**Bonfire Night Action Plan**

September 2021

**OBJECTIVE**

* To re-start the tradition of holding an annual bonfire night event that is open to all villagers (adults and children) who wish to attend, thus providing an opportunity for the community to come together.
* The organisation of this event is a direct response to the Parish Plan in which respondents to the consultation survey requested two annual village events – a village summer fete and bonfire night.

Options for the event can include any of the following:

* Bonfire night only
* Bonfire night and fireworks only
* Bonfire night only and refreshments
* Bonfire and fireworks with refreshments

**LOGISTICS**

**Agree time and venue**

Proposal is to hold the event in the early evening, between 6.30-8.30 on Friday November 5.

Venue at the Recreation Ground – permission required from Estate.

*Action:*

* Request permission from Estate to use the recreation ground
* Agree timings of event

**Bonfire and firework location**

Precise location for bonfire and firework display site to be agreed with the trained pyrotechnic volunteers.

Note: the bonfire and firework site must be at least 75 metres away from property and vehicles or flammable materials in order to meet insurance standards

*Action:*

* Agree bonfire location and check at least 75 metres away from property, vehicles and trees
* Agree fireworks display site and check at least 75 metres away from property, vehicles, and trees
* Agree location of food stall
* Agree entry point for public
* Agree location for the public that is a safe distance from bonfire and firework display

**Bonfire planning**

We need to build a bonfire before the event with wood (no waste) and in the site the meets safety requirements.

Martin has spoken to local farmers (Richard and Geoffrey) and they are prepared to build a bonfire one week before the event.

*Action*:

* Liaise with farmers who will build the bonfire
* Need to confirm the right location for the wood to be placed for the bonfire
* Ensure that public notices about the event advise no dumping of waste on the bonfire

**Firework planning**

Identify people in the village with the appropriate training certificates to use pyrotechnics (Dave Burnett and Geoffrey Swan).

Identify rules for storing fireworks safely and a plan for the display.

*Action:*

* Confirm what certificate they have (copies required) and whether still valid - if not, is there time to update certificates and what are the costs?
  + Certificates are from 1999 pre-milennium, cost of updating around £200 per person, courses provided by firework companies.
* Confirm plan for the display

**Purchase fireworks**

We need to identify quantity of fireworks required for the time and budget available.

Firework category (1-4) must be appropriate to the training certificate for firework use.

Fireworks must have required safety marks. Effort to ensure fireworks supplier meets ethical standards.

*Actions:*

* Identify quantity of fireworks and category required (initial estimate = £220-250 per minute)
* Identify supplier and cost of fireworks

**Agree refreshments plan**

Proposal is to provide a burger/hot dog stall with tea and coffee/soft drinks. Potentially this could be managed by the village hall volunteers if appropriate.

No alcohol for safety reasons – people can go to the pub afterwards.

*Action:*

* Discuss and agree refreshments plan with village hall or other volunteers
* Agree budget and pricing of food
* Agree rubbish management

**Risk Assessment**

We need to conduct a risk assessment for the insurance providers (see below draft template). This must be done at the site with the qualified pyrotechnic volunteers and provided at least 14 days before the event.

We must prepare a site plan showing location of bonfire, firework display, food stall, public area etc

*Action:*

* Complete risk assessment
* Complete map of site

**Animal welfare**

Martin and Simon have asked local farmers about the proposal to hold the event (Higgins, Dangells, Stevens) and they confirmed they are happy.

*Action*:

* Public notices about the event will need to advise people to keep pets/animals indoors.
* Confirm with local farmers that they are happy for the event to go ahead and will take measures to protect livestock

**Safety measures**

We need volunteers to help organise the event on the night and markers to identify areas where public stays.

We need means to extinguish a fire e.g. bucket of water

*Action:*

* Identify how many stewards we need (entry point, and site)
* Identify first aid trained persons in the village
* Identify volunteers to manage refreshments stall
* Fireworks team – trained persons only
* Bonfire team – responsible/experienced persons only

**Parish news communication**

Prepare by mid-September an announcement for the parish news including information about:

Event details and firework safety code

**Clean up**

We need to ensure the bonfire is left safe that night, fireworks removed, and rubbish cleared.

Action:

* Agree with pyrotechnic team how to keep the bonfire safe after the event is over
* Identify volunteers to clean the site the next day: removing firework debris, rubbish etc
* Agree any action necessary to restore the bonfire site

**FIREWORK SAFETY CODE**

The firework safety code

If you are thinking of using fireworks as part of a celebration, you should follow these safety steps:

* only buy fireworks marked with a CE mark – this shows that the firework meets European safety standards which all fireworks must meet - a reputable shop will know this
* don’t drink alcohol if you’re setting off fireworks
* store fireworks in a closed, metal box and take out one at a time
* keep a bucket of water nearby
* follow the instructions on each firework – read by torchlight, don't use a naked flame
* light fireworks at arm’s length, using the taper provided
* make sure everyone stands well back
* don't go back to a firework that is lit - even if it hasn’t gone off it could still explode
* don't put fireworks in your pocket
* don't throw fireworks
* always supervise children around fireworks, don't give sparklers to a child under five
* light sparklers one at a time and wear gloves
* keep pets indoors
* don’t set off fireworks late at night
* take care around open flames such as bonfires and barbecues - all clothes, even those labelled ‘low flammability’, can catch fire

**RISK ASSESSMENT**

Note. This is a draft – to be completed

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| **Risk** | **Mitigation action** | **Risk category** |
| Injury of members of the public | No children (under-18) unaccompanied by an adult  Firework safety code published in November parish news  X first aid persons on site  Member of public will be kept in a defined area a safe distance from bonfire and display site  Stewards received training xxx |  |
| Injury of people who are managing bonfire and fireworks | 2 people managing fireworks have required pyrotechnic qualifications  Only x defined people managing bonfire |  |
| Fire management | X buckets of water at display site and bonfire site |  |
| Proximity to buildings, vehicles and other flammable materials | Site for bonfire is x metres away from nearest trees or buildings  Site for fireworks and where they fall is x |  |
| Impact on livestock | Farmers given advance warning to take measures to protect livestock |  |
| Impact on pets | Public given advance warning to keep pets indoors |  |
| Impact on recreation ground | Clean-up operation will remove rubbish and restore bonfire site which will regrow naturally over the winter |  |
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