

1 – Very Unlikely	1 – Insignificant	1 – 4 Acceptable
2 – Unlikely	2 – Minor	5 - 9 Adequate
3 – Fairly Likely	3 – Moderate	10 – 16 Tolerable
4 – Likely	4 – Major	17 – 25 Unacceptable
5 – Very Likely	5 - Catastrophic	

CONGLETON ROTARY CLUB 2019

RISK ASSESSMENT

Assessor's Name: Brian Hogan	Who is going to be affected: Members of the public, volunteers	Activity/Item/Area: Bonfire Event
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Hazards	Risk rating L x C = R			Current Risk Controls	Additional Risk Controls	New Risk Rating L x C = R		
1. Management Structure and site Poor organization and/or inadequate supervision leading to increased danger or injury to participants	2	3	6	Plan of Park showing locations of: - First Aid Toilets Safety Areas Exits Attractions	All Rotary members to be briefed on locations at Bonfire briefing Communication established with key staff with 2-way radios Contractors to supply copies of Health and Safety policies and insurance	1	3	3

<p>2. Injury from a panic situation Could involve members of the public, volunteers and traders</p>	3	4	12	<p>Emergency rendezvous points of emergency services have been identified</p> <p>Event Coordinator to be responsible for coordination of the incident. Police to be responsible for overall coordination of a major incident</p> <p>Exits to be kept clear of obstructions such as parked vehicles at all times to allow for rapid evacuation</p> <p>Announcement on P.A. if required</p>	<p>Emergency procedure documented Volunteers each assigned exit points in the case of an emergency</p> <p>Exit signs clearly marked on event map</p> <p>If evacuation is required code red is the emergency code to be used</p>	2	2	4
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<p>3. Bonfire and bonfire construction</p> <p>Falling Pallets and debris</p> <p>Burn injuries to public, contractors, volunteers</p> <p>Close proximity of new houses</p> <p>Setting up Bonfire on a Friday</p>	3	4	12	<p>Using an experienced professional team</p> <p>Contractors to wear suitable safety equipment, high viz jackets and safety helmets</p> <p>Bonfire to be built using a telescopic loader, maximum height 6m</p> <p>Public to be kept a safe distance from bonfire at all times</p> <p>Wind direction to be considered in positioning bonfire</p> <p>Ensure bonfire is located sufficiently away from the new houses across the other side of the River Dane.</p> <p>Tractor movements in the Park to be restricted to 5mph</p> <p>Provide security during the evening and through the night</p>	<p>Monitor bonfire at all times</p> <p>Manage crown during the event</p> <p>Safety team to have fire extinguishers on standby</p> <p>Fully extinguish fire after event</p> <p>Barriers to be erected around the bonfire to form safety zone to prevent public getting too close</p> <p>Bonfire to be doused at the end of the evening by farmer with water bowser</p> <p>Fire Brigade will be called if required</p> <p>Consider wind direction when siting bonfire</p> <p>Stewards to monitor tractor traffic to ensure the public is kept at a safe distance</p> <p>Security to inform the police/fire brigade if there any problems</p>	1	4	4
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<p>4. Firework Display</p> <p>Firework set up</p> <p>Stray firework injures member of the public or display organiser</p> <p>Fireworks set off prematurely</p>	3	4	12	<p>Display to be set up only by Star Firework 's personnel</p> <p>Wind direction to be ascertained before agreeing site area</p> <p>Display area roped off to provide 70m safety zone ensuring public is kept a safe distance away from display</p> <p>Fireworks company and stewards to ensure no ignited materials are present in area of firework display</p>	<p>Check risk assessment</p> <p>4 Safety Officers to ensure the public remain behind roped area during display</p> <p>No other fireworks to be allowed in the Park</p>	2	4	8
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<p>5. Setting up stalls</p> <p>Person being hit by a vehicle from stall holder</p> <p>Strong winds causing stalls to collapse</p> <p>Gas burners/cylinders could ignite/explode</p> <p>General slips, trips and falls</p>	3	5	15	<p>Stalls to be set up before event opening time and only taken down when the public have left</p> <p>Vehicle speed limit 5mph</p> <p>Marshalls present to control vehicle movement</p> <p>If strong winds persist stalls will not be put up</p> <p>All gas cylinders to be rigidly secured. No free standing or spare cylinders to be allowed</p> <p>Cables and guy ropes to be securely tethered and kept way from public</p>	<p>Using experienced professional team of event organizers and marshals</p> <p>Vehicles to be controlled by marshals in high viz jackets</p> <p>Insurances and PLI checked</p> <p>Health and Safety Officer to check to ensure compliance</p> <p>Health and safety officer to visually inspect cables and ropes</p>	2	2	4
<p>6. Food Hygiene</p> <p>Risk of food poisoning from infected food</p> <p>Poor preparation/handling causing infection</p>	3	4	12	<p>Request copies of Food Hygiene certificate s for all food stalls</p> <p>Check public liability insurance</p> <p>Ensure waste is handled appropriately</p>	<p>Cleaning facilities for equipment and hand washing</p> <p>Gloves to be used when handling food and wet wipes available</p> <p>Allergy signs required for nuts, wheat etc.</p>	2	2	4

