

1 Oct 17

NLPC/Bonfire 2017

Parish Councillors

Parish Clerk – For Discussion at PC Mtg on 17 Oct 17 and Publication on Web Site

Mrs Janet Whittaker

Mr Bob Rennard

ADMINISTRATIVE INSTRUCTION – BONFIRE NIGHT / FIREWORKS SUNDAY 5th NOVEMBER 2017

References:

- A. Bonfire Working Group Report - NLPC/ Bonfire WG dated 26 July 2017
- B. 2016 Post Event Report dated 9 Jan 17
- C. Health and Safety Executive direction – “Giving your own firework display” (HSG 124). (<http://www.hse.gov.uk/pubns/books/hsg124.htm>)
- D. DTI Firework Guidance – www.dti.gov.uk/fireworks
- E. NFU Firework Night insurance policy

AIM

1. The aim of this instruction is to confirm the administrative arrangements for the management of Bonfire Night Activities to be held on the evening of Sunday 5th November 2017.

BACKGROUND

2. The Bonfire Night Working Group met on 26/07/2017 and prepared a report for consideration by the Parish Council. Key issues included identifying sufficient volunteers, BBQ chef and caterers. The Working Group reviewed the organisation and safety aspects relating to the annual bonfire event . The findings were incorporated into a Report (Reference A) that was endorsed by the Parish Council at its meeting on 4th Sep 17. The WG took account of the recommendations of the 2016 Safety Report (Reference B), which noted the following issues:

- a. A method of identification of numbers attending should be introduced.
- b. The removal of the cricket nets prior to the event should be considered in future years.
- c. Size of bonfire should be reduced to no more than $\frac{3}{4}$ of a 40' Foot vehicle load. This should equate to a fire 2m high and 3m on each side.
- d. Consideration should be given to attendance of a nominated individual on a BPA Cat 3 Firer's Course.
- e. Identification of suitable First Aid cover should be an early priority

3. The recommendations made in the Safety Reports for the last 3 years have been reviewed and will be implemented. In particular the attention of those handling fireworks is drawn to the requirement that all spent fireworks are to be secured after the event and safely disposed of the following day. Safety distances will also be at least 30 metres from the fire and 35 m in the downwind direction.

OVERVIEW – THE EVENT

4. The event will take place on Sun 5th Nov 17 on the Oval. The bonfire will be lit at 6.10pm and fireworks will commence around 6.30 pm. During the course of the afternoon the Bonfire Committee (Cllrs Cade, Burrows and Cummings) will review the weather situation and forecast and will finalise the firework launch location taking into account the prevailing wind conditions. In the unlikely event that the Bonfire Committee decide to cancel the event due to adverse weather conditions, the village will be informed via the web-site at 5pm. Should the event be cancelled every effort will be made to reschedule for Mon 6th Nov 17.

5. There will be 5 discrete elements to the event:

- Bonfire – Cllr Cade
- Fireworks – Cllr Cade/Cllr Burrows
- BBQ – Cllr Cade /
- Hot / Cold Drinks – Mrs Whittaker
- Stalls - tbc

BONFIRE

6. Cllr Cade will be responsible for the construction of the bonfire using wooden pallets only. Care should be taken to avoid damage to the Oval by heavy vehicles accessing the site. The size of the bonfire should not exceed that of the 2015 fire and should be built with a broad base. No more than $\frac{3}{4}$ of a 40' Load is required. The dimensions of the fire should not exceed - 2m high and 3m in diameter. Once built, the fire should be measured and photographed by the Safety Officer for future reference Cllr Cade will check the fire (for people/animals) in advance of lighting, in line with HSE recommendations. The fire will be lit with a blowtorch using suitable kindling materials. Because Bonfire Night falls on a Sunday it is likely that the Wood will be received on Friday 3 Nov, at which point the fire will need to be set and cordoned off with suitable tape and rope. Cllr Sewell is requested to assist with the unloading of the wood and the building of the fire. Cllr Cade will confirm timings with Ellis Transport. Great care needs to be taken to avoid damage to the Oval by vehicles and forklift trucks.

