, bottles, batteries, aerosols, etc. • Ideally the height of the bonfire should not exceed 5m. For safety purposes the lower the bonfire, the lower the risk. 	Low	Medium Risk

Lighting Up

- There must be one designated adult person responsible for the bonfire, with an assistant.
- Before lighting up ensure there are no children or animals within the area of the bonfire construction.
- 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.
- The people lighting the bonfire are advised not to wear lightweight clothing which could ignite. They are recommended to wear a substantial outer garment of wool or other material of low flammability and strong boots or shoes. They must also carry torches and a mobile telephone.

General Safety

- 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><u>First Aid</u></p> <ul style="list-style-type: none"> At least one qualified first aider must be in attendance. <p><u>After the Event</u></p> <ul style="list-style-type: none"> Marshals must ensure that the bonfire is completely extinguished with water and/or sand before the site is thoroughly cleared and vacated. 		
Fireworks being illegally let off or thrown on bonfire	Burns	Severe burns	<ul style="list-style-type: none"> Marshals to ask every person attending event whether they have brought any fireworks – explain they are prohibited. Should any person admit to possessing fireworks, they must be asked to remove them completely from the site. If they are not prepared to do so they must be denied admittance to the site. 	Low	Medium Risk
Car parking	Heat, ash, burning embers falling on vehicles	<ul style="list-style-type: none"> Vehicles damaged by burning embers / ash Possible injury to occupants 	<ul style="list-style-type: none"> Car parking must be situated sufficiently far from the bonfire site, upwind if possible, with separate pedestrian and vehicle routes, and must be clearly signposted. The parking area should be a stable surface, not slippery or muddy. Car parking should be supervised by identifiable marshals. Specially designated area for disabled parking near the entrance. 	Low	Low Risk

Strong winds	<ul style="list-style-type: none">• Marquees lifting/blowing away• other flying or rolling objects	<ul style="list-style-type: none">• Injury from impact with flying or rolling objects	<ul style="list-style-type: none">• The organiser should monitor weather forecasts and actual weather for the event – if strong winds or gusts are likely to exceed 30mph then the event must be cancelled or postponed by the event organiser due the risks involved.• When planning the event, situate elements of the event as far away as practicable from trees and other potential hazards wherever possible.	Low	Low Risk
--------------	---	---	--	-----	----------