



West Hatch Village Hall

Policy for Trustees when arranging and setting up a National Beacon Event with an outdoor fire, held off site.

West Hatch Village Hall Registered Charity Number: 282641

NB A risk assessment using our template must be produced prior to such an event taking place.

Nationally led Beacon Events are popular activities and an important social event for our community. These events are usually put in place under a national process to mark a particular occasion such as a Coronation or an historic event. We are normally issued with guidelines that we will follow in setting up and taking down the Beacon and ensuring the safe oversight of local folk who attend the event.

Our policy is to check with our insurer as there will be attendance limits and guidelines imposed due to the risks involved. Under 100 people historically is the number we will not exceed, as this has been agreed with our insurers.

- We will notify our insurers with details of planned events just in case of any incident. We will also declare if you, as a committee, are not responsible for any aspect of the event where the bonfire is taking place away from our premises.
- When we notify insurers and follow any terms or guidance advised, then our policy will protect us if a spectator is injured by the fire embers or if a neighbouring property is damaged.
- Beacon fires with crowds of people can result in personal injury or property damage. The key to a successful event is responsible planning. We will consider the following as part of our wider risk assessment for holding a Beacon fire.
- Informing the local fire service and local authority as you may require a licence.

- Appointing a responsible adult (with experience of managing Beacon requirements or similar) to be in overall control of the event including storage, siting and lighting of the Beacon fire.
- Choosing a site well away from buildings, trees, overhead cables and any roads or railways.
- Ensuring suitable fire-fighting equipment is available e.g., fire extinguisher(s) or bucket(s) of water.
- Any Beacon fire is free of any dangerous materials/products e.g., foam, plastics, aerosols, paint tins or bottles.

Where a Beacon event is held on a neighbouring property or public land rather than at our premises then cover would be provided for your activities only, there would be no cover for injuries or damage to property arising from the land itself. This is the responsibility of the owner of the land, who should have their own liability insurance (under a farm policy, for example).

Removal of debris

When a Beacon event has been held the Hall's Trustees will make every endeavour to **remove all debris and ensure the land is returned as far as is possible to its original state** prior to use. Within **24 hours** Trustees will meet and remove: charred wood, any metal items that have inadvertently been dropped on the land (as this is likely to be used by cattle and sheep following the event); tape and all hall items and equipment.

Date prepared and authorised by the Committee: 20th April 2026

Review Date: March 2027