FIREWORKS

7. Cllr Cade is the nominated display operator. In advance of the event Cllr Cade will arrange with the Parish Clerk for the purchase of the fireworks within a budget agreed by the Parish Council. All fireworks purchased for the event must conform with the direction given by HSE (No Greater than Cat C) at Reference C. Cllr Cade will arrange for the storage of fireworks in advance of the event within a locked garage, the safe

transportation to the site and the on site security within a suitable locked container. During the event the fireworks are to be held in a secure container and managed by Cllr Cade with 2 nominated assistants. The assistants are to be briefed by Cllr Cade prior to the event.

8. No rockets are to be included in the display and if possible a greater selection of fireworks selected compared to last year. The fireworks should provide a spectacular display which should last for no more than 30 minutes. Sufficient portfires are to be procured for lighting fireworks. Firers are to wear appropriate substantial outer clothing made of wool or other fire retardant clothing and footwear. They are to be provided with gloves and safety eyewear. **All spent fireworks are to be secured after the event** and safely disposed of the following day. Any safety incidents relating to fireworks are to be reported immediately to the Safety Officer.

BONFIRE GUY

9. Village children will be encouraged to build a guy for the event. Cllr Cummings will judge the Guys at 6pm and arrange for them to be placed on the bonfire prior to lighting at 6.10pm. Small prizes are to be arranged by Cllr Cummings for the best Guy, the cost of which is to be included in the budget for the event.

REFRESHMENTS / BBQ / HOT DRINKS / STALLS

10. Cllr Cade will make appropriate arrangements for catering support for the event. Once details are confirmed a short note will be distributed to NLPC Members and all those involved with the management of the event. It is essential that effective stock control and management systems are implemented. Arrangements will need to be made in advance for the disposal of any excess stock holdings. Stock requirements will be provided by Mrs Whittaker. An events licence will be required to enable mulled wine to be sold – Cllr Burrows has kindly agreed to apply to RCC for this.

SAFETY

11. The HSE guidance at Reference C provides clear direction and sound advice and should be read by all concerned with the future running of the event. Cllr Cummings is the appointed Safety Officer for the event. Cllr Cummings / Cllr Sewell will be responsible for the laying out and marking of the safety zone which will be bounded by a picket fence, bailer twine and hazard tape. The Safety Barrier should also lead spectators into 'collection areas, where bucket collections will take place. No spectators are allowed in the area to the North of the bonfire bounded by Edith Weston Road and the established, marked safety zone.

12. The Safety Officer will be supported by no less than 6 x Safety Stewards to be nominated in advance and briefed at 5.30pm on the day of the event. Each Safety Steward is to be equipped with a fluorescent vest, a Torch and a Radio.

13. Prior to the event, the Safety Officer is to liaise with Police and Fire Services and is to provide them with a copy of the Administrative Instruction including the Risk Assessment and a site plan.

14. Following the event under the direction of Cllr Cummings the Safety Stewards will sweep the area for debris and secure the area surrounding the fire.

FIRST AID

15. Cllr Smith is requested to oversee these arrangements and to be the 'trained' first aider. A room in the Cricket Club is to be established as the First Aid room and a First Aid kit is to be available.

NOTIFICATION

16. Cllr Cummings will inform Police and Fire Services of the event by 5 Oct 17.

FINANCE / INSURANCE

BUDGET

17. The provisional budget for the FY17/18 event is shown at Annex A. It is requested that NLPC formally endorse these proposals .

Expenditure:

| | |
|---------------|-----------------|
| Fireworks | £1,200 |
| Support Costs | £270.35 |
| Insurance | £450 |
| BBQ: | £345 |
| Mulled Wine: | £101 |
| Refreshments: | £155 |
| TOTAL: | £2521.35 |

Projected Income: £2,510 (A conservative projection)

| | |
|-----------------------------------|-----------|
| Comparison FY 16/17: Expenditure: | £2,317.15 |
| Income: | £3,466.60 |

FINANCE ARRANGEMENTS

18. The Parish Clerk is requested to provide a cash float of £500 for the event. A breakdown of cash required, and a list of to whom it is to be paid will be provided by Cllr Cade. Cllr Cade will arrange to secure and account for all monies arising from the evening's activities. No cash payments will be required on the night and invoices are to be provided for all expenditure. Wherever possible the Parish Clerk should order fireworks etc to enable VAT to be recovered.

