

## SOCIAL EVENT - HEALTH AND SAFETY RISK ASSESSMENT FORM

### Section 1 – Event details

<b>Event Name</b>	Manuden Jubilee Beacon & marshmallow toasting	<b>Date of Event</b>	02/06/22	<b>Event Organizers</b>	Manuden Parish Council
<b>Location</b>	St Mary the Virgin church  What3words:  ///intrigued.perfumes.parsnips	<b>Time of Event</b>	7.30-10.30pm	<b>Health &amp; Safety Assessor</b>	Ed Croker(Manuden Parish Council)
		<b>Insurance Provider</b>	Manuden Village – Covered under the Manuden Parish Council. with Zurich	<b>Date of Assessment</b>	Reviewed by Parish Council Jubilee Committee
				<b>Permission for Event</b>	Parish Council

### Section 2 - Identify hazards - consider all the activities within the social event

Hazards	Level of Risk
Road traffic incident	Low
Falling combustible	Medium
Risk of fire to surrounding buildings/vegetation	Low
Risk of burns	Medium
Falling from height loading beacon	Low
Collapse of beacon	Low
Extreme weather	Medium
Burns from marshmallow fire pit	Medium
Injuries from marshmallow toasting	Medium
Food safety hygiene	Low

### Section 3 - Who may be at risk – tick the boxes of all relevant persons at risk

Employees		Contractors		Public/ visitors	X
Children	X	Members of organizing committee	X		

<b>Name of Community Event :</b>	Manuden Jubilee Beacon & marshmallow toasting	<b>Start Date of Event:</b>	02/06/22
<b>Name of Risk Assessor:</b>	Ed Croker	<b>Date of Review:</b>	01/06/22(Final Review)

No	Hazard & Potential Consequences	Persons at Risk	Control Measures	Current Risk Rating (High, Med, Low)	Additional Control Measures Necessary	Residual Risk Rating (High, Med, Low)
1	Management of Safety risks during the events and clear communication of responsibilities.	Members of Public Organisers	<p>Produce a safety policy statement that describes how the event committee intends to manage safety; who has specific responsibilities; and how these will be carried out. This is detailed in this risk assessment.</p> <p>Ensure that Public Liability Insurance covers the event. This will be covered by Manuden Parish Council.</p>	Medium	<p>Ensure responsibilities are shared and agreed among committee members prior to event. Recommendations from this risk assessment should be implemented as specified.</p> <p>Ensure copies of the documents are available onsite during the event.</p>	Low
2	Distraction and/or obscured vision of road users on The Street resulting in an road traffic incident	Members of the public	<ul style="list-style-type: none"> <li>• Signposting indicating event clearly visible from road</li> <li>• Minimize smoke through use of dry wood</li> <li>• Moderate size of beacon considering wind conditions (strength and direction)</li> <li>• Cancellation if fog or strong winds</li> </ul>	Low		

No	Hazard & Potential Consequences	Persons at Risk	Control Measures	Current Risk Rating (High, Med, Low)	Additional Control Measures Necessary	Residual Risk Rating (High, Med, Low)
3	Falling combustibles cause burns	Members of the public Organisers	<ul style="list-style-type: none"> <li>• Moderate size of beacon loading considering wind conditions to avoid distribution of material</li> <li>• Beacon to be barriered off to a safe distance to prevent members of public from getting near</li> <li>• Organisers to keep all members of public behind the dedicated barrier</li> </ul>	Medium		
4	Risk of fire to surrounding vegetation and buildings	Members of the public	<ul style="list-style-type: none"> <li>• Beacon positioned with consideration to distances from residential property, vegetation</li> <li>• Moderate size of beacon considering wind conditions to avoid distribution of material</li> <li>• Dowse dry vegetation underneath beacon or in the immediate vicinity or cover with fire proof blanket</li> <li>• Ensure hose/water buckets are available to extinguish beacon, or stray embers as required.</li> <li>• Water supply and hose established and charged throughout the event</li> <li>• Notify fire service of event</li> <li>• Publicize time and date of the lighting event.</li> <li>• Organisers to monitor the effects on surrounding area</li> <li>• All Organisers made aware of emergency water supply location.</li> </ul>	Low		
5	Risk of burns during lighting	Organisers	<ul style="list-style-type: none"> <li>• Use of long reach torch/portifires to maintain safe distance limit need to light from a raised position.</li> </ul>	Medium		

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			<ul style="list-style-type: none"> <li>All flammable accelerants removed from event area</li> <li>Organisers to wear thick, non-flammable clothing.</li> </ul>			
6	Falling from height whilst loading beacon	Organisers	<ul style="list-style-type: none"> <li>Beacon to be constructed to minimize the need for working at height</li> <li>All ladder usage to ensure stable footing and to be footed by organisers during usage.</li> </ul>	Low		
7	Collapse of beacon causes personal injury	Organisers Members of the public	<ul style="list-style-type: none"> <li>Securely install and inspect the beacon prior to loading and lighting</li> <li>Beacon to be barriered off to a safe distance to prevent members of public from getting near</li> </ul>	Low		
8	Weather extremes may exacerbate other risks (ie. Impact of smoke/combustibles)	Members of Public	<ul style="list-style-type: none"> <li>Organiser/team leader to cancel activity if there is extreme weather (e.g. high winds, fog etc)</li> </ul>	Medium		
9	Marshmallows Toasting - Risk of burns from contact with the fire pit	Members of public	<ul style="list-style-type: none"> <li>Firepit to be located and/or barriered to avoid those not participating getting near the fire pit.</li> <li>Limit participants to 4 at any one time</li> <li>Participants to be supervised by organizers</li> <li>Pre-school children or those with gross motor difficulties to be actively assisted 1:1 by parent or guardian.</li> </ul>	Medium		

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			<ul style="list-style-type: none"> <li>• Participants to be warned of the risk of burns from the fire.</li> <li>• Utilise long skewers</li> <li>• Participants to located up wind of fire</li> <li>• Participants told to sit/kneel rather than stand to avoid risk of tripping</li> <li>• Participants asked to remove loose/draping clothing</li> <li>• Hose/buckets to be available to extinguish firepit/stray fire</li> </ul>			
10	Marshmallow Toasting  Risk of injury from the marshmallow	Member of the public	<ul style="list-style-type: none"> <li>• Marshmallows to be preloaded onto skewers to avoid sharp point</li> <li>• Participants to be warned of sharp point on skewer, told not to wave around and that marshmallows will be hot</li> <li>• Participants to be told to count to 30 for marshmallow to cool down to minimize risk of burns to mouth</li> </ul>	Medium		
11	Safe provision of food (marshmallows)	Organisers Members of Public	<ul style="list-style-type: none"> <li>• Organizers/Organisers serving food, to ensure that appropriate food safety measures are to be taken, including washing hands.</li> </ul>	Low		