

FIREWORK & BONFIRE RISK ASSESSMENT GUIDANCE

Wigginton Village Bonfire & Fireworks Display – Sat Nov 5th, 2022

Risk assessment is an essential tool when planning and setting up a display to ensure the smooth and safe operation of the event. Further guidance is available from the Health and Safety Executive. A free-to-download, web-friendly version of HSG 124 is available at www.hse.gov.uk/pubns/books/hsg124.htm

Have you considered asking your supplier to let off the fireworks? YES / NO (If no, why?) YES

Do you have valid insurance? *(Please indicate policy number and expiry date.)* YES, POLICY NUMBER: LCO01267, EXPIRY DATE: 31ST May 2023

THE GENERAL PRINCIPALS

- Identify hazards (The potential to cause harm)
- Who may be harmed and how? i.e. Firer's, stewards, members of the public, etc.
- How likely is it that someone will 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

(OHSAS 18001:1999)

If your firework company is letting off the fireworks, please ignore Sections 2 & 3

SECTION 1: SITE	Yes / No or Details	DETAILS OF CONTROL MEASURES
Is the layout and size of the firing area adequate?	Yes	<ul style="list-style-type: none"> Event area is sufficient to accommodate the firing area and safety zone determined by fireworks company
How close to the firing area are spectators	In excess of 100m	<ul style="list-style-type: none"> Fireworks company will dictate the distance between crowd and fireworks on the day, based on prevailing weather conditions. There is ample room on the field to provide safe distance.
Is the fallout area adequate?	Yes	<ul style="list-style-type: none"> Fallout area is in excess of 50m
Are there any overhead or adjacent obstructions?	No	
Are spectators prevented from accessing the firing, fall out and bonfire areas	Yes	<ul style="list-style-type: none"> All restricted areas are prevented from access by temporary fencing
Is there a traffic management plan?	Yes	<ul style="list-style-type: none"> Six volunteer traffic wardens are on duty to guide cars to the off-road parking area
Is there suitable and sufficient car parking spaces available?	Yes	<ul style="list-style-type: none"> We have a field used for temporary off-road parking, although we encourage spectators to arrive by foot to reduce traffic in and around the village Parking is clearly signposted Parking is well away from the firing area / fallout zone Parking is segregated from pedestrian access to the site
If 'on street parking', is there sufficient access for emergency services?	Yes	<ul style="list-style-type: none"> On street parking is restricted at site entry – other roads are wide enough to allow passage for emergency services

SECTION 2: FIREWORKS	Yes / No or Details	DETAILS OF CONTROL MEASURES
Are the fireworks in date and comply with BS7114 1988?	N/A	<ul style="list-style-type: none"> • Fireworks are being supplied and lit by professional fireworks company
Are there adequate storage facilities before and on the day of the display?	N/A	<ul style="list-style-type: none"> • Fireworks are being supplied and lit by professional fireworks company
Are there adequate instructions available?	N/A	<ul style="list-style-type: none"> • Fireworks are being supplied and lit by professional fireworks company

SECTION 3: COMPETENCE OF FIRER'S	Yes / No or Details	DETAILS OF CONTROL MEASURES
Do they have previous experience?	N/A	<ul style="list-style-type: none"> • Fireworks are being supplied and lit by professional fireworks company
Will fireworks be lit by "portfire" device or similar?	N/A	<ul style="list-style-type: none"> • Fireworks are being supplied and lit by professional fireworks company
Is adequate protective clothing worn (gloves, goggles, hard hat etc.)?	N/A	<ul style="list-style-type: none"> • Fireworks are being supplied and lit by professional fireworks company
Have instructions been given regarding misfired and partly spent fireworks?	N/A	<ul style="list-style-type: none"> • Fireworks are being supplied and lit by professional fireworks company
Have these instructions been included in your plan?	N/A	<ul style="list-style-type: none"> • Fireworks are being supplied and lit by professional fireworks company
Have all firer's been adequately instructed in the firing sequence?	N/A	<ul style="list-style-type: none"> • Fireworks are being supplied and lit by professional fireworks company

SECTION 4: CROWD SAFETY	Yes / No or Details	DETAILS OF CONTROL MEASURES
What is the expected crowd size?	1,500 – 2,000	<ul style="list-style-type: none"> • Event is a local event for residents of Wigginton (population approx.

		1000, but is also attended by residents from other villages.
How many stewards are there? (1:250 stewards to crowd)	Between 12 and 15	<ul style="list-style-type: none"> • Marshalls will be issued with fluorescent waistcoats to be easily identifiable
Are there barriers provided where necessary?	Yes	<ul style="list-style-type: none"> • Temporary fencing is in place to prevent spectators accessing restricted areas (bonfire site / firing area / fallout area etc.)
What emergency procedures are in place?		<ul style="list-style-type: none"> • Cancellation / Delay of event if adverse weather conditions • In event of firework injury, marshal to alert St Johns who will assess and call ambulance if necessary • In event of disorderly spectator behavior, marshal to alert Organizer who will call police if necessary • In event of spectators accessing restricted areas, display will be stopped until spectator is safe. • PA equipment will be used to communicate announcements to spectators in event of emergency, giving directions on what to do • Radio link between Main organiser and firers will be used to halt display if required
Have all relevant emergency services been informed?		<ul style="list-style-type: none"> • St Johns Ambulance will be in attendance • Police have been informed, and will be attending the event if resources are available • Local fire service has been informed
Have you identified someone as an emergency site contact on the night? (state who and contact number)	Yes	<ul style="list-style-type: none"> • Steve Walker, Tel: 07770 990 066
Have adequate first aid arrangements been made? i.e St Johns Ambulance, Red Cross etc.	Yes	<ul style="list-style-type: none"> • St Johns Ambulance are attending the event • Their presence and location will be announced over the PA prior to the event starting
Have you considered the issue of sparkler safety?	Yes	<ul style="list-style-type: none"> • Sparklers are banned from the event
Do you propose to have a sparkler ban, if not, why?	Yes	<ul style="list-style-type: none"> • Sparklers are banned from the event • Signs are displayed stating this at all entrances, and on adverts for the event
Would you consider encouraging the use of light sticks?	Yes	<ul style="list-style-type: none"> • Glowsticks will be available to purchase on the night