19. Because of the additional cost of taking out 3rd party insurance for the event it will be important to maximise the bucket collection 'take'. Suitable buckets are to be procured in

advance of the vent and all attending should be encouraged to make a contribution of at least £5/Family.

FINANCIAL RISK MANAGEMENT

20. To reduce financial risk the follow matters should be addressed:

| Risk | Management Measure | Responsibility |
|---|---|--|
| Risk of financial claims arising from the event | Appropriate Insurance cover taken out. Bonfire Working Group each to read the policy in detail and ensure that all restrictions are conformed with | Cllrs Cummings / Cade / Burrows |
| Cancellation due to poor weather | The event should be held if safety is not affected. Alternative date for event to be identified and promulgated – proposal is Mon 6th Nov 17 at 6pm Food not to be prepared until a decision has been taken to go or postpone | Decisions to be taken by Bonfire Working Group by 5pm on 5th Nov 17. |
| Cash Mangement | Detailed review of all cash management issues to be undertaken in advance of the event and formulated into a plan. This should include arrangements for the provision of a float, security of cash and the counting of cash before, during and after the event. | Bonfire Working Group |

INSURANCE

21. The Parish Council have arranged an Event Insurance Policy with NFU. Under the terms of the policy the Parish Council must provide a warranty that:

- the bonfire will not be lit within 12 metres of any road. railway. building, structure, overhead cable, woodland bracken or
- similar combustible material;
- the bonfire or firework display areas will be roped off to provide a minimum distance between the display and spectators of 15 metres;
- authorised adults only will enter the roped off area to tend the bonfire or to light

- fireworks;
- a responsible adult will be in direct charge of safety matters at all times;
- fireworks will be kept in a metal container fitted with a lid;
- no petrol or other accelerant will be used for the purpose of lighting or maintaining the bonfire;
- any flammable liquid or material or empty containers will be removed from the area of the bonfire or firework display.

Having reviewed the requirement noted above the Bonfire Working Group are content that the required warranty can be given and will ensure that all of these requirements as well as those at References C and D are observed.

ADMINISTRATION

LIGHTING / SOUND

22. Mr Bob Rennard has kindly agreed to provide an improvised lighting tower (as last year) and a generator. Sound system to be provided by Cllr Cummings – installed close to pavillion and checked prior to the event. Spare batteries for Microphones to be available

STAFFING

23. Individuals will be nominated for specific tasks in advance of the event.

CLEAR UP

24. A small team of volunteers will be required to clear the area the following day at 0900 hrs. A list of volunteers willing to assist will be established prior to the event.

PUBLICITY

25. Details of the event are to be provided in a Parish Council newsletter which is to be produced by Cllr Cummings and distributed to every household in the village. A notice will be published in the Parish Magazine and details are to published on the village web-site.

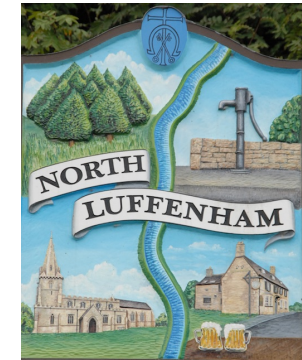
PBG CUMMINGS
Chair NLPC

Annexures:

Annex A - Bonfire Night '17 – Provision Forecast of Income / Expenditure
Annex B - NLPC Bonfire Night Safety Risk Assessment 2017
Annex C - List of Volunteers Required for the event.

