

THWAITES BONFIRE RISK ASSESSMENT 2019

Area covered by risk assessment	Thwaites Village Hall and Playing Field Area		Name	Signature	Date
Activity/task	Annual Bonfire Night	Assessor(s):	Jeff Benson		25/10/2019
		Checked by:	Terry Wright		

1. STOP before undertaking any task
2. THINK about the hazards
3. CONSIDER the risks and control measures required

CARRY-OUT SPECIFIC RISK ASSESSMENTS FOR:
Substances Harmful to Health – COSHH assessment
Manual Handling Operations – Manual Handling Assessment

Who is harmed by the Hazard? (delete as appropriate)	Thwaites Village Hall Committee/ Contractors /Visitors/Members of the Public/Others
---	--

List Environment, Health and Safety HAZARDS here:-	RISK EVALUATION (Before controls)			EXISTING CONTROLS e.g. Barriers, procedures, PPE	RISK EVALUATION (After controls)			ACTIONS (to further reduce risk): (Include actionee and time for completion).
	Severity (S)	Likelihood (L)	Risk Level (S x L)		Severity (S)	Likelihood (L)	Risk Level (S x L)	
Accidental injury: Potential harm to individuals due to delayed first aid in the event of injury.	3	3	9	<ul style="list-style-type: none"> Make provision for adequate on site First Aiders and First Aid Points during event. Signage to identify First Aid Points. 	2	2	4	<ul style="list-style-type: none"> Set up area in the Village Hall available to treat injuries by first aiders.

THWAITES BONFIRE RISK ASSESSMENT 2019

List Environment, Health and Safety HAZARDS here:-	RISK EVALUATION (Before controls)			EXISTING CONTROLS e.g. Barriers, procedures, PPE	RISK EVALUATION (After controls)			ACTIONS (to further reduce risk): (Include actionee and time for completion).
	Severity (S)	Likelihood (L)	Risk Level (S x L)		Severity (S)	Likelihood (L)	Risk Level (S x L)	
<p>Health & Safety: General overall precautions to be taken.</p>	3	3	9	<ul style="list-style-type: none"> Appointed persons to be in overall control of the event, with final responsibility for all health and safety matters. A designated responsible adult with experience of fireworks is given sole control of storage, siting and lighting of fireworks. Appropriate safety clothing, headgear, gloves and eye protection are to be worn by persons responsible for lighting any bonfire or fireworks. 	2	2	4	<ul style="list-style-type: none"> Set up procedures for car parking, safety, weather checks, emergencies and first aid and ensure that the responsible persons are fully informed and briefed in their implementation. Local police, ambulance and fire services to be informed prior to the event.
<p>Slips Trips and Falls: Spillage untidy working areas and storage of materials and waste. Trailing leads. Potential muscoskeletal injuries.</p>	3	3	9	<ul style="list-style-type: none"> Tidy areas and maintain good housekeeping. Make continuous checks and clean up as necessary. Prevent trailing exposed leads. Provide litter bins and keep event litter free by monitoring and clearing any litter with the potential to cause harm. Grass to be trimmed prior to Bonfire. 	1	2	2	

THWAITES BONFIRE RISK ASSESSMENT 2019

List Environment, Health and Safety HAZARDS here:-	RISK EVALUATION (Before controls)			EXISTING CONTROLS e.g. Barriers, procedures, PPE	RISK EVALUATION (After controls)			ACTIONS (to further reduce risk): (Include actionee and time for completion).
	Severity (S)	Likelihood (L)	Risk Level (S x L)		Severity (S)	Likelihood (L)	Risk Level (S x L)	
<p>Manual Handling: Lifting moving heavy objects. Potential muscoskeletal injuries.</p>	3	3	9	<ul style="list-style-type: none"> Do not lift if unsure seek assistance. Use of mechanical lifting aids (e.g. sack trucks). Break down loads into manageable amounts. Share lifting tasks. Move as much as possible before live event. 	1	2	2	
<p>Electrical: Electric shock from mains appliances, tools and electric leads.</p>	5	3	15	<ul style="list-style-type: none"> Electric circuit tested all portable tools and appliances within P.A.T. Prevent trailing leads and protect them. Keep leads and controls out of visitors reach. Maintain good housekeeping. Stop using faulty equipment and report immediately to a committee member. 	1	2	2	