SECTION 5: BONFIRES	Yes / No or Details	DETAILS OF CONTROL MEASURES
Has a person been nominated to be responsible for the bonfire? Please state who & contact details.	Yes	<ul style="list-style-type: none"> • The dedicated fire marshal is Bryan Hayter, Tel: 07809 640930
Has it been securely constructed?	Yes	<ul style="list-style-type: none"> • Dedicated team of bonfire building volunteers construct the bonfire each year, built from stacked pallets in a stable square layout. Before lighting the fire, the fire marshal will check the construction is stable.
Does it contain dangerous rubbish e.g. foam filled furniture, aerosols etc?	No	<ul style="list-style-type: none"> • Only pallet boards are used as the combustible material in the bonfire
Is a safety check carried out to ensure there are no children or animals inside immediately prior to lighting?	Yes	<ul style="list-style-type: none"> • The nominated person responsible for lighting the bonfire performs a pre ignition safety check <ul style="list-style-type: none"> ○ Fire is stable construction ○ No Animals or Children are inside
Is the bonfire lit in a safe manner	Yes	<ul style="list-style-type: none"> • Bonfire is only lit by the nominated person responsible for fire lighting • Petrol or Paraffin is not used to light the fire
Is the bonfire suitably located and spectators kept at an appropriate distance?	Yes	<ul style="list-style-type: none"> • Bonfire is located on flat ground in site of previous years bonfires • Bonfire is surrounded by temporary fencing to prevent spectators from getting too close. • Bonfire site is not near any flammable or other dangerous materials
Are adequate procedures in place for emergencies (first aid, change in wind direction – smoke & embers blowing across the road etc.)?	Yes	<ul style="list-style-type: none"> • Bonfire is supervised at all times • In event of out-of-control fire, fire marshal to contact main organizer to stop event and contact fire services • In event of spectators accessing the bonfire area, the display will be stopped until the spectator is made safe. • In the event of a spectator injury, fire marshal to alert St Johns who will assess and call ambulance if necessary • In the event of adverse weather conditions (increased wind, change of wind direction) the fire marshal will assess situation and contact the main organizer with his recommendation on whether it's necessary to cancel / delay the event.

SECTION 7: FIRE SAFETY	Yes / No or Details	DETAILS OF CONTROL MEASURES

Are there adequate number of extinguishers, sand/water buckets etc.?	Yes	<ul style="list-style-type: none"> • Five buckets filled with sand will be made available at the bonfire site • Two fire extinguishers will also be available
Are there adequate numbers of people trained to use the above?	Yes	<ul style="list-style-type: none"> • Fire marshal and his team will be given basic training on how to use the fire extinguishers, however • The marshals will not attempt to extinguish the main bonfire due to the potential for injury; if the fire marshal deems this necessary for some unforeseen reason, they will advise the main organiser to stop the event and call the fire service to extinguish the bonfire • Fire fighting equipment will only be used to tackle any small secondary fires that may take hold – the fire marshal will decide on whether to tackle the secondary fires using the onsite firefighting equipment, or to stop the event and call the fire service.
Is the fire fighting equipment suitably located (conspicuous and accessible)?	Yes	<ul style="list-style-type: none"> • Firefighting equipment will be stored in a well-lit and supervised area • All marshals will be made aware of the location of the fire fighting equipment in the pre-event briefing
Is the equipment subject to a service contract?	Yes	<ul style="list-style-type: none"> • The fire extinguishers are subject to a service contract
What date was it last checked by a competent person?	Within last 12 months	<ul style="list-style-type: none"> • The fire extinguishers service contract mandates the extinguishers have a maintenance check every 12 months.

SECTION 7: ENVIRONMNT	Yes / No or Details	DETAILS OF CONTROL MEASURES
Is there a procedure in place to modify or cancel the event?	Yes	<ul style="list-style-type: none"> • A PA system is available to announce any changes to the event that need to be communicated to the spectators. • In the event of a cancellation prior to the event, social media will be used to communicate the cancellation, in addition to posters on the way into the village. • If the event is cancelled, access to parking and the site will be restricted.
Are you confident that the display will not cause a statutory nuisance?	Yes	<ul style="list-style-type: none"> • The event has been held for over 20 years with the same format, and no complaints of a statutory nuisance has been recorded.
Is there a risk to pets and livestock close to your event?	No	<ul style="list-style-type: none"> • The fire is checked pre ignition for any animals, no livestock is kept adjacent or on the site.

SECTION 8: OTHER RISKS

Please state any other risks you have identified below and the measures taken to minimize the risk

Adverse Weather

- Separation between fireworks and spectators is re-evaluated to ensure safe distance (as prescribed by fireworks company)
- If safe separation cannot be ensured, the event will be cancelled / delayed

Post Event Actions

- Site area is checked for spent fireworks
- All ashes are removed from site
- Bonfire site is checked and cleared of any nails / debris

DETAILS OF CONTACT PERSON	ADDRESS OF DISPLAY
STEVE WALKER FRITH HOUSE CHESHAM ROAD WIGGINTON HP23 6HH TEL: 07770 990 066	THE SPORTS FIELD CHESHAM ROAD HP23 6HH