



**BEACON RISK ASSESSMENT DOCUMENT**

Identified Risk / Hazard	Who might be harmed and how?	What are we doing to reduce/minimise the risk / hazard	Action by who?	Action by when?
Fire related injury and damage	Members of the Public, Property, including vehicles and vegetation situated too close to the Beacon from <ul style="list-style-type: none"> <li>- Beacon falling over</li> <li>- Sparks</li> <li>- Falling burning wood and other debris</li> </ul>	<ul style="list-style-type: none"> <li>• The PC has assessed the Plaistow village green (upper green) and it is suitable / large enough for the size of Beacon. There are no overhead power lines or cables / wooden fences / over-hanging trees (other vegetation) or buildings/structures or vehicles <b>within 18 meters</b> of the Beacon.</li> </ul>	Clerk	West Sussex Fire and Rescue Service (WSFRS) have advised of the <b>18m NATIONAL STANDARD</b> distance between the Beacon and property / vegetation. In relation to spectators, this is a matter of ‘common sense’. But vigilance from Cllrs attending will be necessary. <ul style="list-style-type: none"> <li>a) A cordon (rope and post) will be erected <b>3 meters</b> around the Beacon to prevent spectators getting too close.</li> <li>b) There will be 2 marshals in high visibility jackets at the event.</li> <li>c) The WSFRS will be notified of the event. The <b>Clerk</b> is the named persons responsible for contacting the emergency services if required. Mains water is available from the Pavilion.</li> <li>d) The Winterton Hall has a first aid kit, heat, electricity, running water, toilets.</li> </ul> The <b>Clerk</b> is the named person to call the emergency services if necessary. Water is available from the Pavilion if clothing/hair etc is caught alight. A defibrillator is situated at the Winterton Hall, which is situated near the village green.
		<ul style="list-style-type: none"> <li>• Comply with recommendations and Instructions of the WSFRS</li> </ul>	Clerk	<ul style="list-style-type: none"> <li>- The structure and base have been designed to a high standard / specific specification and are of a sound nature able to withstand a ladder pitched against it for loading with wood.</li> </ul>



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				<ul style="list-style-type: none"> <li>- Only wood will be burned in the Beacon (no plastics, metals, or accelerant).</li> <li>- Those responsible for lighting the Beacon will pay attention to the wind direction.</li> <li>-The Beacon will not be lit in very high winds.</li> <li>- the <b>Clerk</b> is the responsible persons and will be on site to always supervise the Beacon during and after lighting.</li> </ul>
		<ul style="list-style-type: none"> <li>• The Beacon is at least <b>75 meters away</b> from premises not owned/hired or rented by the Parish Council or any other flammable or dangerous materials</li> </ul>	Clerk	<p>Traffic cones will be placed along the verge of the open road bordering the village green, to prevent vehicles parking.</p> <p>The insurance company has been notified of the 3 properties which fall within 75m of the Beacon (shop – 63m / White House -53m / Duckdane – 71m) and the size of the beacon.</p>
		<ul style="list-style-type: none"> <li>• Ensure adequate public liability insurance is in place and the provisions of the policy are adhered to.</li> </ul>	Clerk	<p>Public/Products Liability Insurance Insurer                  Insurance Policy: AJG Community Schemes Client Name: Plaistow and Ifold Parish Council Client Reference Number: 15298604 Policy Number: 8188231 Effective Date: 01/06/24                  Expiry Date 31st May 2025                  Limit of Indemnity any one occurrence £10,000,000</p>
Road / traffic visibility issues	Smoke could affect road users' visibility	The Beacon is not large enough to produce significant smoke which would obstruct visibility.	Clerk	<ul style="list-style-type: none"> <li>- Those responsible for lighting the Beacon will pay attention to the wind direction.</li> <li>- The Beacon will not be lit in very high winds.</li> <li>- The <b>Clerk</b> is the responsible person on site to supervise the beacon.</li> </ul>



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Trips/slips /falls	Attendees of the event could sustain injury by way of trips/slips/falls due to uneven ground and poor light (dusk).	<ul style="list-style-type: none"> <li>- Provide chairs for anyone who requires them.</li> <li>- Minimal walking required at the event.</li> <li>- Light provided via torches and the Beacon itself.</li> <li>- Marshals available on site.</li> <li>- Cones to mark any particularly uneven ground.</li> </ul>	Clerk	<ul style="list-style-type: none"> <li>- Conduct advance site assessment and cone off any particularly uneven ground.</li> </ul>
Traffic risk at road crossing point	Attendees of the event could sustain injury from passing traffic at the road crossing point from hall to village green.	<ul style="list-style-type: none"> <li>- Road signs to warn approaching traffic of event / pedestrians in the road.</li> <li>- Marshals in high viz tabards available to assist at crossing.</li> <li>- Cones to prevent parking around the village green, vehicles could impede visibility and cause congestion.</li> </ul>	Clerk	<ul style="list-style-type: none"> <li>- Cones / signage in advance of event start time.</li> </ul>
Falling from ladder.	Those responsible for filling the brazier with fuel. Broken bones / cuts from falling.	<ul style="list-style-type: none"> <li>- Beacon brazier being filled by named responsible individual.</li> <li>- Person responsible for creating the Beacon is responsible for fuelling.</li> <li>- Use of ladder/equipment familiar with those using them.</li> </ul>	Beacon creator	<ul style="list-style-type: none"> <li>- Named responsible individual - <b>Fred Goddard</b> &amp; Supply / use their own equipment and fuel.</li> </ul>