



FIREWORKS DISPLAY CHECKLIST

BONFIRES

- Ensure that there is one person in overall control
- Site at least 15 metres from buildings, hedges, etc
- Contents should be controlled. There should be no: furniture, aerosols, rubber, tins of paint, gas cylinders, bottles
- Check that there are no animals or children inside before lighting
- Do not light with petrol or paraffin (paper and firelighters recommended)
- Do not light before fireworks, as stray sparks could set these off
- People lighting and attending should wear low flammable clothing and strong boots or shoes
- Sand, hose, fire blanket, extinguisher, etc should be available
- Train people to deal with burns and fire to clothing
- Area to be damped down afterwards

CAR PARKING

- Restrict parking to a specified area if possible, upwind of the display
- Provide marshals
- Provide marshals with high visibility jackets
- Provide marshals with means of communication, for example radios

CLEAR UP

- Extinguish bonfire and cool down before leaving the site
- Soak misfired or partly spent fireworks in a container of water in an area where they cannot be tampered with. Contact supplier/manufacturer if uncertain
- Never put fireworks, even those spent, on bonfire, or bury
- Do not allow the public into non-spectator area until finished
- Return to site at first light to make sure site is clear and safe

CONTROL OF THE PUBLIC

- Estimate how many people may attend
- Plan how to deal with more people arriving than expected
- Consider whether it is safe for children to attend
- Consider how many stewards there should be
- Provide stewards with items such as: high visibility clothing, torches, radios/mobile phones, whistles
- Barrier off unsafe areas
- Provide litter bins
- If spectators break through a barrier, inform the firers straightaway and stop firing of fireworks stops as soon as possible
- Provide at least two spectator exits, large enough, spaced apart, clearly marked, kept free from obstructions and well lit
- Plan to deal with large numbers of spectators leaving at the end

EMERGENCIES

- For large events, inform fire service, police, ambulance service
- Have procedures in place to deal with: calling out emergency services, controlling the public, cancelling the display in high winds
- Ensure that there is sufficient access for emergency vehicles
- Provide a megaphone in case of a power cut
- Ensure space for spectators to be moved to in an emergency
- Provide equipment for putting out small fires

EQUIPMENT

- Ensure electrical equipment is safe, and if used outside, is suitable
- LPG gas should be safely stored and sited
- Ensure any urns and kettles are sited safely to prevent scalds
- Extension leads should not be overloaded
- Cables should be safely routed, or buried, to avoid trips
- Provide external protective mats for cables which may be driven over

FIREWORKS - PROFESSIONAL DISPLAY

- Before contracting a professional to handle the firework display, check: their competence, including proper training for staff, whether a risk assessment for the particular site will be carried out and they have insurance
- With the operator, agree your respective areas of responsibility for health and safety

FURTHER INFORMATION

- *Giving your own Fireworks Display and Working together on Firework Displays* www.eig2.org.uk/new-guides-for-firework-displays
- www.hse.gov.uk/explosives/fireworks

FIREWORKS - IN HOUSE DISPLAY

- Staff involved should have received adequate training
- At least one of the firers should have some previous experience of firing large fireworks
- Provide personal protective equipment as necessary: goggle/face visor, hard hat, hearing protection, gloves, torches, close fitting low flammable clothing
- Provide communications to summon emergency help
- Make arrangements for misfires. Leave a firework for at least 30 minutes before placing it in a bucket of water or follow the supplier's /manufacturer's instructions.
- Before the display, examine all fireworks and read instructions
- Consider whether a firing plan is required
- Fireworks should only be bought from a reputable supplier and they should comply with British Standard BS 7114: Part 2 1988
- Keep fireworks in a secure, cool, dry place where there are no naked flames, other sources of ignition, and no highly flammable substances. The public should not be allowed access.
- If possible, set up fireworks in the daylight. However, they must then be secure against tampering or attended at all times
- Place all aerial fireworks towards the back of the firing area
- Never use bottles as launch tubes for any firework
- Do not admit spectators to the display with their own fireworks
- No fireworks should be on sale at the site

FIRST AID

- For a larger event, provide a first aid post, which is easily accessible to an ambulance
- If there is not such a post, make sure that stewards know who to call
- If possible, ensure that there is a trained first aider available at all times during the event

GENERAL PREPARATION

- Carry out a risk assessment. This should preferably be written and shown to those involved (see *Risk Assessment* section)
- Inspect the site in daylight to check for obstructions, including buildings, power lines, trees
- Clear the site of dry cut grass or other combustibles
- Make arrangements to prevent unauthorised access to buildings
- If alcohol is to be sold, the bar should be well away from the display area
- Make clear who is in overall charge to all those involved
- Have a pre-meeting for stewards to allocate specific responsibilities
- Stewards should be briefed on the emergency procedures, etc

