

Date: 28-10-21

NLPC/Bonfire 2021

Parish Councillors

Parish Clerk – For Discussion at PC Mtg on 28-10-21 and Publication on Web Site

**DRAFT ADMINISTRATIVE INSTRUCTION – BONFIRE NIGHT / FIREWORKS
Friday 5th NOVEMBER 2021**

References:

- A. Bonfire Working Group Report - NLPC/ Bonfire WG 2019.
- B. 2018 Post Event Report NLPC/Bonfire 2019.
- 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

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 Friday 5th November 2021.

BACKGROUND

2. Following the success of the 2017, 2018 and 2019 (cancelled in 2020 due to pandemic) bonfire events the Parish Council have agreed to run a similar event in 2021. **(Decision taken by NLPC at the PC meeting 13-09-21 – Minute 64/21)**. Having reviewed this draft it is recommended that the proposals contained in this draft Administrative Instruction be formally reviewed and endorsed. **(Decision to be taken by PC on 28-10-21)**

LESSONS LEARNT

3. The following points raised in the 2019 post-event report will be taken into consideration:

- A Fireworks Event Working Group needs to be identified early to start planning and preparation for the event.
- The removal of the cricket nets prior to the event should be considered in future years. (Action: Cricket Club)
- Size of bonfire should be maintained at no more than $\frac{3}{4}$ of a 40' Foot vehicle load. (Action: Cllr Cade)
- Fork lift capability needs to be identified to meet the requirements of CS Ellis & Co.
- Identification of suitable First Aid cover needs to be an early priority.
- Review of lighting provision should be an early priority

4. The recommendations made in the Safety Reports for the last 4 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 of fireworks.

OVERVIEW – THE EVENT

5. The event will take place on Friday 5th Nov 2021 on the Oval, permission to be sought from Sole Trustee in the usual way. The bonfire will be lit at 6.10pm and fireworks will commence at around 6.30 pm. During the course of the afternoon the Bonfire Committee 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 decides 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 within the next seven days.

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

- Bonfire – Cllr Cade
- Fireworks – Cllr Cade/Cllr Burrows
- BBQ – Cricket Club
- Hot / Cold Drinks - Janet Whittaker
- Mulled wine - Lin Burrows
- Stalls - Donuts

BONFIRE

7. 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 2018 and 2019 fires 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. It is anticipated that pallets will arrive at lunchtime on Thursday 4th Nov 2021, 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

8. Cllr Cade is the nominated display operator – he will be assisted by Cllr Burrows. In advance of the event, Cllr Cade will arrange with the Parish Clerk for the purchase of the fireworks within the budget agreed by the Parish Council on

13-10-21 (£1,200 not incl VAT). 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 in 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.

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.

REFRESHMENTS / BBQ / HOT DRINKS / STALLS

9. The cricket club have agreed to provide a BBQ and hot drinks for the event and 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. An events licence will be required to enable mulled wine to be sold – The Parish Clerk is requested to apply to RCC for this. Arrangements are to be reviewed by NLPC at their meeting on 28-10-21

SAFETY

10. 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. A Cllr is to be appointed to be the Safety Officer for the event. The Safety Officer 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.

11. The Safety Officer is to prepare a detailed Risk Assessment by 01-11-21. The Safety Officer will be supported by no less than 5 x Safety Stewards to be nominated in advance and briefed at 5.30pm on the day of the event. Each Safety Steward will be equipped with a fluorescent vest, a Torch and a Radio.

12. By 28-10-21 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.

13. Following the event under the direction of the Safety Officer the Safety Stewards will sweep the area for debris and secure the area surrounding the fire.

FIRST AID

14. A nominated qualified first aider, 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.

FINANCE / INSURANCE

BUDGET

15. The budget for the event was agreed on 20 May 19, however an outline budget (Annex A) is proposed as:

Expenditure:

Fireworks	£1,200
Support Costs	£200
Mulled Wine:	£100 (To be recovered from sales)
TOTAL:	£1,500

Projected Income: £2,000 (A conservative projection)

FINANCE ARRANGEMENTS

16. The Parish Clerk is requested to provide a cash float of £600 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. The Parish Clerk will arrange to secure and account for all monies (bucket collection) 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.

17. Cllr Smith will be responsible for arranging the bucket collection. Suitable buckets are to be procured in advance of the event and all attending should be encouraged to make a contribution of at least £5/Family.

FINANCIAL RISK MANAGEMENT

18. 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	Parish Clerk

Cancellation due to poor weather	<p>The event should be held if safety is not affected.</p> <p>Alternative date for event to be identified and promulgated – proposal is Wed 6th Nov 19 at 6pm</p> <p>Food not to be prepared until a decision has been taken to go or postpone</p>	Decisions to be taken by Bonfire Working Group by 5pm on 5th Nov 21.
Cash Management	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.	Parish Clerk

INSURANCE

19. The Parish Clerk is requested to confirm that appropriate insurance cover is held and to identify any statutory requirement placed upon the Parish Council by the insurers.

ADMINISTRATION

LIGHTING

20. Cllr Burrows to provide a suitable lighting system and a generator.

STAFFING

21. Individuals will be nominated for specific tasks in advance of the event. A list of volunteer tasks will be formulated by the Parish Council. A list of volunteers required for the event which will be published by 01-11-21. Support for the event will be sought through the website.

CLEAR UP

22. 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

23. Details of the event are to be published on the village web-site. Posters to be put up in the village and signage as usual outside the Village (Cllr Cade).

ANNEXURES:

Annex A – Volunteer Requirement Summary – Extracted from 2018

NORTH LUFFENHAM PARISH COUNCIL
BONFIRE NIGHT / FIREWORKS 2018 - VOLUNTEERS
AS AT 4 NOV 18

Fireworks	Charles Cade
	Pete Burrows
	Nick Davenport
	Mike Barnes
STEWARDS	
Butt Lane Side (East)	Woody and Son
Church Street Side (South)	Peter & Karen Butler
Pinfold Lane / Oval Close Side	
Steward - Pavilion Area	Lin Burrows
Mulled Wine	Lin Burrows
	Helen Brew
Cash Management / Buckets	Tim/Janet/Clerk
Collections	Tim & Hilary Smith
	Peter & Stella Wilkinson
	Liliane Coogan / Cathy Davenport
	Geoff Potter & John Willoughby
	Pippa & Graham Madgwick
First Aid	Cathie Gwilliam
Lighting	Cllrs Burrows and Cade