

**Western Kentucky University
Bonfire / Grilling Permit**

Advance notice of 60 days is required to ensure that the necessary approvals can be obtained.

Requestor: _____
Last Name First Name Middle Initial

Organization Name: _____ Phone Number: _____

Address: _____

Advisor's Name: _____ Phone Number: _____

Date and Time of Bonfire: _____ Location: _____

Distance from Exposed Structures: _____

Purpose of Bonfire: _____

Attendance Expected: _____ Volunteers: _____ Total: _____

Type of Combustible Material Used: _____

Safety Measures Planned: _____

Risk Assessment Worksheet Completed and Attached (*circle one*): YES NO

Advisor Signature: _____ Date: _____

Requestor Signature: _____ Date: _____

PLEASE SEND TO:
Environmental Health and Safety
Park Street House
1906 College Heights Blvd. #11046
Bowling Green, KY 42101

OR:
Risk Management
37 Wetherby Administration Bldg.
1906 College Heights Blvd.
Bowling Green, KY 42101

Office Use Only:

Date Reserved: _____ Date Reviewed: _____

Approved Approved with Changes Denied _____
Risk Manager Signature

**Bonfire / Grilling Risk Assessment Guidance
Western Kentucky University**

Risk assessment is an essential tool when planning and setting up a display to ensure the smooth and safe operation of the event. Please attaché to your request for permit

Do you have valid insurance? YES NO (please provide policy number and expiration date) _____

The General Principals

- Identify hazards (the potential to cause harm)
- Who may be harmed and how?
- How likely is it for someone to be harmed? (Low, Medium, High Risk)
- Are adequate controls in place?
- Are any additional controls required?

Hazard: An activity or situation that has the potential to cause injury or ill health.
 Risk: The likelihood of something going wrong and the seriousness of the outcome. Rated from Low to High.
 OHSAS18001:1999

Section 1: Bonfires	Yes/No	Details of Control Measures
Has a person been selected to be responsible for the bonfire? Please state who and provide contact information.		
Is the layout and size of the bonfire area adequate and in the requirements of the policy?		
Does the constructor of the bonfire have adequate experience with bonfires?		
What materials will be used in the construction of the bonfire?		
Is the bonfire suitable located away from structures and buildings?		

Additional Comments:

Section 2: Fire Safety	Yes/No	Details of Control Measures
Are there adequate numbers of extinguishers, sand/water buckets, and etc?		
Are there an adequate number of individuals trained to use the above?		
Is the equipment subject to a service contract?		
What date was it last checked by a competent person?		
Will there be fire professionals or medical care nearby?		

Additional Comments:

Section 3: Competence of Igniter	Yes/No	Details of Control Measures
Do they have previous experience?		
Is there adequate protective clothing available to be worn (gloves, goggles, hard hat, and etc)?		
Is the fire fighting equipment suitably located?		
Is the equipment subject to a service contract?		
Have instructions been given regarding an out of control bonfire?		
Have these instructions been included in your plan?		

Additional Comments:

Section 4: Crowd Safety	Yes/No	Details of Control Measures
What is the expected crowd size?		
How many stewards are there?		
Are barriers provided where necessary?		
What emergency procedures are in place?		
Have ALL relevant emergency services been informed? Please provide contact and proof of those contacted.		
Have you identified an individual as an on site emergency contact?		
Is there a traffic management plan?		
Are there adequate measures in place for weather related emergencies?		

Additional Comments:

Section 5: Environment	Yes/No	Details of Control Measures
Is there a procedure to modify or cancel the event due to weather or other circumstances?		
Are you confident that the display will not cause a statutory nuisance?		
Is there risk to pets and livestock close to your event?		
Is there risk to adjacent properties? Can the risk be minimized?		

Additional Comments:

