

# Risk assessment – Southons Field Beacon

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

**Company name: MARDEN PARISH COUNCIL**

**Date of risk assessment: February 2023**

## **SOUTHONS FIELD BEACON & EVENTS WHEN IT IS LIT – Page 1 of 3**

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>Controls</b>	<b>Action by who?</b>
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on ground.	Grasscrete has been laid at the entrance to alleviate mud/water laying. Any events held in evening – attendees are advised to bring torches. Any visible rabbit holes to be filled prior to event Any cables to be covered to ensure no trip hazards	Consent received from neighbouring residents to use electricity supply for garland lighting along entrance.	Office staff
Vehicles	Staff and visitors may be injured by vehicles	Only authorised and disabled vehicles permitted on field at all times	Ensure signage is kept up to date regarding vehicular access	Office staff Councillors Volunteers
Gates and Fencing	Staff and Visitors – cuts and entrapment of fingers	Inspect regularly for defects Gates to be kept open when events taking place Safety fencing to be erected around beacon area	Marshalling during event to ensure safety fencing remains in place	Office staff Councillors Volunteers
Litter Collection	Staff and Visitors - cuts	Staff to wear appropriate PPE Dispose of litter in appropriate containers Event holders to remove litter from site	Ensure staff have up to date PPE / hi -viz waistcoats Litter picked on the morning of the following day Refuse bin is regularly emptied by caretaker	Office staff Councillors Volunteers
Beacon – lighting of (see policy for lighting of Beacon for more details)	Staff and spectators – burns	Ensure area is cordoned off Ensure there is no flammable materials in the vicinity of the beacon Only suitable materials are to be used (ie pallets, straw, cardboard) – no dangerous items to be burnt. Appointed person (Fire services) to light beacon.	Appoint a responsible person for the event. RP to be familiar and competent for the operation of lighting the beacon. PPE (no flammable clothing) to be worn. Responsible person to remain on site until beacon fire is extinguished	Fire Service Office staff Councillors Volunteers

## SOUTHONS FIELD BEACON & EVENTS WHEN IT IS LIT - Page 2 of 3

What are the hazards?	Who might be harmed and how?	What are you already doing?	Controls	Action by who?
Spread of fire	Anyone in the vicinity – burns/smoke inhalation	Beacon to be supervised at all times when lit. A fire extinguisher will be available. Area to be clear of flammable material/liquids		Fire service Office staff Councillors
General		Police and Fire Service to be pre-notified of the event First aiders on site along with first aid kit Mobile phones will be carried in the case of emergency	Headsets made available between Council staff/Councillors	First Aider Office staff Councillors Volunteers
		Marshalls to be in place around the site during the event	Hi viz waistcoats to be provided to all marshalls	Office staff Councillors Volunteers
Lost children		Event held in enclosed field. Marshalls in hi-viz waistcoats will be identifiable and headsets to be used to convey messages. Gates to be locked down on reports of lost children.		Office staff Councillors Volunteers
Emergency evacuation	Staff and spectators	Marshalls will supervise an orderly exit of the site using microphone to advise the public. The Parish Council will have details of the emergency services.	Headsets will be used to convey messages between Councillors and staff.	Office staff Councillors Volunteers
Hygiene – provision of toilets	Staff and spectators	8 portable toilets will be on the field Toilets to be lit when dark Regular checks to be maintained to ensure clean, hand soap and toilet rolls available.	Cleaning equipment and gloves to be provided	Office staff Councillors Volunteers
Extreme Weather	Staff and spectators	In the event of extreme weather the event will be cancelled.		

**SOUTHONS FIELD BEACON & EVENTS WHEN IT IS LIT - Page 3 of 3**

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Burns/spills – hot drinks / refreshments	Staff and spectators	Table erected behind servers to ensure hot water is not close to members of the public Spills mopped up as soon as possible		Office staff
		Local public house serving alcohol and soft drinks / bbq	Public House to provide its own risk assessment and public liability insurance	Public House