NORTH LUFFENHAM PARISH COUNCIL
 BONFIRE NIGHT '17 - PROVISIONAL FORECAST OF INCOME / EXPENDITURE

| ACTIVITY | COSTS | PROJECTED INCOME | + / - | Check |
|--------------------------------|-------------------|-------------------|-------------------|------------|
| FIREWORKS | | | | |
| Fireworks Incl VAT | £1,200.00 | | -£1,200.00 | -£1,200.00 |
| | | | | |
| SUPPORT COSTS | | | | |
| Safety Tape 3 @ £13.45 | £40.35 | | -£40.35 | |
| Free Sparklers | £80.00 | | -£80.00 | |
| Miscellaneous | £50.00 | | -£50.00 | |
| Sparklers Sold on Wine Stall | £100.00 | £180.00 | £80.00 | |
| Bucket Collection | | £1,000.00 | £1,000.00 | |
| Support Costs | £270.35 | £1,180.00 | £909.65 | £909.65 |
| | | | | |
| Insurance Costs | £450.00 | | -£450.00 | -£450.00 |
| | | | | |
| BARBEQUE | | | | |
| Burgers / Sausages | £220.00 | | -£220.00 | |
| Baps | £50.00 | | -£50.00 | |
| Condiments / Onions | £25.00 | | -£25.00 | |
| Charcoal | £30.00 | | -£30.00 | |
| Hire of BBQ | £20.00 | | -£20.00 | |
| Sales | | £650.00 | £650.00 | |
| Total BBQ Costs | £345.00 | £650.00 | £305.00 | £305.00 |
| | | | | |
| MULLED WINE | | | | |
| Wine / Orange | £80.00 | £400.00 | £320.00 | |
| Temporary Drinks Licence | £21.00 | | -£21.00 | |
| Total Wine | £101.00 | £400.00 | £299.00 | £299.00 |
| | | | | |
| REFRESHMENTS | | | | |
| Soup & Cake | £25.00 | | -£25.00 | |
| Toffee Apples | £30.00 | | -£30.00 | |
| Ingredients / Cups & Drinks | £100.00 | | -£100.00 | |
| Total Sales | | £250.00 | £250.00 | |
| Total Refreshments | £155.00 | £250.00 | £95.00 | £95.00 |
| | | | | |
| STALL | | | | |
| Donation | | £30.00 | £30.00 | |
| Total Stall: | £0.00 | £30.00 | £30.00 | £30.00 |
| | | | | |
| SUMMARY: | | | | |
| Fireworks | £1,200.00 | | -£1,200.00 | |
| Support Costs | £270.35 | £1,180.00 | £909.65 | |
| Insurance | £450.00 | | -£450.00 | |
| BBQ | £345.00 | £650.00 | £305.00 | |
| Mulled Wine | £101.00 | £400.00 | £299.00 | |
| Refreshments | £155.00 | £250.00 | £95.00 | |
| Stall | | £30.00 | £30.00 | |
| Total Costs: | £2,521.35 | | -£2,521.35 | |
| Projected Income | | £2,510.00 | £2,510.00 | |
| Projected Profit / Loss | | | -£11.35 | -£11.35 |
| | | | | |
| Comparison FY 16/17 | £ 2,311.00 | £ 3,295.00 | £ 984.00 | |



| | | |
|--|--|---------------------------------|
| RISK ASSESSMENT FOR: | NORTH LUFFENHAM PARISH COUNCIL BONFIRE / FIREWORK DISPLAY 5th NOVEMBER 2017 | |
| Establishment: NORTH LUFFENHAM PARISH COUNCIL | Assessment by: PBG CUMMINGS Chair NLPC / Event Safety Officer | Date: 1 October 2017 |
| 1st Review Date Due : 31 Oct 17 | PC Approval | Date: |

