

Task: Management and Organisation of Soulbury Fireworks and Bonfire 8 November 2025
Completed by Soulbury Millennium Green Management Committee

Hazard/Risk	Groups at risk	Existing controls	Risk Level with controls	Additional controls required	Risk Level with added controls	Actioned by/date
Communication and Co-ordination of the event/Loss of communication and poor management of the event.	Committee	The Soulbury Friends have appointed competent Event Organisers to run and organise the event. The relevant event insurances are held by the Parish Council	L	None	L	
Concessions/public health incident and lack of appropriate licences	General Public	The Soulbury Friends shall be supplying food and refreshment to the public. Event organiser holds relevant certification of food hygiene to oversee food handling. Public conveniences will be supplied and hand washing facilities for food service will be available.	L	None	L	
Liaison with the Emergency Services	General Public and stall holders/entertainers	The emergency services have been informed of the event (Fire Brigade and Police Authority).	M		L	
Access to the parking area at entrance of the park	Disabled	This is for disabled vehicle users only and entrance and exit will be monitored by staff at the gate.	L	None	L	

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Event parking in Church Field off B4032	General Public	Vehicles approaching entrance to the park will be directed by gate staff to the Church Field visitor parking.	L	None	L	
Transport of stalls Equipment	Stall holders and Friends	Parking area chosen to allow safe unloading. Load secured until items being handled. Adequate staff to lift heavy objects.	L	None	L	
Stalls erection and fairground rides	Stall holders, organisers and friends	First aid kit available. Ensure any unauthorised personnel are not allowed in the area. Minimise distance equipment is carried and team reminded of need for care. Layout plan established. Team competent. Extra care in adverse weather conditions.	L	Dedicated team to erect gazebos supplied by the Soulbury Parish Council. Gazebos erected by stallholders who bring their own gazebos and fairground equipment under their own risk.	L	
Festival area with stalls erected and festival in progress	General Public, organisers, entertainers, stall holders.	First aid kit available, Safety check prior to Festival opening. Committee stall holders to ensure that stall areas are kept clean and safe. Electrical cables to be secured.	L	None	L	

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Electricity supply to refreshment area	General Public, organisers, entertainers, stall holders and Friends	The electrical supply shall be fed from the most strategically located electrical boxes on the event premises. Any extension cabling from the professionally installed supply boxes traversing public pathways/walk areas to have appropriate cable protection to minimise cable damage/trip hazard.	M	None	L	
Fire Risk from cooking equipment, electrical equipment and wiring, smokers	General Public, organisers, entertainers, stall holders and Friends	A Fire extinguisher to be kept near the refreshments area. Safety check before and during event to remove and reduce any hazards that might cause a fire.	L	None	L	
Fire/Emergency/ Evacuation	General Public, organisers, entertainers, stall holders and Friends	An Emergency exit plan is in place. The Event Organisers will initiate and co-ordinate any evacuation if required. PA system within the refreshments marquee is available.	L	None	L	

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Fire/Emergency/ Evacuation	General Public, organisers, entertainers, stall holders and Friends	A first aid kit is located with the Event Organisers. All injuries, however small, must be reported to the Event Organisers who will assist with any first aid requirements. In the event of a medical emergency requiring an emergency vehicle to enter the site, the Event Organiser will direct committee stall holders and the public as to the process.	L	None	L	
General Operation	General Public, organisers, entertainers, stall holders and Friends	First Aid kit to contain burn pads and cream Any person bringing an potentially dangerous chemicals on site must inform and have the permission of the Event Organisior	None			
Storm events	General Public, organisers, entertainers, stall holders and Friends	Ensure gazebos are securely weighted. Remind committee stallholders to secure items in such circumstances. Event may be cancelled if storms present a significant danger.	L	None	L	
		Exercise caution if surfaces become slippery. Any inflatables, ie bouncy castle, to be closed and deflated if wind speeds reach 18mph. Wind speed monitors to be provided and monitored by contractor/consessionairs.	M	None	L	

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Fairground rides, food and drink providers	General Public	All providers to supply their own certifications including insurance and risk assessments.	M	None	L	
Park maintenance work areas and ponds	General Public, organisers, entertainers, stall holders and friends	These areas to be sealed off with appropriate barriers and high visibility barrier tape.	M	None	L	
Night event/ darkness	General Public, organisers, entertainers, stall holders and friends	Stringlights and supplementary lights in refreshments area to guide and provide lighting along main pathway.	M	None	L	
Bonfire and Fireworks	General Public, organisers, entertainers, stall holders and friends	Bonfire and fireworks lighting area roped off and illuminated by string lights to suitable safe distances. Only 2 designated competent staff allowed into this area.	H	None	M	

Authorised Signature: _____

Name: _____

Date: _____