



Tyttenhanger Green Parties Committee
in association with Charles Morris Hall

2023 Bonfire Night & Fireworks Party: Event Management and Risk Assessment

Charles Morris Hall, Tyttenhanger Green
Saturday, 04 November 2023

CONTENTS

Introduction	3
Event Management.....	3
Organisation	3
Planning for the Event	3
Preparation on the Day of the Event	4
Delivery of the Event	4
Admission to the Event, Ticketing and Timelines.....	4
Clearing up after the Event.....	5
Actions and Responsibilities	5
Event Day Information.....	9
Emergency Procedures	9
Site Plans.....	11
Tyttenhanger Open Space and Charles Morris Hall and its car park.....	11
Tyttenhanger Open Space – Designated Areas and Zones.....	12
Spectator Entry, Spectator Viewing Area and Food and Beverage Sales	12
Charles Morris Hall – Emergency and Safety Facilities.....	13
Risk Assessment.....	14
1. General.....	14
2. Bonfire.....	14
3. Firework Display.....	15
4. Adverse Weather	16
5. Fire	17
6. Crowd Control.....	17
7. Insufficient and/or Unsuitable First Aid Cover.....	18
8. Surrounding Areas and Neighbours.....	18
9. Security	19
10. Inadequate Welfare Facilities	19
11. Vehicular Access.....	19
12. Surface of Field / Internal Areas	20
13. Access and Egress	20
14. Food and Drink.....	20
Fireworks Safety Document.....	23
Fireworks Site Safety Layout.....	23
Firework Firing Zone	23
Safety Equipment and Clothing	24
Portfires	25
Final Checks before Commencing the Firework Display	25
Final Checklist for the Event	26

2023 Annual Bonfire Night and Fireworks Party: Event Management

INTRODUCTION

- 1.1. Since its inception as a local tradition sometime in the 1980s, the Tyttenhanger Green Annual Bonfire Night and Fireworks Party (the 'Event') has taken place on the Saturday closest to 05 November each year.
- 1.2. The Event is held at the Charles Morris Hall and the Tyttenhanger Open Space, lands which were left by Charles Morris (1855-1926) and his estate for the benefit of the residents of Tyttenhanger Green.
- 1.3. The Event combines the visual spectacle of a traditional bonfire and firework display with the availability of food and beverages, including properly licensed bars and is, to the best of our knowledge, unique in St Albans and the surrounding area.

EVENT MANAGEMENT

Organisation

- 1.2. The organisers of the Event are the **Tyttenhanger Green Parties Committee** in association with the **Charles Morris Hall**. The Event takes place only because of the goodwill and passion of community-minded and unpaid **Volunteers** who donate their time, effort and enthusiasm to make it happen. More than four hundred (400) volunteer hours are needed to plan, prepare, deliver and tidy up after this unique evening of fun and entertainment.
- 1.4. The Volunteers offer a wide range of experience and expertise which, combined with their enthusiasm, ensures the Event takes place to the delight of many. And while individuals may come and go over time, it is the Volunteers who make sure the Event continues from year to year.

Planning for the Event

- 1.5. The first activity in planning for the Event is to request permission from Colney Heath Parish Council to use the Tyttenhanger Open Space, the land immediately to the North of and adjacent to the Charles Morris Hall for the Event. A good relationship between the organisers of the Event and Colney Heath Parish Council has evolved over the years as both organisations have gained more experience of the legal, regulatory and compliance environments governing the activities associated with the Event. The organisers of the Event are grateful to Colney Heath Parish Council for its continued support of this popular and traditional community activity.
- 1.6. Several documents (including this document) are provided to Colney Heath Parish Council to satisfy the Councillors the Event is properly (and lawfully) organised and managed.

2023 Annual Bonfire Night and Fireworks Party: Event Management

- 1.7. After permission in principle for the Event to proceed has been granted by Colney Heath Parish Council, further planning for the Event begins with administrative and purchasing tasks allocated to individuals according to their wishes, competency and availability.

Preparation on the Day of the Event

- 1.8. On the day of the Event preparation begins in earnest around 10:00 with Volunteers gathering to erect safety barriers, prepare on-site stalls and display appropriate signage.
- 1.9. Later in the day – but still during daylight hours – the Firework Firing Team set out the fireworks to a pre-planned layout designed by Fantastic Fireworks, the supplier of the fireworks.
- 1.10. All preparations are completed in daylight (around 15:00) giving the Volunteers not remaining on site for security duties the opportunity to go home and regroup before those Volunteers involved with the delivery of the Event return to site around 18:00.