| Hazard / Risk | Who is at Risk? | How can the hazards cause harm? | Normal Control Measures | Are Normal Control Measures Y/N/NA | |
|--|------------------------------------|--|---|---|----------|
| | | | | In Place | Adequate |
| Injury caused by fireworks Inadequate space Spectators use fireworks Unauthorised use of display fireworks | Public Volunteers Contractor | Property damage/fire Burns Cuts / abrasions, muscular skeletal and other physical injuries | <ul style="list-style-type: none"> • 50m x 25m space has been allowed for the firing area. • A dropping zone for spent fireworks of 100m x 50m is in place in a downwind direction (check weather conditions) • Spectators are to be kept back on the opposite side from the dropping zone at least 30m from the firing zone. • The area has been checked and is free from obstructions i.e. trees, overhead power cables and well away from buildings. • Suitable secure area for firework storage inaccessible to public. • Firing area supervised once fireworks set up. • Spectators will not be allowed to enter the site with their own fireworks, including sparklers. Signage explaining this will be at all entrances. • Spent firework cases gathered and disposed of the following day. Site also checked at first light for partly spent fireworks. | Y Y Y Y Y Y Y | |

| | | | | | |
|---|--------------------------|--|--|--|--|
| Injury caused by bonfire Inadequate space Collapse Excessive sparks | Public and Volunteers | Property damage/fire Burns | <ul style="list-style-type: none"> • Separation maintained between bonfire and spectators • Built away from display area and min of 25M from any building, road etc. • Undergrowth / rubbish cleared away • Keep to manageable size (2M high, 3M dia) • No hazardous materials / refuse used • Checked prior to lighting • Supervised at all times • Extinguished after event | Y Y Y Y Y Y Y | |
| Adverse weather | Public Volunteers | Property damage/fire Burns Cuts / abrasions, muscular skeletal and other physical injuries | <ul style="list-style-type: none"> • Test launch of small firework to gauge effect • Increase separation from fireworks and bonfire and relocate safety line / barriers • If safe separation cannot be ensured delay / cancel display | Y Y Y | |
| Fire Ignition of premises Small fires | Public Volunteers | Burns Property damage / loss | <ul style="list-style-type: none"> • Adequate separation from buildings (see above) • Adequate water, sand buckets etc. • Positioned in appropriate places to allow quick access • Review main fire risk assessment • Agreed emergency procedure in place and adequate marshals to control crowd (see below) • Local authority, Police and Fire Brigade have been informed. • All Public and volunteers advised of emergency procedures | Y Y Y Y Y Y | |

| | | | | | |
|---|------------------------------------|---|--|--|--|
| <p>Crowd Control Crush injuries, panic, distress Separation of children from parents</p> <p>Overcrowding Inadequate space / exits Blocked exit routes</p> | Public Volunteers | <p>Fire evacuation hindered/unsafe access/egress</p> <p>Cuts / abrasions, muscular skeletal and other physical injuries</p> <p>Slips, trips and falls</p> | <ul style="list-style-type: none"> • Maximum number of attendees established, limit ticket sales. • Designated entrance and exit points. • Adequate numbers of Public / Volunteers supervising • Marshals in place and responsible for crowd control. (identifiable by wearing fluorescent bibs or jackets) • Agreed emergency procedures in place. • Entrances and exits are clearly signed, well lit and kept free from obstructions. • PA / loudspeaker / megaphone used to communicate with the crowd. • Walkie talkies used by marshals and organiser. • Spectators will not be allowed into the display area and signage to this effect in place. • Seek advice from the police, if necessary, for crowd control. • Barriers and adequate supervision to prevent unauthorised use and control access and egress | <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> | |
| <p>Insufficient and/or unsuitable first aid cover</p> | Public Volunteers Contractor | <p>Accident / injury, delayed assistance in emergency</p> | <ul style="list-style-type: none"> • First aid equipment on site and close to use. • Designated qualified first aiders available. • Mobile phones available – Safety Officer / Medic | <p>Y</p> <p>Y</p> <p>Y</p> | |
| <p>Surrounding areas /Neighbours</p> | Public Volunteers Contractor | | <ul style="list-style-type: none"> • Neighbours have been informed of the proposed display by letter / website from the Chair NLPC | <p>Y</p> | |
| <p>Vehicular access</p> <p>Ineffective pedestrian vehicle segregation</p> | Public Volunteers Contractor | <p>Cuts / abrasions, muscular skeletal and other physical injuries Broken bones</p> <p>Significant head / multiple injuries</p> | <ul style="list-style-type: none"> • Restricted access, visitors advised accordingly. (gates shut/ managed by Stewards) • Vehicle movements restricted • Pedestrian walkways maintained • Clear route maintained for emergency services | <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> | |

