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| Date: | |
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Risk Assessment

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|-----------------|--|------------------------------|--|--------------|--|
| Assessors Name: | | Assessment Reference Number: | | Review Date: | |
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| Endorsed By Name: | | Signature | | Position | | Date: | |
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| Description of activity being assessed | Providing a Firework display at clubs, public houses etc (not for us by professional display operators). |
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| Location | |
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| Identified Hazards | Who may be affected | Risk level before control measures S x P = R | | | | Control measures required | To be actioned by | Completion date | Final Risk Level S x P = R | | | |
|--------------------|--|---|---|---|----|--|-------------------|-----------------|-------------------------------|---|---|----|
| | | S | P | R | RR | | | | S | P | R | RR |
| Event Organisation | Spectators Volunteers Employees Contractors Emergency Services | 3 | 2 | 6 | M | <ul style="list-style-type: none"> Roles and responsibilities have been allocated. Procedures in place in the event the display has to be cancelled for any reason, for example poor weather. Local neighbours / businesses will be provided with advance warning (to enable them to make any necessary provisions if required). Where required the police will be informed of the event location, size, and layout. Where required the local fire brigade will be contacted to make them aware of the event and invite them to site. To be completed at least 28 days before the event. The local authority will be contacted if a public entertainment license is required. The numbers attending the event will be estimated to ensure there are no additional requirements under Martyn's Law. Insert additional controls as required. | | | 2 | 1 | 2 | L |

NOTE: See guidance notes before completing this Risk Assessment

Every effort has been made by Insure Our Event to ensure that the information given is accurate and not misleading, however we cannot accept responsibility for any loss or liability perceived to have arisen from the use of any such information. Only Acts of Parliament and Statutory Instruments have the force of law and only the courts can authoritatively interpret the law.

| Identified Hazards | Who may be affected | Risk level before control measures S x P = R | | | | Control measures required | To be actioned by | Completion date | Final Risk level S x P = R | | | |
|---------------------------------|--|---|---|---|----|---|-------------------|-----------------|-------------------------------|---|---|----|
| | | S | P | R | RR | | | | S | P | R | RR |
| Use of contractors | Spectators Volunteers Employees Contractors | 2 | 2 | 4 | M | <ul style="list-style-type: none"> All contractors will be vetted to ensure they have the necessary skills / competency, appropriate risk assessments and insurances. Where display operators are used they are competent and registered with an approved body, such as the British Pyrotechnists Association (BPA). Insert additional controls as required. | | | 2 | 2 | 4 | M |
| Purchase & Storage of Fireworks | Spectators Volunteers Employees Contractors | 3 | 3 | 9 | H | <ul style="list-style-type: none"> All fireworks are purchased from a reputable supplier that has provided advice and guidance on setting off the fireworks. Fireworks are purchased in kits with safety instructions. Fireworks conform to BS EN 15974 and only categories F1, F2 and F3 are used. All fireworks purchased / used are CE or UKCA marked. Fireworks are stored in the packaging in a cool, dry place with no ignition sources. Stored in a suitable secure designated area with no access to unauthorised persons. Only fireworks purchased by the nominated person are permitted on site and no fireworks are on sale during the event. Insert additional controls as required. | | | 3 | 2 | 6 | M |

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|---------------------------------|---------------------|---|---|---|----|---|-------------------|-----------------|-------------------------------|---|---|----|
| | | S | P | R | RR | | | | S | P | R | RR |
| Injury to Firers i.e., Burns | Firers | 3 | 2 | 6 | M | <ul style="list-style-type: none"> Fireworks are stored, handled and fired as per the manufacturers instructions and are not modified in any way. Only nominated persons are permitted to handle fireworks. Firers are trained. Procedure in place for misfires. After a minimum of 30 minutes after it fails to go off it is placed in a bucket of water (or as per the manufacturer's instructions). Firers follow details on the 'reserve' fuse and attempt to complete firing if a firework is partly spent. Fireworks are set up in plenty of time to avoid rushing, once set up the area is not left unattended. A communication system will be available to the firers and other team members. Firers have a torch and whistle to attract attention. All firers wear suitable clothing and sturdy footwear which is fire-resistant. Hat, goggle and gloves are worn. Sleeves are tucked into gloves. Hearing protection is provided to firers and worn. Fireworks are lit at arm's length. No persons involved in the display will be using the bar / under the influence of alcohol (or other substances). Insert additional controls as required. | | | 3 | 2 | 6 | M |