<p>7. Marquee and Gazebo tripping hazard.</p> <p>Gazebo also must comply with these standards. Guide ropes and frames.</p> <p>Fire risk for marquees where plastic, canvas and plastic-coated covered area used.</p>	3	3	9	<p>Marquee hire company health and safety policy checked.</p> <p>Marquee hire company public Liability insurance checked.</p> <p>Committee members on site during erection prior to erection.</p> <p>Fencing to be erected to box off marquee/work area as soon as possible.</p> <p>Contractors to plan positioning of site to reduce guide ropes used.</p> <p>Marquees and covers to meet specification according to British Standards.</p> <p>Fire extinguishers on site stewards trained in their use. No smoking signs in marquees</p> <p>Area to be evacuated and Fire Brigade called. (Safety Officer to action)</p>	<p>Hire contractors to produce risk assessments.</p> <p>Organisers to arrange pre-event meetings with contractors to establish site and reduce potential issues.</p> <p>2 foam filled extinguisher for fabric fires to be used.</p>	2	2	4
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<p>8. Barriers</p> <p>Manual handling-causing injury setting out crowd barriers, unloading, loading, delivery.</p> <p>Tripping over barriers in the park.</p>	3	3	9	<p>Inspect barrier for defective feet.</p> <p>Barriers to be placed with clear entry and exit routes. maximum site lines</p> <p>Barriers to be set in appropriate areas and correctly sited</p>		2	2	4
<p>9. Lost Children</p> <p>Distressed parents/public</p>	3	2	6	<p>Lost Children stall via St John's Ambulance</p> <p>P.A. commentator available to make announcement</p> <p>Volunteers connected to police via radio</p>	<p>Involve police</p> <p>Coordinate all marshals and Rotary team members to assist in locating lost child</p> <p>Record details of event in incident book</p> <p>Focal point St John's Ambulance and tent</p>	2	2	4

10. General Risk Injury Injury to volunteers or public	3	3	9	Use of 2-way radio and/or mobile phone to communicate with police and other emergency staff Volunteers/organizers to wear high viz jackets to aid visibility to public	Incident book in control center First Aid provided by St John's Ambulance to be well sign posted Designated entrance for emergency vehicles to be kept clear at all times	2	3	6
11. Vehicle Parking	2	4	8	Fairground vehicles parked on site near to Bandstand could prevent access for emergency vehicles	Ensure there is a minimum clearance of 3.7m	2	2	4
12. Communications power failure Organizers not able to contact each other	2	3	6	Event organizer to always be available at Rotary tent/ information point Radios issued	Key team members to carry mobile phones and have each other's number	2	2	4

13. Weather	3	4	12			2	3	6
Poor weather conditions				Check weather forecast prior to event commencing	Disconnect electrical connections from power cabinets			
Compromise safety of all attending, slips trips and falls possible				Determine whether the event is safe to run or not	Protect vulnerable electrical equipment with waterproof covers and ensure it is suitable for outdoor use			
Disconnect electrical connections from power cabinets				Ensure stalls, tents and other equipment is securely tethered				
Gusting/Medium Winds				Liaise with Star Fireworks and change firing position	Move crowd barriers back to ensure public are at a safe distance			
High Winds				Make bonfire smaller or do not light at all	Abandon event			

Date: 15 th Feb 2019	Review Date: 1 st October 2019	Monitor Date: (controls to be checked)	Signature: 
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