| | | | | | |
|--|------------------------------------|--|---|-------------|--|
| Surface of field / internal areas Slips, Trips and Falls | Public Volunteers Contractor | Cuts / abrasions, muscular skeletal and other physical injuries | <ul style="list-style-type: none"> • Ensure arrangements are in place for clearing up and safely disposing of any litter left after the event • Regular premises inspections. • Adequate external lighting available | Y Y Y | |
|--|------------------------------------|--|---|-------------|--|

| | | | | | |
|--|------------------------------------|--|---|---|--|
| Supplying Food and Drink Poor standards of hygiene | Public Volunteers Contractor | Salmonella Listeria Allergies Anaphylaxis | Personal hygiene <ul style="list-style-type: none"> • Exclusion for food handlers following illness (48hrs). • Tie back long hair. • Public to wash hands before handling food and after visits to the toilet etc. • Ensure that warm water, soap and towels (disposable) are available. • Cuts etc. are covered with waterproof adhesive dressings | Y Y Y Y | |
| Physical contamination | | Scalds from urns and kettles | <ul style="list-style-type: none"> • Ensure that warm water, soap and towels (disposable) are available. | Y | |
| Incorrect storage of food | | Scalds from hot drinks | <ul style="list-style-type: none"> • Cuts etc. are covered with waterproof adhesive dressings | Y | |
| Poor temperature control | | | Transport / Storage <ul style="list-style-type: none"> • Food that requires refrigeration must not be supplied unless adequate facilities for taking to event and keeping in a chilled state exist. • Keep food covered wherever possible outdoors. | N/A Y | |
| | | | Food handling <ul style="list-style-type: none"> • Minimise handling of ready to eat foods, use tools (cutlery, tongs scoops etc) where possible to handle food rather than hands. • High risk / raw foods kept apart at all times • Limit preparation of food in advance if displayed at ambient temperatures. • Ensure food appropriately signed to prevent allergies and anaphylaxis • Ensure urns and kettles sited on firm level surfaces, not over filled. • BBQ • Frozen food properly thawed before cooking • Meat kept in cool box / fridge until needed • Small portions cooked, evenly / thoroughly • Access to hand washing facilities / antiseptic wipes • Keep cooked food separate from raw meat – use separate utensils | Y Y Y ?? Y Y Y Y Y Y | |

**NORTH LUFFENHAM PARISH COUNCIL
BONFIRE NIGHT / FIREWORKS 2017 - VOLUNTEERS**

To Confirm
Availability

| | | | | |
|--------------------|-----------------|---------|--|--|
| Firewoks | Charles Cade | | | |
| | Pete Burrows | Charles | | |
| | | Charles | | |
| | | Paul | | |
| Control | | Paul | | |
| | | | | |
| | | | | |
| STEWARDS x 6 | | | | |
| | Nic Merrett | Paul | | |
| | Roger Marshall | Paul | | |
| | | Paul | | |
| | | Paul | | |
| | | Paul | | |
| | | Paul | | |
| | | | | |
| BBQ / Catering x 4 | Terry Riordan | | | |
| | | Charles | | |
| | | Charles | | |
| | | Charles | | |
| | | Charles | | |
| Drinks | Janet Whittaker | Charles | | |
| | | Charles | | |
| | | Charles | | |
| | | Charles | | |
| Mulled Wine | Lin Burrows | | | |
| | | | | |
| Collections x 6 | | | | |
| | | | | |
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| | | | | |
| | | | | |
| | | | | |
| First Aid | Tim Smith | | | |

| | | | | |
|--------------------|-------------|--|--|--|
| Lighting Equipment | Bob Rennard | | | |
|--------------------|-------------|--|--|--|

 = CONFIRMED AVAILABLE