Delivery of the Event

- 1.11. Volunteers delivering the Event are required to arrive on site at least 30 minutes before doors open to Spectators with tickets.
- 1.12. All Volunteers are issued with Hi-Viz vests and lanyards denoting them as Volunteers. Volunteers are required to wear the issued Hi-Viz vests and lanyards for the duration of their duties at the Event.
- 1.13. Volunteers are briefed on the agreed emergency procedures with up to twenty (20) walkie-talkies being distributed to Volunteers at key locations such as Ticket Check, Bonfire Zone, Firework Firing Zone, and on-site stalls. Volunteers issued with walkie-talkies are required to familiarise themselves with their operation before doors open to Spectators with tickets.
- 1.14. Each on-site stall is allocated a cash float and a point of sale (POS) device to facilitate non-cash transactions. Volunteers working the on-site stalls are required to be instructed on how to use the POS device before doors open to Spectators with tickets.

Admission to the Event, Ticketing and Timelines

- 1.15. Admission to the Event is by ticket only and there is a strictly enforced policy of

NO TICKET, NO ENTRY, NO EXCEPTIONS

- 1.16. The number of tickets available for the 2023 edition of the Event will be limited to 625 (six hundred and twenty-five) and this number includes the **Volunteers** who run the Event (all of whom are unpaid and typically number around 30 (thirty) each year), paid **Staff** (usually a pair of qualified first aiders) and **Spectators**. NB: this total

2023 Annual Bonfire Night and Fireworks Party: Event Management

complies with the Temporary Event Notice (TEN) served for the Event as the areas used for the sale of alcohol are demarcated to limit the number of people able to access those areas to less than 499 (four hundred and ninety-nine) at any one time.

- 1.17. Volunteers and Staff receive complimentary tickets while Spectators are required to pay for their tickets although some residents are able to benefit from a complimentary under 16s .
- 1.18. Revenue from the sale of tickets to Spectators covers some, but not all, of the fixed costs of staging the Event that include *inter alia* public liability insurance, first aid cover and fireworks.
- 1.19. Tickets for the Event will be offered for sale initially to residents of Tyttenhanger Green and Highfield Lane south of its junction with Highfield Park Drive at preferential rates from approximately four weeks before the date of the Event. Any unsold tickets for the Event are offered for general sale from The Plough public house, Tyttenhanger Green at face value from approximately two weeks before the date of the Event.
- 1.20. Doors to the Event open to Spectators from 18:30. From 18:30 to 19:00 children up to 12 years old are encouraged to enter an age-delineated competition to draw an A4 poster of what Bonfire Night means to them. A nominated person judges and awards prizes for the Children's Poster Competition before the lighting of the Bonfire at approximately 19:15. The Fireworks Display - which lasts approximately 20 minutes - commences at approximately 20:15.

Clearing up after the Event

- 1.21. While limited clearing up is done immediately after Spectators have left the Event, clearing up begins in earnest around 10:00 on the day after the Event with Volunteers collecting and removing litter from the Charles Morris Hall and the Tyttenhanger Open Space.
- 1.22. The remains of the Bonfire are usually dealt with a week after the Event. Volunteers use magnets of varying designs to recover substantial quantities of nails (residue from shipping pallets) which are collected and taken for recycling. The site of the Bonfire is raked over and spread with grass seed (coverage 132m²) with the area being taped off for several weeks afterwards to prevent disturbance from, for example, walkers.

Actions and Responsibilities

- 1.23. The following table shows the **actions** which are needed to be undertaken before, during and after the Event. The **person responsible** for each action is to be updated after said action has been assigned to an individual and the **status** of an individual action is to be updated as and when progress against said action is made.

2023 Annual Bonfire Night and Fireworks Party: Event Management

ACTION	PERSON RESPONSIBLE	STATUS
ADMINISTRATION		
Request permission from Colney Heath Parish Council to use Tyttenhanger Open Space for the Event		
Arrange public liability insurance for the Event		
Review and amend the Risk Assessment for the Event as required		
Arrange First Aid cover		
Serve a Temporary Event Notice (TEN) to St Albans City & District Council		
Print promotional leaflets to be dropped to residents		
Print publicity posters for the Event to be displayed in The Plough public house, Tyttenhanger Green and on the information board in front of the Charles Morris Hall		
Print admission tickets for the Event		
Printing for on-site use: <ul style="list-style-type: none"> • Children’s Poster Competition notices • Safety posters • Emergency Access Only – No Parking (minimum A3-size) • First Aid Signs • Inserts for staff lanyards • Posters reading “Your glasses are reusable, please return” 		
Organise music for the evening		
Print price lists for on-site stalls		
Advise Fire & Rescue service at local fire station of the Event		
Buy three prizes for the Children’s Poster Competition		
Arrange cash floats		
Check POS devices work including Wi-Fi external to the building		
Check loud hailer works		
Check on-site communication works e.g., walkie talkies		
Check there are sufficient rubble buckets for recycling and replace /add if necessary		
Check condition of “hedgehog” fence and replace /add if necessary		
Check condition of mesh safety barrier(s) and replace /add if necessary		

