

<b>RISK ASSESSMENT FOR:</b>	<b>FIREWORKS DISPLAYS</b>	
<b>Establishment:</b> Old Saltleians RFC	<b>Assessment by:</b> Mick Lee, Chairman	<b>Date:</b> 18/10/2023
<b>1<sup>st</sup> Review Date Due :</b> 01/10/2024	<b>Management Approval:</b> Ashley Bardsley, Social Secretary – Man'ment Committee	<b>Date:</b> 20/10/2023



Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures Y/N/NA	
				In Place	Adequate
<b>Injury caused by fireworks</b> Inadequate space  Spectators use fireworks  Unauthorised use of display fireworks	Staff Visitors Volunteers	Property damage/fire  Burns  Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> <li>50m x 25m space has been allowed for the firing area.</li> </ul>	Yes/No	Yes/No
			<ul style="list-style-type: none"> <li>A dropping zone for spent fireworks of 50m is in place in all directions (check weather conditions)</li> </ul>	Yes/No	Yes/No
			<ul style="list-style-type: none"> <li>Spectators are to be kept back on the opposite side from the dropping zone at least 25m from the firing zone.</li> </ul>	Yes/No	Yes/No
			<ul style="list-style-type: none"> <li>The area has been checked and is free from obstructions i.e. floodlights, overhead power cables and 100m away from buildings. Foliage (trees, bushes) wetted by hoses as required prior to event.</li> </ul>	Yes/No	Yes/No
			<ul style="list-style-type: none"> <li>Suitable secure area for firework storage inaccessible to public.</li> </ul>	Yes/No	Yes/No
			<ul style="list-style-type: none"> <li>Firing area supervised once fireworks set up.</li> </ul>	Yes/No	Yes/No
			<ul style="list-style-type: none"> <li>Spectators will not be allowed to enter the site with their own fireworks, including sparklers. Signage explaining this will be at all entrances.</li> </ul>	Yes/No	Yes/No
			<ul style="list-style-type: none"> <li>Spent firework cases gathered, site also checked at first light for partly spent fireworks.</li> </ul>	Yes/No	Yes/No

<b>Injury caused by bonfire</b> Inadequate space Collapse Excessive sparks	Staff Visitors Volunteers	Property damage/fire  Burns	<ul style="list-style-type: none"> <li>• Separation maintained between bonfire and spectators (<b>No Bonfire</b>)</li> <li>• Built away from display area and min of 50 ft from any building, road etc.</li> <li>• Undergrowth / rubbish cleared away</li> <li>• Keep to manageable size ( 2M high , 3M dia)</li> <li>• No hazardous materials / refuse used</li> <li>• Checked prior to lighting</li> <li>• Supervised at all times</li> <li>• Extinguished after event</li> </ul>	N/A	N/A
<b>Use of external companies / contractors</b>  Poor practices  Lack of competency	Staff Visitors Volunteers	Property damage/fire  Burns  Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> <li>• Vet for competence, operator has considerable experience with fireworks.</li> <li>• Risk assessments provided.</li> <li>• Clearly defined responsibilities for operator and school ( in particular in event of emergency)</li> <li>• Appropriate public liability insurance in place (min £5m public liability). Insurer contacted to ensure adequate coverage and that any special conditions are met.</li> </ul>	N/A	N/A
<b>Adverse weather</b>	Staff Visitors Volunteers Contractor	Property damage/fire  Burns  Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> <li>• Test launch of small firework to gauge effect</li> <li>• Increase separation from fireworks and bonfire and relocate safety line / barriers</li> <li>• If safe separation cannot be ensured delay / cancel display</li> </ul>	Yes/No Yes/No  Yes/No	Yes/No Yes/No  Yes/No
<b>Fire</b> Ignition of premises  Small fires	Staff Visitors Volunteers Contractor	Burns  Property damage / loss	<ul style="list-style-type: none"> <li>• Adequate separation from buildings (100m)</li> <li>• Adequate water, sand buckets, extinguishers etc. <ul style="list-style-type: none"> <li>• Positioned in appropriate places to allow quick access</li> </ul> </li> <li>• Review main fire risk assessment</li> <li>• Agreed emergency procedure in place and adequate marshals to control crowd (see below)</li> <li>• Local authority, Police and Fire Brigade have been informed.</li> <li>• All staff and volunteers advised of emergency procedures</li> </ul>	Yes/No Yes/No Yes/No  Yes/No Yes/No  Yes/No Yes/No	Yes/No Yes/No Yes/No  Yes/No Yes/No  Yes/No Yes/No