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|--------------------|--------------------------|---|---|---|----|---|-------------------|-----------------|-------------------------------|---|---|----|
| | | S | P | R | RR | | | | S | P | R | RR |
| Fire | All persons at the event | 3 | 2 | 6 | M | <ul style="list-style-type: none"> A fire risk assessment will be completed before the event. Fireworks are not used indoors (including F1 low hazard fireworks such as sparklers). No smoking is permitted when handling fireworks or in the firing area. Designated smoking area and bin provided. Fireworks are only set up in the designated firing area. The area is free of dry cut grass and other easily combustible materials. The site has been inspected (in daylight hours) to check for overhead obstructions, for example, trees, adjoining buildings, scaffolding. There are no overhead power lines where smoke / debris from a firework could cause a flashover or electric current causing premature firing of a firework. Firefighting equipment for putting out small fires will be available throughout the site. Nominated persons have been trained on extinguishing equipment and have been instructed on the rules on when to attempt to fight a fire. All spectator areas have a minimum of two exits, which are clearly marked, well lit and free from obstruction. Insert additional controls as required. | | | 3 | 2 | 6 | M |

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|-----------------------------|---|---|---|---|----|---|-------------------|-----------------|-------------------------------|---|---|----|
| | | S | P | R | RR | | | | S | P | R | RR |
| Training required by Firers | All persons at the event | 3 | 2 | 6 | M | <ul style="list-style-type: none"> • Training has been provided to firers. • Firers will read instructions and examine fireworks in advance to make sure they are confident (to be completed in daylight). If in any doubt the firer is instructed to STOP. • A firing plan will be in place so each firer has a clear idea of what they are doing. • All staff at the event are aware of the EIG giving Your Woen Firework Display guidance (the Red Firework Guide). • Insert additional controls as required. | | | 3 | 2 | 6 | M |
| Injury from fireworks | Spectators Employees People using local roads | 2 | 2 | 4 | M | <ul style="list-style-type: none"> • The display location has been risk assessed based on the types of fireworks used and number of people, the area is made up of: <ul style="list-style-type: none"> ○ The spectator area (from where spectators watch the display). ○ The safety area – a clear area between the spectators and firing area to ensure spectators are at a safe distance. ○ The firing area. ○ The fallout area (dropping zone) – an area kept clear of people where debris lands. ○ Minimum safety distances will be maintained as per the guidance in EIG The Red Firework Guide. • Fireworks will be set up in the firing area as per the guidance in EIG The Red Firework Guide. • A barrier will be in place to prevent spectator access to the fallout and firing area. • The location of the event has been assessed to ensure fireworks will not cause smoke issues to local roads. This assessment takes into account if the venue is prone to fog, the temperature/ time of year, and weather forecast (wind conditions). This will be monitored throughout the event with plans in place. • Insert additional controls as required. | | | 2 | 1 | 2 | L |

