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**Risk Assessment**

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| **Activity:** | **Public Events Using Fire Works /Campfire/ large bonfire / Large Day events** | | |
| **Description:** | *Public Events Including Using Fireworks on the grounds of the poplars. This risk assessment works alongside the one for grounds* | | |
| **Completed By:** |  | **Position:** | Centre Manager |
| **Completion Date:** | 19/11/2022 | **Review Date:** | ***19/11/2023*** |

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| **Severity of Outcome (S)** | **Likelihood (L)** | **Risk Factor (R = S X L)** | |
| 1 - Delay only | 1 - Very Unlikely | 1 - 2 | Negligible Risk. Monitor |
| 2 - Minor Injury/ Minor Damage | 2 - Unlikely | 3 - 6 | Low Risk. Action may be required. Monitor |
| 3 - Lost time injury/ Illness/ Damage | 3 - May happen | 7 - 9 | Medium Risk. Further action to be planned and systems introduced. Monitor |
| 4 - Major injury/ Illness/Major damage | 4 - Very Likely | 10 - 20 | High risk. High priority. Action to be taken immediately to reduce the risk from the activity. |
| 5 - Fatality | 5 - Certain or Imminent | 21 - 25 | Unacceptable risk. Activity to Stop |

**Hierarchy of Control**

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| Most Effective | Eliminate | Ask yourself if the activity needs to be carried out. |
|  | Reduce | Ask yourself if you can use less of something, or limit the time etc. |
| Isolate | Make sure that the risk is contained to the smallest possible area. |
| Control | Safe systems of work, method statements and permits are ways of controlling the hazards. |
| PPE (Personal Protective Equipment) | PPE should be the final resort for controlling hazards if no other means are suitable. |
| Least Effective | Discipline | Installation of training and supervision and where necessary appropriate means of discipline. |

