

FIREWORK DISPLAY GUIDANCE

SAFE WORKING PROCEDURE FOR FIREWORK DISPLAYS AND BONFIRES

Risk Assessment

Firework displays and bonfire are occasional events which can be run safely provided that the event is carefully planned and controlled. Serious injuries can result from people being hit by live or spent fireworks, unless simple precautions are followed.

The Event Organiser and or Display Safety Representative must complete Section 1 and a firework risk assessment 28 days prior to the event, in order to determine whether the event is satisfactory, or whether further control measures are required and can be implemented to ensure the safe running of the event.

Once all sections of the risk assessment have been completed a copy of it should be retained on site for audit purposes by any of the relevant authorities, if required.

The risk assessment should, if completed correctly, highlight to the Event Organiser/Display Representative and areas of non-compliance or concern which should be catered for by additional control measures prior to the event proceeding.

If there are any requirements/areas of concern that cannot adequately be catered for by the inclusion of further control measures, then consideration should be given by the Event Organiser/Display Representative to the cancellation or amending the event accordingly i.e. by downsizing or removing any aerial display.

If the Event Organiser/Display Representative decides to proceed with the event, they should then inform the Fire Authority, Local Authority and Police.

The Display Safety Representative must check the details again on the day, prior to the event. Check boxes must be filled in or ticked to indicate compliance, with the Event Organiser and the Display Safety Representative signing section 2, to confirm that all appropriate controls have been met.

The completed document must be kept on the display site. The document should be available for inspection on site, by any of the relevant authorities.

Note* Satisfactory completion of all sections of the risk assessment should make for a safe display but does not remove the onus of safety from the Organisers of the event, nor does it mean that accidents will not happen. The risk assessment and display criteria must also be amended on site and through-out the display, in response to any unseen circumstances i.e. unexpectedly large crowds or severe sudden adverse weather conditions.

REMEMBER EVENT SAFETY IS IN YOUR HANDS. AND IF ANY OF THE FOLLOWING CONTROLS CANNOT BE MET THE EVENT MUST NOT BE HELD.

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FIREWORK RISK ASSESSMENT

Section 1:

Confirmation of Completion of Firework Risk Assessment

This section should be completed at least 28 days prior to the event.

We confirm that the Firework Risk Assessment has been completed and that all the appropriate controls can/will be implemented at:

Premises:
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Time of display:

Duration of display:

Fireworks to be ordered: YES/NO (Delete as applicable)

Type of fireworks to be ordered:

If YES: Suppliers name and address:
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Signed:

Date:

Signed

Date:

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Section 2:

This section should be completed on the day, prior to the event. I confirm that the Fireworks Safe Working Procedure has been checked and that all relevant controls have been/will be implemented.

Sign:

Date:

Sign:

Date:

Additional Information on Controls implemented:

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FIREWORK DISPLAY GUIDANCE

1. EVENT PLANNING

a) Site Layout

	Check (Tick and initial to indicate compliance)
Ensure that you have sufficient space to run the event safely (Refer to the attached Site Layout diagram) The firing area, from which fireworks are set off, should be 20m x 50m. Access to this area must be restricted to only those setting off the fireworks.	
The distance between the firing area and the spectators (the safety area) must be at least 25m.	
The spectator area must be large enough to prevent overcrowding and must be physically separated from the safety area using barriers or ropes. An assessment of the expected number of spectators and spectator profile attending the event must be undertaken. Numbers of spectators anticipated:.....	
The fall out area or dropping zone, where spent fireworks will fall, must be free of all people and be at least 50m (preferably 100m for larger displays) in the direction of the prevailing winds. Confirm direction of prevailing wind in relation to site layout: Is it satisfactory? YES/NO. If NO can site layout be amended? YES/NO. If NO CANCEL OR AMEND TYPE OF DISPLAY. The fall out area must not cover any land where people or animals may be, including: roads, footpaths, gardens or neighbouring premises. The fall out area to be under display organiser control.	Length of fall out zone:m.
Overhead obstructions must be avoided, e.g. keep clear of trees, adjoining buildings and overhead power cables etc.	
The site must be free from dry, cut grass and other combustibles, all rubbish to be cleared off site. All long grass to be cut prior to display.	
Bonfires must be at least 15m away from the fireworks, buildings, roads, railways and public rights of way. If this cannot be achieved do not have a bonfire	If no bonfire, please state this.
There must be access to the site for Emergency Services. This access to be maintained at all times during display. (Wherever possible, access for Emergency Services should be provided, separate from spectator access/egress).	

