

Risk Assessment - West Dereham Parish Council Beacon

Fire Risk Assessment - Beacon sited on West Dereham Parish Cemetery

Date of risk assessment: 6th May 2023

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Public Area in use at a nighttime event	Members of the Public - Risk from fire	A barrier will be established to form a perimeter for members of the public, with a distance of 5 meters from the beacon. Councillors will be present to ensure that the perimeter is not breached. Ensuring water is onsite in the cemetery. Ensuring access to a fire extinguisher.	A hosepipe will be connected to the water onsite in the cemetery for fire situations. Advise the local Fire Service in advance of planned event. Notify parishioners in advance that an event is taking place.	Parish Clerk Councillors	Before the start of the event	
Position of Beacon	Risk of embers leaving the beacon Lighting the beacon	Beacon to be situated in the middle of the Cemetery at minimum distance of 15 meters away from the nearest private land or small trees situated in natural burial area at one end of the Cemetery. Either a set of podium steps or aluminium tower scaffolding will be used to gain access to light the beacon.	Using firelighters to start the fire in the beacon and dry wood for burning to reduce any risk of embers. Fire will be extinguished at end of event with water if still burning.	Councillors	Before the start of the event	
Access in and Exit out of Cemetery in an emergency	Members of the Public	Double iron entrance gates to the Cemetery (off St Andrews Walk) will be left open before any event takes place. Access wide enough for wheelchair and mobility scooter users, if present.	Area outside of gates in St Andrews Walk (grass and roadway) to be cordoned off to keep access free from obstacles. Parked cars to be parked 5 meters away from either side of entrance gates.	Councillors	Before the start of the event	
Lack of suitable parking	Pedestrians as cars manoeuvre to find parking in the dark	State the lack of parking when advertising the event and encourage people to walk rather than drive if able. Advise attendees to wear an item of hi viz and carry a torch.	Clrs to provide marshalling before and after the event if required to allow pedestrians to arrive and leave safely.	Councillors	Before, during and after the event	

(Combined risk assessment and policy template published by the Health and Safety Executive 08/14)