

**EXAMPLE**

**Event Risk Assessment Form - FIREWORKS DISPLAY**

<b>Event Name:</b> Fireworks Display	<b>Date:</b> Tbc	<b>Venue:</b> Tbc
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(1) <b>Activity / Area of Concern</b>  ie: what is taking place as part of the event?	(2) <b>Hazards Identified</b>  ie: what can cause harm?	(3) <b>Persons at Risk</b>  ie: who could be harmed by the hazard?	(4) <b>Current Risk Factor (high, medium or low)</b>  ie: determine the level of risk	(5) <b>Actions to be Taken to Minimize each Risk</b>  ie: what action can you take to lower the level of risk	(6) <b>New Risk Factor (high, medium or low)</b>  ie: risk factor after action taken to minimize the risk
Fireworks	Inadequate planning / control of event	Members of the public	High	<p>Event organizer to obtain/read/comply with Health &amp; Safety Executive's (HSE) guidance document 'Giving your own firework display: How to run and fire it safely' HSG124. (Copies are available to download for free from the <a href="http://www.hse.gov.uk">www.hse.gov.uk</a>).</p> <p>Professional firework operators must be employed for all firework events on public land including parks and recreation grounds. The operator will be required to provide their own full display Risk Assessment ie: in addition to this overall event Risk Assessment. The operator's Risk Assessment must include a misfire of a firework into the crowd and appropriate control measures. All current legislation per class of firework must be included in the Risk Assessment</p>	Medium
"	Inadequate public liability insurance in case of accident	Members of the public / property	Medium	Event organizer must provide event public liability insurance for a minimum of £5 million, ideally £10 million (the firework operator will provide their own additional public liability insurance)	Low

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“	Inappropriate site	Members of the public / property	High	Select an appropriate site for the display – event organizer to comply with Figures 1a and 1b in the HSE guidance document ‘Giving your own firework display: How to run and fire it safely’ <b>HSG124</b>	Medium
“	Emergency services unaware of display	Members of the public; emergency services; aircraft	Medium	Event organizer to inform relevant authorities at least 28 days prior to the event by notifying the Safety Advisory Group	Low
“	Local residents unaware of display	Local residents or businesses	Medium	All local residents/businesses/schools to receive leaflet at least 1 week in advance informing them of the date, time and duration of the display; be aware of displays near residential/sheltered homes	Low
“	Site debris	Members of the public	Medium	Ensure the site is cleared of any hazardous/inflammable material on the day of the event ie no litter, paint, tyres, rubber, furniture, gas cylinders, corrugated cardboard, fuel, bottles, batteries, aerosols, etc (this list is not exhaustive)	Low
“	Spectators too close to display	Members of the public	Medium	Spectators must be kept out of the safety area in accordance with the minimum dimensions specified in Figures 1a and 1b in the HSE guidance document ‘Giving your own firework display: How to run and fire it safely’ HSG124	Low
“	Crowd control	Members of the public	Medium	Public Address system must be in place  Sufficient identifiable marshals with high visibility jackets, torches and radios must be situated at suitable intervals along the perimeter to ensure no unauthorised access. Marshals to be briefed prior to event  Minimum of 2 marshals per 500 people attending	Low

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“	Fireworks being illegally let off	Members of the public	High	Marshals to ask every person attending event whether they have brought any fireworks – explain they are prohibited. Should any person admit to possessing fireworks with them, they must be asked to remove them completely from the site. Should they not be prepared to do so they must be denied admittance to the site	Medium
“	Alcohol consumption – disorderly behaviour	Members of the public	Medium	<p>Advertisements and posters for the event to clearly state that alcohol is not permitted</p> <p>Marshals to ask every person attending event whether they have brought any alcohol – explain this is prohibited. Should any person admit to possessing alcohol, they must be asked to remove it completely from the site. Should they not be prepared to do so they must be denied admittance to the site</p>	Low
“	Fire / burning	Members of the public	Medium	<p>Buckets of water and/or sand and/or portable water fire extinguishers and/or water hoses to be situated at intervals around the perimeter. Fire blankets to be on hand</p> <p>Marshals to call 999 emergency services in the event of any fire or accident</p>	Low
“	Risk of injury at public entrances / exits	Members of the public	Medium	Separate entrances / exits (minimum of 2 exits) for pedestrians only – must be clearly signposted, well lit and free from obstruction. Entrances / exits constructed to allow easy access for disabled people. Entry supervised by identifiable marshals. Catering outlets must be located away from entry or exit points	Low
“	Emergency access inhibited/ prevented	Members of the public	Medium	Access route must be clearly identified for emergency vehicle access. Marshals to ensure route is free from obstruction	Low

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“	PA system cables catch fire or electrocute	Members of the public / staff	Medium	Check cables prior to event. Circuit breaker in place	Low
	Trip over cables	Members of the public / staff	Medium	Cable covers/ management system in place, no exposed cables	Low
“	Accident / injury	Members of the public	Medium	Adequate qualified First Aid provision must be in place	Low
“	Fire; Terrorist attack; Storm	Members of the public	High	Procedure in place for emergency evacuation, to include methods of egress, designated assembly points, marshals, PA system, information boards for public	Medium
“	Litter	Members of the public	Medium	Arrangements must be in place to clear as much litter as possible from the event immediately afterwards; and a thorough litter removal in daylight the next day. Litter pickers must wear appropriate gloves and dispose of any unspent fireworks safely	Low
Car parking	Injuries caused by moving vehicles	Members of the public – especially children	Medium	Car parking must be situated well away from the display site, with separate pedestrian and vehicle routes, and must be clearly signposted. Car parking supervised by identifiable marshals. Specially designated area for disabled parking near the entrance. Procedure must be in place and a suitable towing vehicle available to remove vehicles from site in the event of very wet ground conditions	Low

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Catering – food / drink	Food poisoning	Members of the public	Medium	Organiser to ensure caterers are registered with their local authority. Catering outlets must be located away from entry or exit points	Low
	Allergic reaction	Members of the public – especially children	Medium	Clearly display ingredients or possible contamination by ingredients eg “This product contains nut oil” etc	Low
Fair rides	Noise pollution	Members of the public – adults / children	Low	Decibels to be kept to a sensible level. Must finish at designated time.	Low
	Burning	Members of the public – adults / children	Medium	Generators to be situated away from public access & roped off. Fuel to be stored securely and in limited quantities.	Low
	Being hit by moving rides	Members of the public – adults / children	Medium	Rides to be properly supervised to deny access while moving and allow room between rides for access. Event organiser ensures all rides have current H&S certificates. Public liability insurance in place.	Low
Toilet provision	Not enough toilets	Members of the public	Medium	Ensure enough toilets present at site for numbers attending as per British Standard 6465. Provide portaloos if necessary.	Low
Marquee / gazebo	Guy ropes/stakes trip hazard	Members of the public / staff	Medium	Ensure marquee company certificated and have PLI £5m cover and provide copy of their Risk Assessment to event organiser. Mark stakes/rope with hazard tape. Check prior to event opening all ropes secure, regularly re-check. Only competent/trained persons to erect marquee/gazebo. Access to any electricity supply if required must be connected by qualified electrician	Low

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Lighting	Insufficient light for event	Members of the public / firework operators	Medium	Ensure sufficient lighting for the display operators and the general public. If electrical supply via generators ensure diesel fuel generators are used. Generator company to supply event organizer with Risk Assessment and Public Liability Insurance. Ensure cable management system in place	Low
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**Name of person completing Risk Assessment (printed):** .....

**Signature:** ..... **Date:** .....

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