NEIGHBOURS

- Inform neighbours of the event
- Arrangements should be made to clear nearby livestock
- Inform animal boarding establishments/riding schools/stables
- For large events, nearby hospitals, residential homes, railways and airfields should be informed

RISK ASSESSMENT

- If there is a professional display, both the display operator and the display organiser should prepare a risk assessment
- The display operator's assessment will form a part of the display organiser's overall risk assessment
- Consideration should include:
 - sale of refreshment
 - crowd control
 - access for emergency service
 - display site location and layout
 - setting up the fireworks
 - firing and clearing up

TIME RESTRICTIONS

Adult fireworks may not be used during the night (11pm to 7am) except on certain dates:

- Chinese new year – ban on using fireworks between 1am and 7am
- Guy Fawkes' Night (5th Nov) – ban between midnight and 7am
- Diwali – ban between 1am and 7am
- New Year's Eve – ban between 1am and 7am

Diwali/Chinese new year dates - dates vary from year to year



FIREWORKS DISPLAY CHECKLIST

LAYOUT

The layout of the display area depends on the category and type of fireworks being used.

Follow the manufacturer's recommended minimum safe distance. Where specific distances are not provided, refer to information on the minimum recommended safety distances shown below. A site suitability assessment needs to be undertaken by the organiser prior to the event.

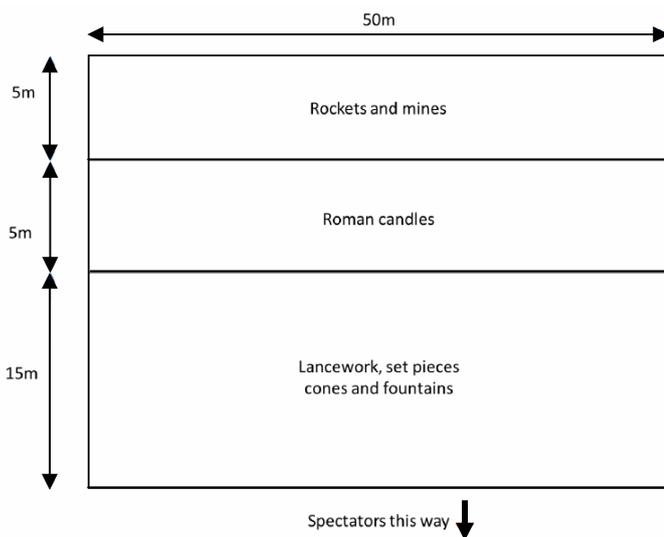
The term, *display site* refers to the whole site used for the display and is made up of:

- Spectator area:** the area from which spectators watch the display
- Safety area:** a clear area between the spectators and the firing area
- Firing area:** the area from which the fireworks are set off
- Fall-out area:** an area kept clear of people where debris from spent fireworks lands
- Bonfire area:** the area provided for the bonfire (if there is one)

The three *categories* of fireworks are:

- F1:** suitable for indoor use
- F2:** suitable for outdoor use in confined areas (garden fireworks)
- F3:** suitable for outdoor use in large areas (display fireworks)
- F4:** not for sale to the public; should be used only by professionals

Firing area layout for displays including aerial fireworks showing MINIMUM distances.

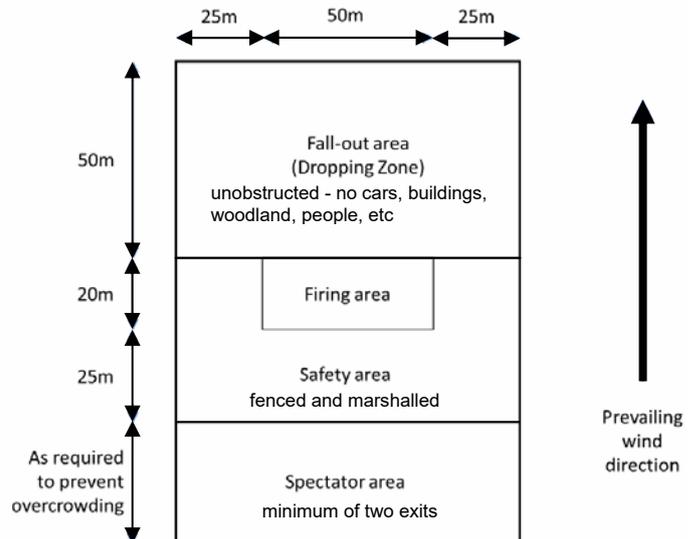


Bonfire Area

Located anywhere, provided it is:

- at least 15m from buildings, roads, railways, rights of way
- safe distance from flammable material, e.g. petrol, fuel oil, LPG etc
- downwind of spectators

Site layout for displays WITH aerial fireworks (up to category F3), for example rockets, mines, or Roman candles. MINIMUM distances.



Site layout for displays WITHOUT aerial fireworks (up to category F3), for example rockets, mines, or Roman candles. MINIMUM distances.