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| | | | | | | | | | | | | |
| Bonfires Fire Spread Burns Smoke Inhalation | All persons at the event | 2 | 2 | 4 | M | <ul style="list-style-type: none"> The bonfire is a minimum of 15 meters away from other area, buildings, roads, railways or public rights of way. It is located downwind of spectators. The bonfire is lit after the fireworks display and is located in a separate area from the fireworks display. The bonfire is kept to a manageable size. Before lighting the bonfire it is checked to make sure it is stable and there are no animals or children inside. Petrol or paraffin is not used to start the bonfire. It will be started with solid firelighters in several areas to create an even burn. The nominated person lighting the bonfire will wear clothing of low flammability material. The bonfire will not have any dangerous items such as foam filled furniture, rubber, aerosols, paint, types, any compressed gases etc. The area is free of dry cut grass and other easily combustible materials. There are no flammable substances located near the bonfire. The site has been inspected (in daylight hours) to check for overhead obstructions, for example trees, adjoining buildings, scaffolding. There are no overhead power lines where smoke / debris from a firework could cause a flashover or electric current causing premature firing of firework. The bonfire is extinguished and cooled before the site is left unattended. Spectators are not permitted in this area. Insert additional controls as required. | | | 2 | 2 | 4 | M |

| Identified Hazards | Who may be affected | Risk level before control measures S x P = R | | | | Control measures required | To be actioned by | Completion date | Final Risk level S x P = R | | | |
|----------------------------------|--------------------------|---|---|---|----|---|-------------------|-----------------|-------------------------------|---|---|----|
| | | S | P | R | RR | | | | S | P | R | RR |
| Use of Drones | All persons at the event | | | | | <ul style="list-style-type: none"> If drones are planned to film the display, this is be agreed in advance of the event and a separate risk assessment will be completed. | | | | | | |
| Emergency Procedures & First aid | All persons at the event | 2 | 3 | 6 | M | <ul style="list-style-type: none"> A means of communication between teams will be provided and tested before the event. Emergency plans will be in place before the event, this includes stopping the display due to weather conditions, accident to someone from a firework, out of control bonfire, disorderly spectators and control in the firing, safety or fallout areas. All persons allocated roles and trained on emergency procedures. A public address system will be available so spectators can hear emergency instructions. There will be agreed emergency service routes into the site which will be clear of obstructions and readily accessible at all times. A first aid point will be provided, with clear signage, with an appropriate number of first aiders which will be risk assessed. Insert additional controls as required. | | | 2 | 2 | 4 | M |
| Crowd Control & Car Parking | All persons at the event | 2 | 3 | 6 | M | <ul style="list-style-type: none"> Maximum numbers in place with ticket sales. Staff are easily identifiable to spectators. The event will be suitably staffed for the numbers expected. Entry and exit points are clearly identifiable, well-lit and signposted. Entry into spectator areas are controlled. The car park area will be provided away from the display area (upwind), clearly signposted with separate pedestrian routes provided. Insert additional controls as required. | | | 2 | 2 | 4 | M |

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|---|--|---|---|---|----|---|-------------------|-----------------|-------------------------------|---|---|----|
| | | S | P | R | RR | | | | S | P | R | RR |
| Weather | All persons at the event | 2 | 3 | 6 | M | <ul style="list-style-type: none"> Weather conditions and wind speed will be monitored before and during the event with the emergency plan activated as required. | | | 2 | 1 | 2 | L |
| Slips & Trips | All persons at the event | 2 | 2 | 4 | M | <ul style="list-style-type: none"> The ground will be surveyed before the event, any holes in the ground causing a risk will be filled. Suitable matting will be provided on entry points into the building. All pedestrian routes will be well-lit. Separate risk assessment in place for internal club areas. Insert additional controls as required. | | | 2 | 1 | 2 | L |
| Electrical Safety | All persons at the event | 2 | 2 | 4 | M | <ul style="list-style-type: none"> Equipment used outdoors or in wet conditions will have the correct IP rating. Outside sockets are located in areas where risk of damage is low. RCD in place. Portable electrical equipment has a pre-use check before the event to ensure it is in good condition. PAT in place. Insert additional controls as required. | | | 2 | 1 | 2 | L |
| Clearing up after the display Contact with fireworks | Firers Unauthorised persons entering the area | 2 | 2 | 4 | M | <ul style="list-style-type: none"> Only firers are permitted into the firing, safety and fallout areas until firers have cleared up and dealt with any misfires. The bonfire is extinguished and cooled before the site is left unattended. Spectators are not permitted in this area until this has been done. Firers return to the site at first light to ensure the area is clear. Fully spent fireworks are disposed of in refuse receptacles as per the manufacturer's instructions. Any misfires or partly spent fireworks are soaked for 24 hours in a container of water and disposed of, or as per the manufacturer's instructions if different. Insert additional controls as required. | | | 2 | 2 | 4 | M |