<p><b>Crowd Control</b> Crush injuries, panic, distress Separation of children from parents</p> <p>Overcrowding Inadequate space / exits Blocked exit routes</p>	<p>Staff Visitors Volunteers Contractor</p>	<p>Fire evacuation hindered/unsafe access/egress</p> <p>Cuts / abrasions, muscular skeletal and other physical injuries</p> <p>Slips, trips and falls</p>	<ul style="list-style-type: none"> <li>• Maximum number of attendees established, limit ticket sales.</li> <li>• Designated entrance and exit points.</li> <li>• Adequate numbers of staff / PTA supervising</li> <li>• Marshals in place and responsible for crowd control. (identifiable by wearing fluorescent bibs or jackets)</li> <li>• Agreed emergency procedures in place.</li> <li>• Entrances and exits are clearly signed, well lit and kept free from obstructions.</li> <li>• PA / loudspeaker / megaphone used to communicate with the crowd.</li> <li>• Mobile Phones used by marshals and organiser.</li> <li>• Spectators will not be allowed into the display area and signage to this effect in place.</li> <li>• Seek advice from the police, if necessary, for crowd control.</li> <li>• Barriers and adequate supervision to prevent unauthorised use and control access and egress</li> </ul>	<p>Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No</p>	<p>Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No</p>
<p><b>Insufficient and/or unsuitable first aid cover</b></p>	<p>Staff Visitors Volunteers Contractor</p>	<p>Accident / injury, delayed assistance in emergency</p>	<ul style="list-style-type: none"> <li>• First aid equipment on site and close to use.</li> <li>• Designated qualified first aiders available.</li> <li>• Telephones available in clubhouse / mobile phones available</li> </ul>	<p>Yes/No Yes/No Yes/No</p>	<p>Yes/No Yes/No Yes/No</p>
<p><b>Surrounding areas /Neighbours</b></p>	<p>Staff Visitors Volunteers Contractor</p>		<ul style="list-style-type: none"> <li>• Neighbours have been informed of the proposed display by letter from the club's Management Committee</li> </ul>	<p>Yes/No</p>	<p>Yes/No</p>
<p><b>Security</b></p> <p>Unauthorised access Inadvertent access</p>	<p>Staff Visitors Volunteers Contractor</p>	<p>Malicious damage / theft from clubhouse</p>	<ul style="list-style-type: none"> <li>• Areas other than those needed for event accessible only be authorised persons.</li> <li>• Buildings, apart from essential areas locked. This is checked before and after the display.</li> <li>• Clearly defined designated access routes</li> <li>• Lock areas of building not in use</li> <li>• Tape off / mark areas as out of bounds.</li> <li>• Adequate supervision</li> </ul>	<p>Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No</p>	<p>Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No</p>
<p><b>Inadequate welfare facilities</b></p>	<p>Staff Visitors Volunteers Contractor</p>		<ul style="list-style-type: none"> <li>• Clubhouse toilets are used.</li> <li>• Adequate supervision.</li> </ul>	<p>Yes/No Yes/No</p>	<p>Yes/No Yes/No</p>



			<p><b>Food handling</b></p> <ul style="list-style-type: none"> <li>• Minimise handling of ready to eat foods, use tools (cutlery, tongs scoops etc) where possible to handle food rather than hands.</li> <li>• High risk / raw foods kept apart at all times</li> <li>• Limit preparation of food in advance if displayed at ambient temperatures.</li> <li>• Make sure that cheesecakes and any cakes or desserts containing cream are out of the fridge for the shortest time possible.</li> <li>• Ensure food appropriately signed to prevent allergies and anaphylaxis.</li> <li>• Ensure urns and kettles sited on firm level surfaces, not over filled..</li> </ul> <p><b>BBQ</b></p> <ul style="list-style-type: none"> <li>• Frozen food properly thawed before cooking or cooked from frozen as packaging advice.</li> <li>• Meat kept in fridge until needed</li> <li>• Small portions cooked, evenly / thoroughly</li> <li>• Access to hand washing facilities / antiseptic wipes and clean towels.</li> <li>• Keep cooked food separate from raw meat – use separate utensils.</li> </ul>	<p>Yes/No</p> <p>Yes/No Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p>	<p>Yes/No</p> <p>Yes/No Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p>
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HS(G)124 "Giving Your Own Firework Display: How to run and fire it safely" ( ISBN 0-7176- 6162-8).

HS(G) 123 "Working together on firework displays" ( ISBN 0-7176-6196-2)

Remember – Fireworks not marked with  
'Complies with BS7114 Part 2 1988' are suitable for use ONLY by Professionals [organising a firework display](#) is also available.