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| **Hazard**  *Describe the activity and the ways in which it could pose a risk* | **How may they be harmed**  *e.g. personal injury, electric shock, people or objects falling from height, crushing* | **Persons at risk** | **Risk before control measures** | | | **Control Measures**  Describe controls used to reduce risk to a tolerable or preferably acceptable rating | **Residual Risk after control measures** | | | **Additional Controls**  *Describe controls used to reduce risk to a tolerable or preferably acceptable rating* | **Owner**  Person responsible for the controls |
| **S** | **L** | **R** | **S** | **L** | **R** |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Injury caused by Fireworks  Inadequate space  Spectators using fireworks  Unauthorised use of display fireworks | Property Damage/ Fire  Burns  Cuts, Abrasions other physical injuries. | Staff, Contractors, guests. | 3 | 3 | 9 | Suitable space is allowed for the firing of fireworks.  A dropping zone for used fireworks is provided (Downwind direction)  Spectators are kept back on the opposite side from dropping zone at least 25 m from firing zone.  The area has been checked and is free from obstructions. Ie trees overhead power cables and well away from buildings.  Suitable secure area for firework storage inaccessible to public.  Firing area supervised once fireworks have been set up.  Visitors will not be allowed to enter site with their own fireworks, including sparklers.  Spent fireworks cases gathered, site also checked at first light for partly spent fireworks. | 3 | 1 | 3 | Provide signage to remind people and share in any booking information. | Centre Manager,  Group Leaders,  Contractors |
| Injury caused by bonfire | -  Property damage  Burns | Staff, Contractors, Guests | 5 | 3 | 15 | Separation maintained between bonfire and spectators.  Built away from display area and min of 50ft from any building, road, pathway.  Undergrowth/ rubbish cleared away.  Keep to manageable size (Recommend 2 Meters and 3 Meters wide)  No hazardous materials/ refuse used.  Checked prior to lighting for any issues.  Always supervised  Extinguished after event. | 5 | 1 | 5 |  | Centre Manager,  Group Leaders,  Contractors |
| Injury Caused by Campfire | Property damage  Burns | Staff, Contractors, Guests | 5 | 3 | 15 | Centre Staff will provide all items for burning on a campfire. Nothing else is to be burnt by groups.  Group leaders only to light and maintain campfire.  It is their responsibility to ensure that the group are a safe distance away from the fire and that it is out before they leave. | 5 | 1 | 5 |  | Centre Manager,  Group Leaders,  Contractors |
|  | Burns to skin caused by fire or fireworks | Staff and Guests | 5 | 2 | 10 |  | 5 | 1 | 5 |  | Group Leaders , Centre Manager |
| Poor practices / lack of competency | Property damage/fire  Burns  Cuts/ abrasions muscular skeletal and other physical injuries | Staff, Contractors , Guests | 3 | 4 | 12 | Large firework displays should be managed by a suitably trained person or company. Provide appropriate public liability insurance (5M)  Provide Method Statements to support this risk assessment and review any risks which may have been missed.  Large Events should have suitable management support from the event leaders. | 3 | 1 | 3 |  | Centre Manager,  Group Leaders,  Contractors |
| Adverse weather | - Personal injury due to bad weather.  Damage to property  Cuts/ abrasions muscular skeletal or other physical injuries | Staff, Contractors, Volunteers and Visitors | 5 | 2 | 10 | Test launch of small firework to gauge effect  Increase separation from fireworks and bonfire and relocate safety line/ barriers  If safe separation cannot be ensured delay/ cancel the display. | 5 | 1 | 5 | Review of weather conditions should always take place on the day. | Centre Manager,  Group Leaders,  Contractors |
| Fire / Smoking | Ignition of premises  Small fires | Staff, Contractors and Visitors | 5 | 3 | 15 | Adequate separation from building ( See above )  Adequate water, sand buckets etc  Positioned in appropriate places to allow quick access  Check main Fire Risk Assessment  Agreed emergency procedure in place and adequate marshals to control crowds.  (See below)  Ensure all staff and volunteers advised of emergency procedures. | 5 | 1 | 5 | Group leaders should be aware of all activities involving fire and work with centre manager.  Camp Fire and Fire Risk Assessments available on request. | Centre Manager,  Group Leaders,  Contractors |
| Crowd Control and Overcrowding | Fire evacuation hindered/ unsafe access/ egress  Cuts/ abrasions, muscular skeletal and other physical injuries  Slips, trips and falls. | Staff, Contractors and Visitors | 5 | 3 | 15 | Maximum numbers of attendees established, limit ticket sales/ invites.  Designated entrance and exit points.  Adequate numbers of team for supervision.  Marshals in place and responsible for crowd control  (Identifiable by wearing fluorescent bibs or jackets)  Agreed emergency procedures in place.  Entrances and exits are clearly signed, well lift and kept free from obstructions.  Suitable PA/ Loudspeaker/ Megaphone used to communicate with the crowd.  Walkie talkies used by marshals and organiser.  Spectators will not be allowed into the display area.  Barriers and adequate supervision to prevent unauthorised use and control access and egress.  Lost child point for large events. | 5 | 1 | 5 | Group leaders should always share expected numbers in advance of any event. | Centre Manager,  Group Leaders,  Contractors |
| Insufficient and /or unsuitable first aid cover |  | Staff, Contractors and Visitors | 4 | 3 | 12 | First aid equipment on site and close to use.  Designated qualified first aiders available  Telephone available for use to call 999  Group Leaders to risk assess higher risk activities and confirm level of medical cover required. | 4 | 1 | 4 |  | Centre Manager,  Group Leaders,  Contractors |
| Security  Unauthorised access inadvertent access | Malicious damage/ theft causing injury | Staff, Contractors and Visitors | 3 | 3 | 9 | Areas other than those needed for events accessible only by authorised persons.  Areas to be locked which are not accessible to public.  Tape off/ mark areas as out of bounds. | 2 | 1 | 2 |  | Centre Manager,  Group Leaders,  Contractors |
| Inadequate welfare facilities | Excess human waste causing biological hazard | Staff, Contractors and Visitors | 3 | 2 | 6 | Toilets to be checked regularly during larger events. | 2 | 1 | 2 | Portable toilets provided if needed. Subject to size of event | Centre Manager |
| Vehicular Access | Cuts/ Abrasions muscular skeletal and other physical injuries  Broken Bones  Significant head/ multiple injuries | Staff, Contractors and Visitors | 5 | 2 | 10 | Restricted access, visitors advised accordingly.  Vehicle movements restricted  Clear route maintained for emergency services  Designated car park well away from the display area and dropping zone  Car park clearly sign posted and attendants in place. | 5 | 1 | 5 |  | Centre Manager,  Group Leaders,  Contractors |
| Surface of field/ internal areas  Slips, Trips and Falls | Cuts/ Abrasions , Muscular skeletal and other physical injuries | Staff, Contractors and Visitors | 3 | 3 | 9 | Ensure arrangements are in place for clearing up and safety disposing of any litter left after the event.  Regular premises inspections during the event.  Adequate external lighting available for the time of day. | 3 | 2 | 6 | Any extra lighting should not pose a fire hazard or extra trip hazards. | Centre Manager,  Group Leaders,  Contractors |
| Supplying Food and Drink Outside  Poor standard of hygiene  Physical contamination  Incorrect storage of food  Poor temperature control | Salmonella  Listeria  Allergies  Anaphylaxis  Scalds from urns and kettles  Scalds from hot drinks | Staff, Contractors and Visitors |  |  |  | **Personal Hygiene**  Exclusion for food handlers following illness (48 hours ).  Tie back long hair  Staff to wash hands before handing food and after visits to the toilet etc  Ensure that warm water, soap and towels (disposable ) are available.  Cuts etc are covered with waterproof adhesive dressings  **Transport/ Storage**  Food that requires refrigeration must be transported at a suitable temperature  Sandwiches and buffets outside should be covered when not been served.  Food should only be used which can be traced back to a reputable source.  **Food Handing**  Minimise handing of ready to eat food, use tools (Cutlery, tongs scoops etc) where possible to handle food rather than hands.  High risk foods always kept apart  Limit preparation of food in advance if displayed at ambient temperatures |  |  |  |  | Centre Manager,  Group Leaders,  Contractors |

**Manual Handing Guide HSE** [**https://www.hse.gov.uk/pubns/indg143.pdf**](https://www.hse.gov.uk/pubns/indg143.pdf)

**HSE Fireworks Information** [**https://www.hse.gov.uk/explosives/fireworks/using.htm**](https://www.hse.gov.uk/explosives/fireworks/using.htm)

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