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| Insert risk as required | | | | | | • | | | | | | |
| Insert risk as required | | | | | | • | | | | | | |
| Bar , Seating & Kitchen Area | | | | | | • Separate risk assessment in place for internal event space. | | | | | | |

GUIDANCE NOTES

R = RISK

S = SEVERITY

P=

PROBABILITY

RR = RISK RATING, High, Medium or Low

SEVERITY x PROBABILITY = RISK

| RISK | SEVERITY |
|--------------|-------------|
| 1-3 = Low | 1 = Slight |
| 4-6 = Medium | 2 = Serious |
| 7-9 = High | 3 = Major |

| Risk Matrix | | | |
|----------------|---|---|---|
| Degree of Risk | 1 | 2 | 3 |
| 1 | 1 | 2 | 3 |
| 2 | 2 | 4 | 6 |
| 3 | 3 | 6 | 9 |

| RISK SCORE | RISK RATING | ACTIONS REQUIRED |
|------------|-------------|---|
| 1-3 | LOW | Continue to review working practices on a regular basis and implement any additional control measures required within the time scale given in the Risk Assessment. |
| 4-6 | MEDIUM | Implement control measures within time scale shown in risk assessment and review working practices on a regular basis. Review tooling and working practices used to reduce the probability of an accident to the lowest level possible (employee consultation should be included in the review). |
| 7-9 | HIGH | Do not allow work to start and review working practices Immediately . Implement all the additional control measures identified in the Risk Assessment within the given times scales. Continue to review and implement additional control measures until the probability of an accident is reduced to the lowest level possible. (employee consultation should be included in the review). |

| I.D | Additional Assessments Required | Time Scale | Date Actioned | Reviewed | Person Responsible |
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Additional Comments

1. This Risk Assessment needs to be discussed with the employees and volunteers before they operate the plant / equipment on site to ensure compliance with all control measures through their understanding.
2. Employees and volunteers are to sign an acknowledgement sheet for their understanding of this Risk Assessment
3. The Risk Assessment is to be reviewed on an annual basis or sooner if changes are made to the plant or working practices or after an accident / near miss.
4. This Risk Assessment must be approved by the nominated person for Health and Safety before being issued as a live document.

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| Assessors 1 Name: | | Signature: | | Date: | |
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| Assessors 2 Name: | | Signature: | | Date: | |
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The named employees below have been briefed on this Risk Assessment and the relevant Method statement for the task / operation to be undertaken

The following items were covered (insert / delete as required):

- | | |
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| 1. Risk Assessment | YES / NO |
| 2. Method Statements | YES / NO |
| 3. Plant information / manuals | YES / NO |
| 4. Training / License requirements. | YES / NO |
| 5. General site safety Rules | YES / NO |
| 6. COSHH | YES / NO |
| 7. Manual Handling | YES / NO |
| 8. Personal Hygiene | YES / NO |
| 9. Personal Protection Equipment | YES / NO |
| 12. Exposure to microorganisms | YES / NO |
| 13. Vehicle movement and traffic routes | YES / NO |
| 14. Occupational Health Noise | YES / NO |
| 15. Environmental / Spillage & Recycling | YES / NO |

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| Briefing undertaken by: | Name: | Sign: | Date: |
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| Position | |
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We the undersigned have been fully briefed on this Risk Assessment and other control measures in place to reduce the risk of injury to the lowest possible level. We fully understand our duties as employees to follow the control measures in this Risk Assessment and the Method Statement.

| Employee Name | Job Description | Date | Employee Comments / recommendations | Signature |
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