

Rusper Parish Council - Beacon Lighting Risk Assessment

HAZARDS IDENTIFIED	WHO IS AT RISK?	EXISTING CONTROL MEASURES	ANY ACTION REQUIRED	ACTION BY WHO	ACTION COMPLETED
<b>Filling the beacon with material – working at height and with machinery</b>	Councillors / contractors	Bell and Sons will be appointed to undertake this work. As experienced contractors, they will be expected to carry out their own risk assessment. A councillor will oversee the work, wear high-visibility clothing at all times and remain at a safe distance from the beacon and machinery.	Ensure councillors have access to high-visibility jackets.	Clerk / Councillors / Contractor	All councillors have high-visibility jackets. Bell and Sons to be appointed.
<b>Inclement weather</b> – high winds may cause sparks or embers to spread; hot and dry conditions may increase fire risk; heavy rain may cause slips and trips.	Councillors / contractors / staff / members of the public	Weather forecasts and severe weather warnings will be monitored. If conditions are considered unsafe, the beacon lighting will be cancelled.	Monitor conditions on the day and assess whether it is safe to proceed.	Clerk	Monitor on the day.
<b>Accident or incident requiring medical assistance</b>	Councillors / staff / members of the public	Councillors and staff will have access to fully charged mobile phones to contact emergency services if required. The pavilion may be used as a temporary shelter for any injured person.	Ensure mobile phones are fully charged. Pavilion to be unlocked and accessible.	Clerk	On the day.
<b>Lost children</b>	Members of the public	Councillors and staff will wear high-visibility jackets so they are easily identifiable to members of the public. PCSOs will be informed of the event in advance.	Inform PCSOs of the event date and timings.	Clerk	3–4 weeks before the event and confirmed on the day.
<b>Fire hazard</b> – nearby hedges or trees could catch fire in dry conditions. Councillor lighting the beacon may be at risk of burns. Falling embers or debris could injure members of the public.	Councillors / staff / members of the public	A fire extinguisher will be available at the pavilion. Emergency services will be contacted if necessary. Contractors will ensure materials are safely loaded into the beacon. The councillor lighting the beacon will move away immediately after ignition. Members of the public will be required to stand well clear of the beacon area.	Ensure mobile phones are fully charged and the pavilion is unlocked. Councillors in high-visibility clothing to supervise the area and keep the public at a safe distance.	Clerk / Councillors	On the day.
<b>Working at height – lighting the beacon</b>	Councillor	The wick will be made as long as possible to minimise the need to work at height. Any ladder used will be checked to ensure it is stable, suitable and in good condition. A competent councillor will be appointed in advance to light the beacon.	Appoint councillor responsible for lighting the beacon.	Councillors	3–4 weeks before the event.
<b>Infectious diseases / viruses</b>	Councillors / staff / members of the public	Hand sanitising should be carried out before and after touching shared items. Anyone who is unwell should not attend the event.	Gloves, masks and hand sanitiser to be made available if required.	All	On the day.