<b>Additional Control Measures</b> <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	<b>Action by Whom</b> <i>(list the name of the person/people who have been designated to conduct actions)</i>	<b>Action by When</b> <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	<b>Action Completed</b> <i>(record the actual date of completion for each action listed)</i>	<b>Residual Risk Rating</b>
<b>Fireworks</b> Meeting with Ignition Team and prepare a plan and prepare safety measures.	<b>Ignition Lead, Adam Lee</b> <b>Designated Ignition Team</b> Carl Lee, Peter Lee Paul Fryer (Fire Safety)	01/11/2023	02/11/2023	L
<b>Bonfire</b>	N/A			N/A
<b>Use of external event companies / contractors.</b>	N/A			N/A
<b>Adverse weather.</b> To assess the forecast and advise other Leads of impact potentials.	Mick Lee	02/11/2023	02/11/2023	L
<b>Fire, risk</b> ignition of premises or facilities. To prepare adequate fire protection.	Zac Mann (Fire Service)	01/11/2023	02/11/2023	L
<b>Crowd Control, overcrowding.</b> Assign Gate Leads and side gate Marshalls to protect against over attendance by intruders.	Nick Rigg Ashley Bardsley Dom Blackwell	02/11/2023	02/11/2023	L
<b>First Aid Cover.</b> Designate 1 <sup>st</sup> Aiders for on site	Denilson Sousa	02/11/2023	02/11/2023	L
<b>Neighbours.</b> Conduct survey door to door in Coleshill Road adjacent to the club and issue complimentary tickets	Ashley Bardsley Jack Thompson	02/11/2023	02/11/2023	L
<b>Security, clubhouse protection against unlawful entry to changing rooms or garage or equipment storage.</b>	Mick Lee, Dan Cox Luke Turner	02/11/2023	02/11/2023	L

<b>Welfare,</b> Ensure plan is in place to provide club facilities, alternative toilets if needed (Changing Rooms)	Dan Cox	02/11/2023	02/11/2023	L
<b>Car Park &amp; Vehicular access</b> Assigned gate control, wristband issue and guidance to car parking at main street entrance.	Nick Rigg Ciara Goodwin	02/11/2023	02/11/2023	L
<b>Clean Up.</b> internal areas. Cleaners to be arranged for 5 <sup>th</sup> Nov., Sunday morning before 1000 hrs.	Mick Lee	02/11/2023	02/11/2023	L
<b>Clean Up</b> Surface of field. Walkover clean-up of external areas to be arranged.	Mick Lee, Dan Cox Ashley Bardsley Zac Mann, Dom Blackwell	02/11/2023	02/11/2023	L
<b>Catering</b> Third-Party Contractors to be liaised with regarding safe positioning of stall and spectator access.	Ashley Bardsley	02/11/2023	02/11/2023	L
<b>DATE OF REVIEW:</b> 02/11/2023	<b>COMMENTS:</b> NO COMMENTS OUTWITH ABOVE			
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RESIDUAL RISK RATING	ACTION REQUIRED
<b>VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring</b>	<b>The activity must not take place at all.</b> You must identify further controls to reduce the risk rating.
<b>HIGH (H) Possibility of fatality/serious injury occurring</b>	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
<b>MEDIUM (M) Possibility of significant injury or over 3 day absence occurring</b>	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
<b>LOW (L) Possibility of minor injury only</b>	No further action required.

## CHECKLIST

		who	✓
<b>Named Leader</b>	Running / co-ordinating event	AML	
<b>Marshalls</b>	Sufficient	AB	
	Briefed re emergencies / duties	ZM	
	Identification (e.g. fluorescent jackets)	MPL	
	Torches	DB	
<b>Emergencies</b>	Services advised	MPL	
	Access secured (clear of pedestrians, parked cars etc)	NR	
	Crowd control in emergency situation	NR	
	Evacuation (separate from emergency access)	NR	
<b>First Aid</b>	Qualified persons	DS	
	Adequate facilities (indoors, water, etc)	DS	
	Briefed	DS	
<b>Sparklers</b>	NO !!! - no personal fireworks of any kind	HJL	
	How controlled to prevent	HJL	
	Information on tickets / posters etc	HJL	
<b>Lighting</b>	Adequate in public access areas	DB	
	Back up in case of failure	DB	
<b>Bonfire</b>	<b>Size, materials, positioning</b>		
	<b>Lighting / extinguishing</b>		
<b>Fireworks</b>	Positioning	AML	
	Drop zone	MPL	
	Wind direction	MPL	
	Lighting (automatic / portfires etc)	AML	
	Experience / training of firer(s)	AML	
	Personal protective equipment for firers	CTL	
	Dealing with misfires	PF	
	Clearing up afterwards	all	
	Storage	AML	
<b>Extinguishers</b>	Adequate (water / Co2 / buckets / sand / etc)	PF	
	Positioning	PF	
<b>Communications</b>	PA System / loudspeaker/ megaphone etc to crowd emergency only)	MPL	
	Between organisers / marshalls (mobile phones)	NR	
	To emergency services	ZM	
	Agreed emergency procedure	ZM	
<b>Security</b>	Check of buildings / area before leaving	DF	
	Control of 'visitors' during event (fencing around site etc)	AB	
	Crowd control	AB/DB	
<b>Insurance</b>	Checked	PH	
	Special conditions met	PH	
<b>HS(G) 123 and 124</b>	Read and understood by all relevant persons		

