

<b>RISK ASSESSMENT FOR:</b> Round Table 940	<b>FIREWORKS DISPLAYS</b>	
<b>Establishment:</b> Frodsham Community Centre	<b>Assessment by:</b> Frodsham Round Table 940	<b>Date:</b> 05/05/2021
<b>1<sup>st</sup> Review Date Due :</b>	<b>Manager Approval:</b> Chris Jackson	<b>Date:</b> 05/05/2021



**ROUNDTABLE**

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> <li>• A dropping zone for spent fireworks of 100m x 50m is in place in a downwind direction (check weather conditions)</li> <li>• Spectators are to be kept back on the opposite side from the dropping zone at least 25m from the firing zone.</li> <li>• The area has been checked and is free from obstructions i.e. trees, overhead power cables and well away from buildings.</li> <li>• Suitable secure area for firework storage inaccessible to public.</li> <li>• Firing area supervised once fireworks set up.</li> <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> <li>• Spent firework cases gathered, site also checked at first light for partly spent fireworks.</li> </ul>		

<p><b>Injury caused by bonfire</b>  Inadequate space  Collapse  Excessive sparks</p>	<p>Staff  Visitors  Volunteers</p>	<p>Property damage/fire    Burns</p>	<ul style="list-style-type: none"> <li>• Separation maintained between bonfire and spectators</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>		
<p><b>Use of external companies / contractors</b>    Poor practices    Lack of competency</p>	<p>Staff  Visitors  Volunteers</p>	<p>Property damage/fire    Burns    Cuts / abrasions, muscular skeletal and other physical injuries</p>	<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>		
<p><b>Adverse weather</b></p>	<p>Staff  Visitors  Volunteers  Contractor</p>	<p>Property damage/fire    Burns    Cuts / abrasions, muscular skeletal and other physical injuries</p>	<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>		
<p><b>Fire</b>  Ignition of premises    Small fires</p>	<p>Staff  Visitors  Volunteers  Contractor</p>	<p>Burns    Property damage / loss</p>	<ul style="list-style-type: none"> <li>• Adequate separation from buildings (see above)</li> <li>• Adequate water, sand buckets etc.</li> <li>• Positioned in appropriate places to allow quick access</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>		

<p><b>Crowd Control</b> Crush injuries, panic, distress Separation of children from parents</p> <p><b>Overcrowding</b> 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>• Walkie talkies 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><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 school / mobile phones available</li> </ul>		
<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 head teacher / governors</li> </ul>		
<p><b>Security</b></p> <p>Unauthorised access Inadvertent access</p>	<p>Staff Visitors Volunteers Contractor</p>	<p>Malicious damage / theft from school</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><b>Inadequate welfare facilities</b></p>	<p>Staff Visitors Volunteers Contractor</p>		<ul style="list-style-type: none"> <li>• School toilets are used.</li> <li>• Adequate supervision</li> </ul>		

<p><b>Vehicular access</b></p> <p>Ineffective pedestrian vehicle segregation</p>	<p>Staff Visitors Volunteers Contractor</p>	<p>Cuts / abrasions, muscular skeletal and other physical injuries Broken bones</p> <p>Significant head / multiple injuries</p>	<ul style="list-style-type: none"> <li>• Restricted access, visitors advised accordingly. ( gates shut/ managed by staff)</li> <li>• Vehicle movements restricted</li> <li>• Pedestrian walkways maintained</li> <li>• Clear route maintained for emergency services</li> <li>• Designated car park well away from the display area and dropping zone.</li> <li>• Car park clearly sign posted and attendants in place.</li> </ul>		
<p><b>Surface of field / internal areas</b></p> <p>Slips, Trips and Falls</p>	<p>Staff Visitors Volunteers Contractor</p>	<p>Cuts / abrasions, muscular skeletal and other physical injuries</p>	<ul style="list-style-type: none"> <li>• Ensure arrangements are in place for clearing up and safely disposing of any litter left after the event</li> <li>• Regular premises inspections.</li> <li>• Adequate external lighting available</li> </ul>		
<p><b>Supplying Food and Drink</b></p> <p>Poor standards of hygiene</p> <p>Physical contamination</p> <p>Incorrect storage of food</p> <p>Poor temperature control</p>	<p>Staff Visitors Volunteers Contractor</p>	<p>Salmonella Listeria Allergies Anaphylaxis</p> <p>Scalds from urns and kettles Scalds from hot drinks</p>	<ul style="list-style-type: none"> <li>• Follow advice given in '<a href="#">Food Hygiene advice for teachers, parents, pupils and classroom assistants</a>'</li> </ul> <p><b>Personal hygiene</b></p> <ul style="list-style-type: none"> <li>• Exclusion for food handlers following illness (48hrs).</li> <li>• Tie back long hair.</li> <li>• Staff to wash hands before handling food and after visits to the toilet etc.</li> <li>• Ensure that warm water, soap and towels (disposable) are available.</li> <li>• Cuts etc. are covered with waterproof adhesive dressings</li> </ul> <p><b>Transport / Storage</b></p> <ul style="list-style-type: none"> <li>• Food that requires refrigeration must not be supplied unless adequate facilities for taking to school and keeping in a chilled state exist.</li> <li>• Buffets, sandwich fillings etc. kept out of fridge for shortest time possible.</li> <li>• Keep food covered wherever possible outdoors.</li> <li>• Parents encouraged transport food in sealable containers / covered.</li> </ul>		

			<p>Food from reputable suppliers The school must not accept food from parents, pupils or staff where they are suspicious about the hygiene in preparation or storage prior to arrival at the school</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</li> <li>• Meat kept in cool box / fridge until needed</li> <li>• Small portions cooked, evenly / thoroughly</li> <li>• Access to hand washing facilities / antiseptic wipes</li> <li>• Keep cooked food separate from raw meat – use separate utensils</li> </ul>		
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<p><b>Additional Control Measures</b> (to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</p>	<p><b>Action by Whom</b> (list the name of the person/people who have been designated to conduct actions)</p>	<p><b>Action by When</b> (set timescales for the completion of the actions – remember to prioritise them)</p>	<p><b>Action Completed</b> (record the actual date of completion for each action listed)</p>	<p><b>Residual Risk Rating</b></p>
<p><b>HS(G)124 "Giving Your Own Firework Display: How to run and fire it safely" ( ISBN 0-7176-6162-8).</b></p> <p><b>HS(G) 123 "Working together on firework displays" ( ISBN 0-7176-6196-2)</b></p> <p>Available from <a href="http://www.hse.gov.uk/pubns/books/fireworks1.htm">http://www.hse.gov.uk/pubns/books/fireworks1.htm</a></p> <p><b>Remember – Fireworks not marked with ‘Complies with BS7114 Part 2 1988’ are suitable for use ONLY by Professionals</b> Online guidance from the HSE on <a href="#">organising a firework display</a> is also available.</p> <p><b>Direct gov advice</b> <a href="http://campaigns.direct.gov.uk/fireworkssafety/index.html">http://campaigns.direct.gov.uk/fireworkssafety/index.html</a></p>				
<p><b>DATE OF REVIEW:</b> <i>Record actual date of review</i></p>	<p><b>COMMENTS:</b> <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i></p>			
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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

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