**Fire Risk Assessment for the 2020 Wassail FINAL**

**Prepared by: Andy Ball**: 13th January 2020

**Updated:**

**Review by:** 22nd March 2020

**Responsbile Person:** The Responsible Person is Andy Ball

**Description of the site and premises**

The site is a 6.5 acre community orchard situated on the outskirts of the village of Colwall, near Malvern, Herefordshire.

The site is accessed via a track leading off Old Church Road.

The site is relatively level and is divided into a circa 4.5 acre recently planted community orchard and a circa 2 acre area with 60 allotment plots together with a communal grassed area and buildings. For the purposes of this event there is no on-site vehicle parking.

The premises consist of a recently restored timber framed barn with steel and timber cladding. The front section is accessed via a double door, whilst the rear section is fully lined to form an internal space referred to as the Orchard Room. The Orchard Room is accessed by a door into the Apple Packing Shed and a door to the rear. It also has 2 fully opening windows, providing alternative means of escape. The build specification for the Orchard Room was for a 30-minute fire resistance.

The Orchard Room has ‘No Smoking in this Building’ signage, a battery-operated carbon monoxide detector, a battery-operated smoke detector, a wall-mounted fire blanket and a wall-mounted 3L water mist fire extinguisher. For the Wassail event the Orchard Room will be used as First Aid area with electric lighting and heating

The Apple Packing Shed has ‘No Smoking in this Building’ signage, a battery-operated smoke detector and a wall-mounted 3L water mist fire extinguisher. For the Wassail event this area will be out of bounds to visitors.

An adjoining timber built composting toilet has ‘No Smoking in this Building’ signage, and a battery-operated smoke detector. The composting toilet will be available for public use during the Wassail event.

A separate timber tool shed will be locked for this event.



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| **RISK** | **Increasing likelihood →** |  | **Level of Risk** | **Action** |
| **1** | **2** | **3** |
| **Inc. severity →** | **1** | **1** | **2** | **3** | 1-2 | Low risk: no further action |
| **2** | **2** | **4** | **6** | 3-4 | Medium risk: ensure compliance with guidance notes and Safe Ways of Working (SWOW) |
| **3** | **3** | **6** | **9** | 6-9 | Risk unacceptable: modify procedures to reduce risk |