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b) Contacts

	Indicate if agency contacted. Contact person's name and date of contact, to be recorded:
<p>Consider your neighbours, and adjacent risks, give prior notice of the event to avoid possible complaints. Consideration to be given to the proximity of:</p> <ul style="list-style-type: none"> • Hospitals: • Aged Persons Homes: • Animal Shelters i.e. Stables: • Standing crops • Adjacent farms with fields containing cattle: <p>In relation to the above, consideration to be given to the time of staging the event.</p>	
<p>Contact the: Police, Fire Service and Local Authority 28 days prior to the event</p>	
<p>If near the sea contact the local Coastguard a week prior to the event.</p>	
<p>Contact the Harbour Authority 24 hours prior to the event if the display is near to, or requires the fireworks to transit the harbour boundary.</p>	
<p>If near an aerodrome contact the Airport Authority or Civil Aviation Authority a week prior to the even. Give information on time of display, location, height of aerial pyrotechnics, duration of display.</p>	

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c) Emergency Procedures

<p>An emergency action plan must be established and known by firers and Marshalls, e.g. in the event of an injury or dangerous situation – stop firing, call emergency services and suspend the display. Consider complete cessation of the display if required by the circumstances. These to include:</p> <ul style="list-style-type: none"> • Sudden change of wind direction: • Sudden increase in wind velocity: • Sudden worsening of weather conditions: • Spectator overcrowding: • Spectator disturbance (due to alcohol): • Any emergency incident requiring the attendance of any of the emergency services: • At any time the Display Safety Representative or any Marshall deems necessary 	
<p>A trained first aider must be on site during the display. The nominated person to be in contact at all times with Stewards and display organiser.</p>	<p>Name of First aider/s:</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Buckets of water, fire extinguishers, and a fire blanket must be readily available. Indicate number and type of firefighting equipment provided</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Spectator exits must be well lit. Indicate type of lighting used i.e. street lighting, portable floodlights etc.</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

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<p>Evacuation procedures to be made known to all Marshalls and Stewards. Stewards/Marshalls to be provided with high visibility clothing i.e. surcoats or jackets.</p>	
<p>Communications:</p> <ul style="list-style-type: none"> • Marshalls must be appointed to direct customers and traffic on the premises and to prevent overcrowding. • Indicate number and location of Marshalls: • Communication between Marshalls/Stewards to be provided. • Indicate type of communication: • Indicate numbers of communication devices provided: • Confirm method of summoning the Emergency Services: 	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

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d) Training

It is the Event Organiser's and Display Safety Representative's responsibility to ensure that all firers and Marshalls involved in the display are trained in the contents of this Safe Working Procedure and the manufacturer's instructions. All participants must sign the training record below to confirm that they have been trained and understand all of the necessary controls and precautions.

Training Record

NAME	ADDRESS	SIGNATURE

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2. FIREWORK CONTROLS Check (Tick to Indicate Compliance)

Fireworks must be stored in their original packaging in a cool, dry place, for no more than 14 days prior to the event.	
Fireworks must be set up in the firing zone, following the manufacturer's instructions for the different types.	
During the event, fireworks must be kept in a safe place in a building nearby or closed metal or wooden container until required. Ensure there is no public access to the fireworks and remove them for firing as required in a planned sequence.	
A torch must be available for use by the firers during the event.	
The number of firers must be kept to a minimum and they must wear suitable clothing e.g.: stout boots and outer clothing of wool or other fire resistant material. (Lightweight or flammable clothing must be avoided).	
Safety goggles and gloves must be worn by all firers. Sleeves must be tucked into gloves	
There must be no smoking whilst handling any fireworks.	
Slow burning wicks must be used to light fireworks. (Do not use matches).	
Check each firework for any signs of damage immediately before use. Do not use damaged fireworks or attempt to repair them.	
Fuses must be correctly lit, in accordance with the manufacturer's instructions.	
Firers must stand well back and ensure fireworks are always pointing away from the face and body	
Misfires must not be relit. Leave for 30 minutes and then place them in a bucket of water. Wear goggles and gloves and point fireworks away from face and body.	