THWAITES BONFIRE RISK ASSESSMENT 2019

List Environment, Health and Safety HAZARDS here:-	RISK EVALUATION (Before controls)			EXISTING CONTROLS e.g. Barriers, procedures, PPE	RISK EVALUATION (After controls)			ACTIONS (to further reduce risk): (Include actionee and time for completion).
	Severity (S)	Likelihood (L)	Risk Level (S x L)		Severity (S)	Likelihood (L)	Risk Level (S x L)	
<p><u>Fire, Firework Injuries and damage to property:</u> Burns and smoke inhalation. Fireworks striking HV power cables. Injury caused by bonfire.</p>	5	3	15	<ul style="list-style-type: none"> • Identify Fire Marshalls and provide Fire Fighting equipment to identified temporary Fire Points. • A cordon is set up around the bonfire to exclude the public. A 50m x 25m area provided for the fireworks firing area. • Only fireworks compliant with British Standards are used. • No petrol, paraffin or other inflammable liquids are used to light the bonfire. • Site of bonfire must be downwind of spectators and well away from the firing area. • Spectators are not allowed to bring their own fireworks or sparklers to the event. • Spent fireworks casings are gathered and put into a container for disposal. • Fireworks firing area is supervised at all times when fireworks are set up. • Firing supervisors are all trained in pyro techniques. • Area checked and free from trees and overhead power cables and away from buildings. • 	2	2	4	<ul style="list-style-type: none"> • Suitable fire-fighting equipment must be available for use at strategic points throughout the site. • Fire extinguishers, buckets of sand and water available. • Spent fireworks must not be put on bonfire and consider dousing bonfire after the display is over. • Failed fireworks to be soaked in a water container. Fireworks to be disposed of in accordance with the manufacturers recommendations. • All rubbish to be removed from the site. • Entrance gate stewards and field stewards to check that spectators are aware that they cannot use their own fireworks or sparklers at the display. • Site checked at first light for partly spent fireworks and disposed of appropriately.

THWAITES BONFIRE RISK ASSESSMENT 2019

List Environment, Health and Safety HAZARDS here:-	RISK EVALUATION (Before controls)			EXISTING CONTROLS e.g. Barriers, procedures, PPE	RISK EVALUATION (After controls)			ACTIONS (to further reduce risk): (Include actionee and time for completion).
	Severity (S)	Likelihood (L)	Risk Level (S x L)		Severity (S)	Likelihood (L)	Risk Level (S x L)	
<u>Falls from height:</u> Bruising strains and fractures.	5	3	15	<ul style="list-style-type: none"> Provide suitable equipment for gaining height, no improvisation. Carry out any climbing before event where possible. Keep climbing equipment out of the reach of visitors. 	2	2	4	
<u>Moving Vehicles:</u> Collision and injury.	5	3	15	<ul style="list-style-type: none"> Set up Traffic Management for the day and appoint Traffic Marshalls to control. 	2	2	4	<ul style="list-style-type: none"> Site any car parking well away from the bonfire, the display firing area and firework drop zone. No vehicles allowed on the display field unless they are emergency services vehicles.
<u>Crowd Control:</u>	5	3	15	<ul style="list-style-type: none"> A sufficient number of adult stewards to be on site for crowd control during the whole of the event and whilst spectators arrive and depart the site. There must be at least four stewards and a minimum of two. Stewards must be easily recognisable to spectators by wearing fluorescent bibs or jackets. 	2	2	4	<ul style="list-style-type: none"> Monitor crowd activity and use calming measures to subdue any potential for disturbance. Have direct contact with the Police Community police officer.

THWAITES BONFIRE RISK ASSESSMENT 2019

List Environment, Health and Safety HAZARDS here:-	RISK EVALUATION (Before controls)			EXISTING CONTROLS e.g. Barriers, procedures, PPE	RISK EVALUATION (After controls)			ACTIONS (to further reduce risk): (Include actionee and time for completion).
	Severity (S)	Likelihood (L)	Risk Level (S x L)		Severity (S)	Likelihood (L)	Risk Level (S x L)	
<p><u>Chemicals:</u> Inhalation and skin harm.</p>	3	3	9	<ul style="list-style-type: none"> All materials with a hazardous chemical to be in correct containers properly labelled and stored securely when not in use. Keep all chemicals out of reach of visitors at all times. 	2	2	4	
<p><u>Hot food, hygiene and liquids safety.</u> Bacterial contamination. Allergies. Burns and scalds. Food hygiene. Food storage. Incorrect storage of food. Physical contamination. Poor temperature control.</p>	3	3	9	<ul style="list-style-type: none"> Supervise food and drink preparation by advise given by Hygiene Certificated. Restrict access to food and drink preparation areas to designated helpers only. Exclude food helpers following illness – 48hrs. Tie back long hair or wear hairnets. Staff to wash hands before handling food and after visiting toilet – gloves to be worn when handling food. Adequate refrigerators and freezers available at the venue. Food to be kept out of refrigerator for shortest time possible. Food to be kept covered wherever possible when outdoors. 	2	2	4	<ul style="list-style-type: none"> Ensure hot water, soap and disposable towels are available. Cuts are to be covered with waterproof dressings. Supply of food hygiene gloves to be available.