# Organising firework displays

## Explosives: update

[The UK has left the EU, and some rules and procedures have changed from 1 January 2021.](#)



Firework displays should be enjoyable and spectacular occasions – but they obviously need some responsible planning. The good news is that there is straightforward guidance to help you.

If you are organising a major public event, you will clearly need a robust and detailed approach to planning as well as professional involvement. If you are holding a local firework display, such as those organised by many sports clubs, schools or parish councils, you still need to plan responsibly, but the same level of detail is not necessary or expected. Below are some tips and guidance to help you.

### **Before the event:**

- Think about who will operate the display. There is no reason why you should not light a display yourselves provided it only contains fireworks in categories 1, 2 and 3. but remember, category 4 fireworks may only be used by professional firework display operators. In untrained hands they can be lethal.
- Consider whether the site is suitable and large enough for your display, including a bonfire if you are having one. Is there space for the fireworks to land well away from spectators? Remember to check in daylight for overhead power lines and other obstructions. What is the direction of the prevailing wind? What would happen if it changed?
- Think about what you would do if things go wrong. Make sure there is someone who will be responsible for calling the emergency services
- Make sure you obtain the fireworks from a reputable supplier.
- If the display is to be provided by a professional firework display operator make sure that you are clear on who does what especially in the event of an emergency
- Ensure you have a suitable place to store the fireworks. Your firework supplier or local authority should be able to advise
- If you plan on selling alcohol the bar should be well away from the display site

### **On the day of the event:**

- Recheck the site, weather conditions and wind direction
- Don't let anyone into the zone where the fireworks will fall – or let anyone other than the display operator or firing team into the firing zone or the safety zone around it
- Discourage spectators from bringing drink onto the site
- Don't let spectators bring their own fireworks onto the site
- If you will also have a bonfire at the display then you should:
  - Check the structure is sound and does not have small children or animals inside it before lighting it
  - Not use petrol or paraffin to light the fire
  - Have only one person responsible for lighting the fire. That person, and any helpers, should wear suitable clothing eg a substantial outer garment made of wool or other low-flammable material.
  - Make sure that the person lighting the fire and any helpers know what to do in the event of a burn injury or clothing catching fire
- Never attempt to relight fireworks. Keep well clear of fireworks that have failed to go off

### **The morning after:**

- Carefully check and clear the site. Dispose of fireworks safely. They should never be burnt in a confined space (eg a boiler)

## **Additional points to consider if you are organising a major public display**

For major displays, particularly those involving category 4 'professional' fireworks or very large number of spectators, a more robust approach is obviously needed.

- Plan and mark out the areas for spectators, firing fireworks (and a safety zone around it) as well as an area where the fireworks will fall
- Think about how people will get into and out of the site. Keep pedestrian and vehicle routes apart if possible. Mark exit routes clearly and ensure they are well lit. Ensure emergency vehicles can get access to the site
- Appoint enough stewards/marshals. Make sure they understand what they are to do on the night and what they should do in the event of an emergency
- Contact the emergency services and local authority. If your site is near an airport you may need to contact them
- Signpost the first aid facilities

## **Guidance on Firework displays (CBI publication)**

Guidance on firework displays has been produced by the Confederation of British Industry Explosives Interest Group (CBI EIG).

[Working together on firework displays \(PDF\)](#) – aimed at professional firework display organisers and operators.

[Giving your own firework display \(PDF\)](#) – aimed at all other firework displays.

## **Insurance**

Most employers are required by law to insure against liability for injury or disease to their employees arising out of their employment. The Employers' Liability (Compulsory Insurance) Act 1969 ensures that you have at least a minimum level of insurance cover against any such claims.

- [More information \(PDF\)](#)

Public liability insurance is not required by health and safety law. However, if you are manufacturing or storing explosives (including fireworks) you may wish to take out public liability insurance. Many industry trade associations and professional bodies require this as a condition of membership. Professional display operators using category F4 fireworks, T2 theatrical pyrotechnics or P2 pyrotechnic articles are required by product safety law to have public liability insurance in place covering their use.