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3. BONFIRE CONTROLS If not applicable, please state this

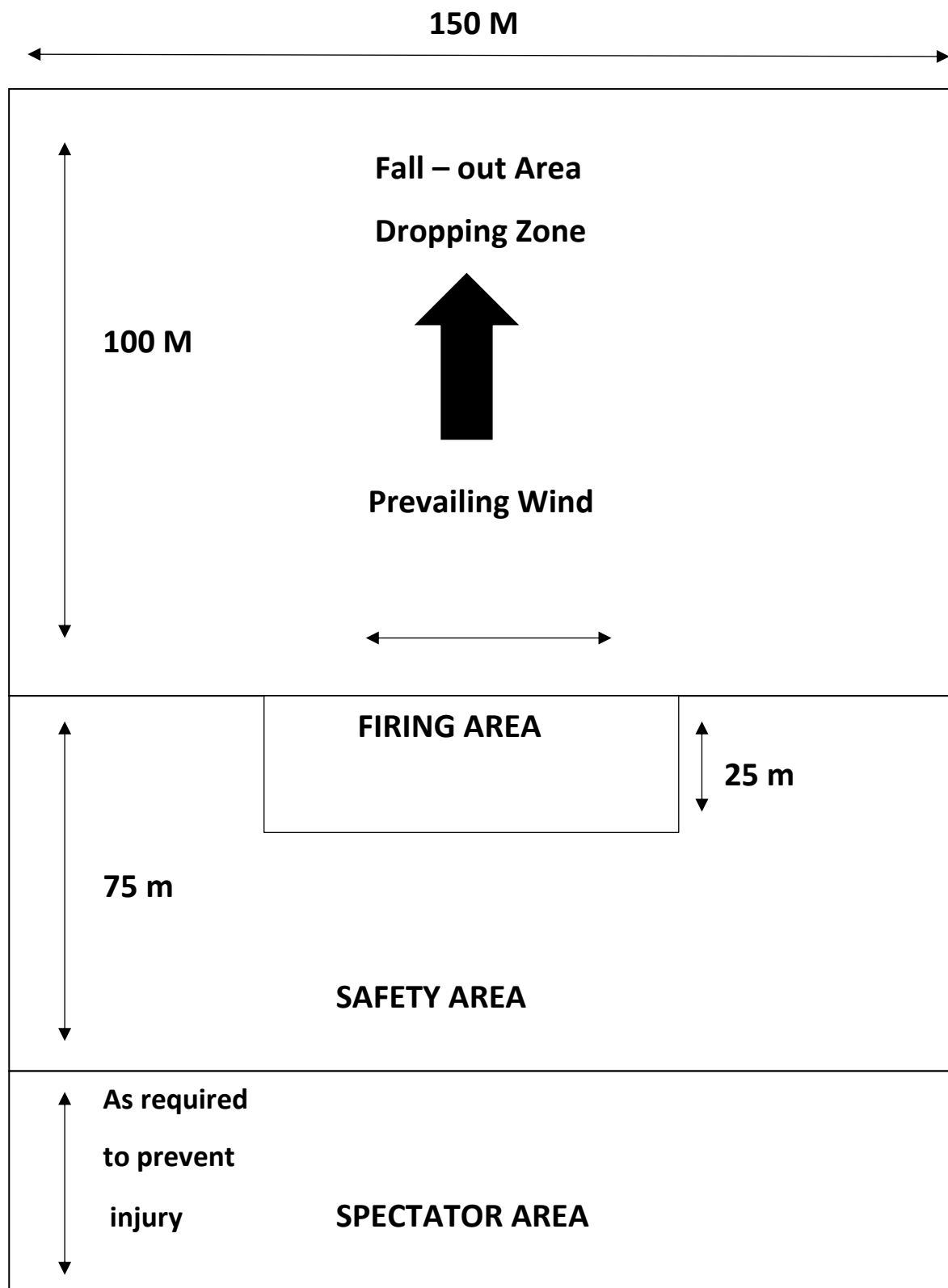
The bonfire must be at least 15m away from the fireworks site. Suitable firefighting equipment to be provided at the bonfire site	
The bonfire must be checked prior to lighting. (Animals or children may have crawled inside the bonfire).	
Paper and solid firelighters in several pieces, must be used to light the bonfire and ensure an even burn. (Do not use petrol or paraffin on bonfires).	
Dangerous rubbish, e.g. foam filled furniture, rubber, aerosols, tins of paint, pressurised gas cylinders, tyres or bottles must not be burnt on the bonfire.	
Fireworks, even if fully spent, must not be put on the bonfire.	

4. AFTER THE EVENT Check (Tick to Indicate Compliance)

Locate and deal with any misfires. (See Firework Controls).	
Extinguish the bonfire before leaving the site	
Re-check the site in the morning.	
Arrangements must be made for any remaining, unused fireworks to be uplifted as soon as possible.	

FIREWORK DISPLAY GUIDANCE

Larger type of public display



FIREWORK DISPLAY GUIDANCE

Smaller type of public display