THWAITES BONFIRE RISK ASSESSMENT 2019

HAZARDS	RISK EVALUATION	What are existing controls?	What further action is necessary to control the risk?																																											
<p>Look only for hazards, which you could reasonably expect to result in significant harm under the conditions in the area. Use the following examples as a guide:</p> <ul style="list-style-type: none"> • Slips, trips and falls • Fire • Work at heights • Machinery • Vehicles • Electricity • Solvents • Dust • Fumes • Manual handling • Noise • High temperature • Heat • Spillage • Odour • Oil near/in drains • Entry into a confined space 	<p>Consider what might happen in an incident involving the hazards listed in column one.</p> <p>Severity score</p> <p>5 Fatality 4 Serious Injury 3 Accident 2 First Aid injury 1 Near miss/Minor cuts/abrasion</p> <p>Likelihood of outcome score</p> <p>5 Certain - outcome occurs frequently 4 Likely - 1 or more incident/year 3 Possible - outcome may have happened before 2 Unlikely - low probability (1/5-10years) 1 Rare - unlikely to occur (1/50yr)</p> <p>Risk Evaluation</p> <p>Low Risk (<4) Acceptable risk, No written assessment required</p> <p>Medium Risk (5-9) controls specified in written risk assessment provides Safe System of Work</p> <p>High Risk (>9) Needs additional controls, risk assessment and Method Statement/Procedure for Safe System of Work</p>	<p>Have precautions already been taken against the risks from the hazards listed? For example:</p> <ul style="list-style-type: none"> • Isolation of hazards • Adequate systems or procedures? • Provision and use of appropriate PPE • Adequate information, instruction or training? 	<p>You will need to give priority to those risks, which affect large numbers of people and/or could result in serious harm/or adverse environmental impact. Apply the principles below when taking further action, if possible in the following order:</p> <ul style="list-style-type: none"> • Remove the risk completely (eliminate) • Try a less risky option (substitute) • Prevent access to the hazard (e.g. by guarding) (Isolate) • Organise work to reduce exposure to the hazard (Procedural control) • Issue personal protective equipment (PPE). • Render release harmless 																																											
			<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="2" rowspan="2"></th> <th colspan="5">Likelihood</th> </tr> <tr> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> </tr> </thead> <tbody> <tr> <th rowspan="5" style="writing-mode: vertical-rl; transform: rotate(180deg);">Severity</th> <th>1</th> <td style="background-color: #90EE90;">1</td> <td style="background-color: #90EE90;">2</td> <td style="background-color: #90EE90;">3</td> <td style="background-color: #FFD700;">4</td> <td style="background-color: #FFD700;">5</td> </tr> <tr> <th>2</th> <td style="background-color: #90EE90;">2</td> <td style="background-color: #90EE90;">4</td> <td style="background-color: #FFD700;">6</td> <td style="background-color: #FFD700;">8</td> <td style="background-color: #FF4500;">10</td> </tr> <tr> <th>3</th> <td style="background-color: #90EE90;">3</td> <td style="background-color: #90EE90;">6</td> <td style="background-color: #FFD700;">9</td> <td style="background-color: #FF4500;">12</td> <td style="background-color: #FF0000;">15</td> </tr> <tr> <th>4</th> <td style="background-color: #90EE90;">4</td> <td style="background-color: #FFD700;">8</td> <td style="background-color: #FF4500;">12</td> <td style="background-color: #FF0000;">16</td> <td style="background-color: #FF0000;">20</td> </tr> <tr> <th>5</th> <td style="background-color: #FFD700;">5</td> <td style="background-color: #FF4500;">10</td> <td style="background-color: #FF0000;">15</td> <td style="background-color: #FF0000;">20</td> <td style="background-color: #FF0000;">25</td> </tr> </tbody> </table>			Likelihood					1	2	3	4	5	Severity	1	1	2	3	4	5	2	2	4	6	8	10	3	3	6	9	12	15	4	4	8	12	16	20	5	5	10	15	20	25
		Likelihood																																												
		1	2	3	4	5																																								
Severity	1	1	2	3	4	5																																								
	2	2	4	6	8	10																																								
	3	3	6	9	12	15																																								
	4	4	8	12	16	20																																								
	5	5	10	15	20	25																																								