 **KEY:**

**RISK ASSESSMENT**

 Fire

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| **Step1** *List significant hazards and harm here*  | **Step 2***Assess risk (likelihood x severity)* | **Step 3***Mitigation: List existing controls* | **Step 4***Residual risk (likelihood x severity)* | **Step 5***Further action needed (by whom and when)* |
| Spread of fire due to the failure of the wood burning stove and chimney in Orchard Room of Apple Packing Shed. | 3 (1x3) | The stove was fitted in 2016, to current Building Regulations. It has a fully lined chimney. The stove is mounted on a tiled plinth, backed by fire resistant boarding.  | 2 (1x2) |  |
| Spread of fire from the inappropriate use of the wood burning stove in Orchard Room of Apple Packing Shed. | 6 (2x3) | A set of instructions for safe use of the woodburning stove are located adjacent to the woodburning stove.The stove is only lit and supervised by Trustees of COG, who are familiar with its operation. The fire is fitted with a thermometer to allow users to ensure the burn temperature is kept below 500oC. Matches and firelighters are stored in a metal box alongside the plinth to avoid accidental ignition by stray sparks. Fire gloves are provided for users of the stove to prevent burns when lighting and fuelling the fire.Once the room is warm, the use of further fuel is regulated such that it should have burnt down to ash by the end of the event. The safety of the stove is always checked prior to leaving and locking up the room. | 3 (1x3) |  |
| Spread of fire from the cooker in Orchard Room of Apple Packing Shed. | 6 (2x3) | The kitchen area includes a built in domestic oven with integral ceramic hob. A written user sheet and instructions are attached to the wall above the stove to ensure that the electric switch supplying the hob is not turned off until the warning lights have gone out. | 1 (1x3) |  |
| Fire due to electrical wiring failure | 6 (2x3) | The wiring was all fitted by a qualified electrician, to current standards. The main risk derives from the possible damage to the wiring by rodents in the Apple Packing Shed section (the Orchard Room is rodent proof). The wiring in the Apple Packing Shed is mounted high on the walls to minimise the risk of rodent damage, whilst the wiring in the Orchard Room is supplied via external trunking, such that damage would be highly visible. | 1 (1x3) |  |
| Faults in electrical equipment  | 3 (1x3) | Electrical equipment in use in the Apple Packing Shed includes domestic appliances such as kettles, vacuums etc., and also larger items such as a desiccator and honey spinner. All electrical items are PAT tested annually. | 1 (1x2) |  |
| Caterer’s equipment: risk of fire during use | 3 (1x3) | Caterer’s will be asked to provide a SWOW document for their equipment.If the Caterer’s equipment is electrical, evidence of PAT testing must be supplied.Caterers will be responsible for managing their catering equipment during the duration of the event.Caterers will operate in the main food/drink area which will be supervised by a team of two fire marshals stationed by the bonfire whilst it is lit. They will be provided with buckets of water, fire extinguishers and first aid rucksacks to include fire blankets. | 2 (1x2) |  |
| Fire performer (Jimmy Juggle): Uncontrolled fire leading to fire damage, burns, noxious fumes. | 9 (3 x 3) | A 3m space is created between audience and the performer on a non flammable, non slippery surface, in a well ventilated area with adequate safety equipment. Fire equipment and fuel waiting to be used is also secured three metres from audience and maintained at the minimum amount required for the performance. | 1 (1 x 1) |  |
| Fire performer (Jimmy Juggle): Equipment/costume failures leading to burns, broken bones, bruises cuts and grazes. | 6 (2 x 3) | Equipment and costumes are maintained to a high standard. Visual checks are carried out before each and every performance with special regard to all joins, fixtures and fastenings. | 1 (1 x 1) |  |
| Bonfire: General risks | 6 (2x3) | The bonfire will be managed according to COG’s SWOW document for use of the bonfire.  | 3 (1x3) |  |
| Bonfire: risk of bonfire being lit before the event. | 4 (2x2) | The bonfire will be built on the day of the event.‘Keep Off’ notices to be displayed. | 2 (1x2) |  |
| Bonfire: Risk of people falling into bonfire leading to burn injuries. | 9 (3x3) | People will be kept a safe distance away from the bonfire throughout the duration of the event. The bonfire will initially be roped off during the performance by Jimmy Juggle but this will then be removed once the fire has settled down.There will be a team of two fire marshals stationed by the bonfire whilst it is lit. They will be provided with buckets of water and first aid rucksacks to include fire blankets. | 4 (2x2) |  |
| Bonfire: Risk of stray sparks igniting rubbish leading to fire. | 3 (1x3) | The bonfire will not be lit on a very windy evening.Containers for rubbish will be sited a safe distance away from the bonfire.The site will be cleared of any general rubbish or non-essential flammable material before the event.There will be one team of two fire marshals stationed by the bonfire whilst it is lit. They will be provided with buckets of water and first aid rucksacks to include fire blankets. | 1 (1x1) |  |
| Bonfire: Risk of stray sparks igniting peoples’ clothing or hair leading to burn injuries. | 6 (2x3) | People will be kept a safe distance away from the bonfire.The bonfire will not be lit on a very windy evening. The bonfire will initially be roped off during the performance by Jimmy Juggle but this will then be removed once the fire has settled down.There will be one team of two fire marshals stationed by the bonfire whilst it is lit. They will be provided with buckets of water and first aid rucksacks to include fire blankets. | 2 (1x2) |  |
