

BRAMLEY PARISH COUNCIL
BEACON LIGHTING ON CLIFT MEADOW

6th JUNE 2024

RISK ASSESSMENT

BACKGROUND-

The event consists of the lighting of the beacon and serving of free refreshments (to commemorate the 80th anniversary of the D-Day landings).

The event takes place at Clift Meadow on 6th June 2024 and is open to the public between 6.30pm and 10.00pm.

Setting up of the event will take place on 6th June.

Breakdown of the event will take place 7th June.

The event is set up by village volunteers and Parish Councillors. Fish & Chips and vegetarian alternatives are being supplied by a professional caterer. A town crier, armed services Cadets, and professional band will taking part in the event.

The beacon itself is a temporary structure that will be set up on the day of the event. A local farmer is to set up the beacon, and volunteers will then set up the lighting mechanism. The beacon is at the top of a metal pole, and is 12 feet from the ground. It will be fuelled by wood, which will be lit with a blowtorch on the end of a long pole.

Marquees will be set up to house a display about the history of D-Day, and also a stand for the Royal British Legion.

Crowd profile is very much "Family".

A significant number of the audience are expected to attend the event on foot and interaction between traffic and pedestrians is not expected to be an issue. Sufficient car parking is available and stewards will be available to oversee the parking area.

Free fish & chips are being offered to attendees, and drinks (both alcoholic and non-alcoholic) are being supplied by a professional mobile bar service who will be charging attendees for their drinks.

Activity	Hazards	Who might be harmed	Risk level before controls	Controls	Risk level with controls in place	Any further action. Date to be completed and by whom
Build up to Event and break down.	Emergency / incident in park .g. manual handling injuries, interaction with traffic when transporting equipment to site.	All volunteers plus members of public	Medium.	Pre event meeting. Allocation of tasks to those with experience. Adequate numbers of helpers where manual handling is involved. First aider available.	Low	
Duration of Event	Interaction between vehicles and pedestrians. Parking of cars. Possible crowd problems. Slips trips and falls.	All persons in the area of the event.	Med.	Pre event publicity. Warning signs. Majority of attendees will be pedestrians/ villagers who are familiar with the area. Possible vehicles on the ground – contemporary WWII vehicles. These will be supervised by the owners at all times. Park has ample space to cope with expected numbers. Inspection of show ground prior to opening of event.	Low	
Inclement weather	Extreme weather could cause medical conditions.	All	Low	First aider is available. Weather is monitored and show will be stopped if appropriate	Low	
Emergency Accident/incident requiring medical assistance.	Persons may suffer injury require medical assistance	All	Med	A qualified person on site. First aid box available. Mobile phones available to contact emergency services	Low	
Lost children	Possibility of		Low	Stewards to be alerted	Low	

	children/persons becoming separated from their parents / carers			immediately.		
Fire in temporary structures	Burns /smoke inhalation/panic	All	Low	Temporary structures are small/medium gazebo type or marquee. Means of escape is more than adequate. Size of field would allow adequate dispersal of crowd from site of fire. No smoking will be allowed in marquees	Low	Provide source of water or fire extinguishers if possible for temporary structures. No smoking inside temporary structures.
Crowd Safety	Crushing / Panic.	All	Low	This is a small family orientated event taking place on a large open site with adequate space for the numbers of persons attending	Low	
Nearby buildings (within 100 metres)	Possibility of sparks and smoke hazard	Residents	Low	Residents will be made aware of the event. No buildings within 30 metres of beacon. Police will be aware of event.	Low	Provide source of water or fire extinguishers
Inclement dangerous weather conditions	Collapse of Temporary Demountable Structures.(TDS)	All	Low	No large TDS are in use. Weather is monitored and if appropriate the event will be cancelled.		
Small platform for town crier, readings, announcements	Collapse of structure	Town crier, announcer, people reading	Medium	Small platform no higher than 1m from ground to be set up as per instructions by (PC) owner on the day. Handrail to prevent falling. Limited usage. Platform to be taken down immediately after event	Low/Medium	

Supply of food and refreshments	Food poisoning, broken glass, rubbish	All	Medium	Caterers have own £5million public liability insurance. Drinks will be supplied in disposable plastic glasses.	Low	
Accumulation of rubbish	Wasps / cuts from broken glass.	All	Low	Drinks to be served in disposable glasses. Fish & Chips are a 'takeaway'. There will be some rubbish as a result. Black Bags to be provided, and volunteers to carry out tidy up immediately after the event.	Low	
Live music	Trip hazards, hearing damage, cabling	All	Medium	Band will be playing in 3 stints of 40 minutes. They will not be amplified, but will circulate whilst playing. No amplification, so no cables or issues with being too loud. They will have their own insurance.	Low	
Beacon Safety	Possibility of sparks and smoke hazard	All	Medium	The beacon will have a cordon around it of at least 10m, and the only people allowed to go near it will be those responsible for lighting the beacon. It will be attended at all times until it goes out.	Low	

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RISK CONTROLS

A. Main Event

1. A pre event meeting will take place to ensure that all concerned are aware of their tasks on the day and of actions to take in emergency
2. One member should be responsible for overseeing the event and for taking action in the case of an emergency.
3. No 'lone work' should be carried out. At least two members should be present at all times.
4. At least one First Aider should be available during “Set Up” and “Break Down” of Event as well as actual duration of event.
5. A first aid box should be available. (Contents should be checked and appropriate persons made aware of its location.)
6. An incident report book should be available if required and a record kept of any significant incidents.
7. A minimum of two fully charged mobile telephones should be available should emergency services be required. A check should be made to ensure there is an adequate signal.
8. Police and other Emergency Services should be made aware of the event.
9. An adequate number of stewards should be available to monitor and deal with any health and safety related problems and assist with traffic management if necessary.
10. A suitable number of “Black Sacks” should be available to contain rubbish and a sweep of the site should be carried out after the event.
11. All marquee, gazebos and other temporary structures should be inspected by a designated officer prior to the start of the event to ensure that they are secure.
12. No smoking in temporary structures.
13. In the event of adverse weather conditions or any other significant incident the Vice Chair of The Parish Council will make the final decision as to whether to close the event and/or evacuate the area.
14. A “wash up” meeting should be held after the event to identify and issues which may have arisen.

B. Preparing and using the beacon:

No 'lone work' should be carried out. At least two members should be present during the preparation time.

Nearby buildings are private residential. All residents to be made aware of the event.

The area around the beacon should be cordoned off a sufficient distance away to prevent any burning embers or any other falling hazards reaching the public or any structure.

One member should be responsible for overseeing the event and for taking action in the case of an emergency.

Beacon to be lit using long pole and a blowtorch.

A sufficient number of councillors should be available to ensure that no member of the public enters the cordoned area and that all sensible precautions are taken to safeguard the public.

A supply of water and fire extinguishers should be available in the case of fire.

A mobile phone should be available at all times in case the emergency services are needed. (As above)

A First Aid box should be available. (As above)

The responsible person should ensure that the beacon (and surrounding area is left in a secure condition after the event has finished and that all fire hazards are removed.

Risk Assessment and controls approved and agreed by Bramley Parish Council at meeting on 21st May 2024/