| Bonfire: Risk of stray sparks igniting buildings, or gazebos leading to fire and burn injuries. | 6 (2x3) | The bonfire will not be lit on a very windy evening.The bonfire will be sited a safe distance away from the buildings.The gazebos will be setup a safe distance away from the bonfire.Gazebos will have more than one means of access.There will be one team of two fire marshals stationed by the buildings and gazebos throughout the event. They will be provided with a buckets of water and first aid rucksacks to include fire blankets.The outdoor tap to the Apple Packing Shed will have a hosepipe fitted for firefighting purposes. | 2 (1x2) |  |
| Flaming Brands: Risk of fire during construction and storage before use. | 3 (1x3) | The flaming brands will be constructed under the supervision of a Colwall Orchard Group Lead volunteer experienced in this work.No smoking will be allowed during their construction.The flaming brands will be stored securely in the Apple Packing Shed before use. | 1 (1x1) |  |
| Flaming Brands: risk of ignition by accidental or deliberate means immediately before use. | 3 (1x3) | A fireproof tarpaulin or box will cover the brands at all times before use.Flaming brands will be kept by COG volunteers in a quiet location away from visitors. | 1 (1x1) |  |
| Flaming Brands: Risk of igniting people’s clothing or hair | 6 (2x3) | Flaming brands will be lit by COG volunteers in a quiet location away from visitors.Flaming brands will only be carried by COG volunteers who have had training in their use.COG volunteers holding flaming brands will not be allowed to carry anything else.Flaming brands will only be used in the main orchard and will not be brought back to the main communal areas by the Apple Packing Shed.Flaming brands will be extinguished in a metal dustbin filled with water whilst still in the orchard.The location where flaming brands are ignited and extinguished will be supervised by a pair of fire marshals with a bucket of water and first aid rucksacks to include fire blankets. | 1 (1x1) |  |
| Processionary torches: risk of ignition by accidental or deliberate means immediately before use. | 6 (2x3) | A fireproof tarpaulin or box will cover the torches at all times before use.Processionary torches will be kept by a pair of COG volunteers in a quiet location away from visitors.After processionary torches have been issued surplus, unused stock will be returned to the Apple Packing Shed for secure storage. | 1 (1x1) |  |
| Processionary torches: Risk of igniting people’s clothing or hair. | 9 (3x3) | Safe use of processionary torches will be part of the Health and Safety Guidance briefing to visitors at the start of the event.Processionary torches will be lit by trained COG volunteers.Processionary torches will only be carried by adults who have had instruction in their use.Processionary torches will only be used in the main community orchard and will not be brought back to the main communal areas by the Apple Packing Shed.Processionary torches will be extinguished in a metal dustbin filled with water whilst still in the orchard.The location where processionary torches are ignited and extinguished will be supervised by a pair of fire marshals with a bucket of water and first aid rucksacks to include fire blankets.  | 4 (2x2) |  |
| Processionary torches: risk of being discarded on the ground in the orchard. | 1 (1x3) | Provide instruction on safe disposal when handing out torches.Provide a team of two fire marshals for the main ceremony in the orchard to supervise safe use of torches.Provide fire marshals with gauntlets for retrieval of discarded processionary torches. | 1 (1x1) |  |
| Processionary torches: risk of being taken out of orchard. | 6 (2x3) | Provide stewards at the three gates leading out of the orchard to ensure that no-one leaves the orchard with an ignited processionary torch. | 1 (1x1) |  |
| Smokers: risk of discarded matches or cigarette butts igniting straw laid on the ground. | 6 (2x3) | The only areas where straw will be laid on the ground (if the site is very wet) will be in areas where there is high foot traffic such as around the bar area on food serving area.The straw will be damped down to eliminate the chance of it catching fire.This area will be supervised by a pair of fire marshals with a bucket of water and first aid rucksacks to include fire blankets. | 1 (1x1) |  |
| Smokers: risk of discarded matches or cigarette butts igniting rubbish in rubbish bin. | 3 (1x3) | Provide a dedicated metal bucket filled with sand for cigarette butts and matches. | 1 (1x1) |  |
| Smokers: risk of cigarettes setting fire to Apple Packing Shed or composting toilet. | 6 (2x3) | Smoke detectors are present to the Apple Packing Shed storage area, Apple Packing Shed Orchard Room and Composting Toilet.There are 3L fire extinguishers at both entrances to the Apple Packing Shed.There are ‘No Smoking in this Building’ signs to both buildings. | 1 (1x1) |  |
| Fire pit: risk of unintended ignition of materials by deliberate or accidental means. | 3 (1x3) | The fire pit will be emptied of flammable material before the event and will be covered by a wooden stage. | 1 (1x1) |  |
| Rubbish: risk of unintended ignition of materials by deliberate or accidental means. | 3 (1x3) | Rubbish bins of non-flammable material, with lids, will be used.Rubbish bins will be located a safe distance away from the bonfire.Rubbish bins will not be provided in the main communal orchard area. | 1 (1x1) |  |