2023 Annual Bonfire Night and Fireworks Party: Event Management

ACTION	PERSON RESPONSIBLE	STATUS
FIREWORKS		
Order fireworks		
Recruit Fireworks Firing Team		
BONFIRE		
Build the Bonfire, including the “hedgehog” fence		
INSIDE BAR (inside Charles Morris Hall)		
Check stock of bottled beverages and add/replace as necessary		
Order draught ales (two (2) for Inside Bar and one (1) for Outside Bar)		
Purchase ice & lemons/limes.		
Recruit staff for Inside Bar (two persons).		
OUTSIDE BAR		
Check equipment and add/replace, as necessary.		
Organise stock		
Recruit staff for Outside Bar (two persons).		
GLUEHWEIN & HOT CHOCOLATE BAR		
Check equipment and add/replace, as necessary.		
Make the Glühwein base		
Make hot chocolate		
Recruit staff for Glühwein Bar (two people).		
CHILDREN’S STALL		
Check stock of children’s novelties (e.g., glow wands, necklaces, and sweets) and order further quantities as needed.		
Recruit staff for the Children’s Stall (two persons).		
BARBECUE		
Check equipment and add/replace, as necessary.		
Purchase onions (10kg), napkins, cheese slices & condiments		
Purchase burgers, sausage, veggie burger and veggie sausages.		

2023 Annual Bonfire Night and Fireworks Party: Event Management

ACTION	PERSON RESPONSIBLE	STATUS
Purchase rolls for burgers and sausages		
Check stock of charcoal and order further quantities as needed		
Recruit staff for the barbecue (ideally four persons).		
ON THE DAY		
Erect mesh barrier fencing to define Spectator Viewing Zone		
Place barrier tape across the public footpath entrances the Tyttenhanger Open Space		
Erect easy-up tents		
MC to make regular announcements		
Design your Bonfire Night Poster Competition		
Run the Ticket Check		
Provide music for evening		
Prime and run the Barbecue		
Run the Inside Bar		
Run the Outside Bar		
Run the Glühwein Bar		
Run the Children's Stall		
Distribute cash floats to on-site stalls		
Organise wheelie bins & plastic rubble buckets for waste/recycling		
AFTER THE EVENT		
Next day tidy site.		
Cook & make up bacon butties		
Clear the site of the Bonfire, ideally within one week of the Event (weather permitting).		
Conduct a debriefing meeting		

2023 Annual Bonfire Night and Fireworks Party: Event Management

Event Day Information

- 1.24. One Volunteer shall be nominated as Safety Officer for the Event.
- 1.25. One Volunteer shall be nominated as Master of Ceremonies who will regularly make announcements over the public address system to remind Spectators of the following:
- Refer to the leaflet given out on entry to the Event for site safety information.
 - Stay within the Spectator Viewing Area as delineated by the plastic mesh barrier fencing.
 - First Aid provision is available in the First Aid Tent located near the Ticket Check.
 - Parents, please ensure your children are always under appropriate supervision.
 - Children, if you get separated from your parent/guardian please contact a Volunteer.
 - The lighting of personal fireworks and/or sparklers on the Event site is prohibited.
 - The location(s) of the designated assembly point(s).

Emergency Procedures

- 1.26. In the event of a complete power failure on site, the Master of Ceremonies will use a battery-powered loud hailer to broadcast emergency evacuation instructions.
- 1.27. The organisers shall inform the local Fire & Rescue service of the Event at least two weeks before the date of the Event.
NB: The local police are advised of the Event via the Temporary Event Notice (TEN) process.
- 1.28. Walkie-talkies are distributed to Volunteers at key locations such as Ticket Check, Bonfire Zone, Firework Firing Zone, and on-site stalls.
- 1.29. All Volunteers and Marshals are aware of the location of the First Aid Tent.
- 1.30. In the event of an emergency or serious incident:
- The Safety Officer will co-ordinate the emergency procedure.
 - The Safety Officer will delegate one Volunteer to contact the emergency services.
 - The Safety Officer will delegate one Volunteer to ensure the vehicle access to the Tyttenhanger Open Space is open and clear of any obstructions. After ensuring the vehicle access is clear said Volunteer will relocate to the street opposite the Charles Morris Hall to guide the emergency services to the incident.
 - Other Volunteers will ensure Spectators are safely evacuated from the Event via available routes such as the Ticket Check and, if safe to do so, through the Charles Morris Hall.
 - All Volunteers will endeavour to identify any person(s) who may have sustained injury and require treatment.

2023 Annual Bonfire Night and Fireworks Party: Event Management

- During any emergency the Safety Officer (or delegated Volunteer) will remain in contact with all Volunteers to ensure that they are safe.
- Once emergency responders have arrived on-site and are dealing with the emergency or serious incident, the Safety Officer (or delegated Volunteer) will conduct a head count of all Volunteers.
- In the event of a complete power failure on site, the Master of Ceremonies will use a battery-powered loud hailer to broadcast emergency evacuation instructions.

The rest of this page is intentionally blank.

SITE PLANS

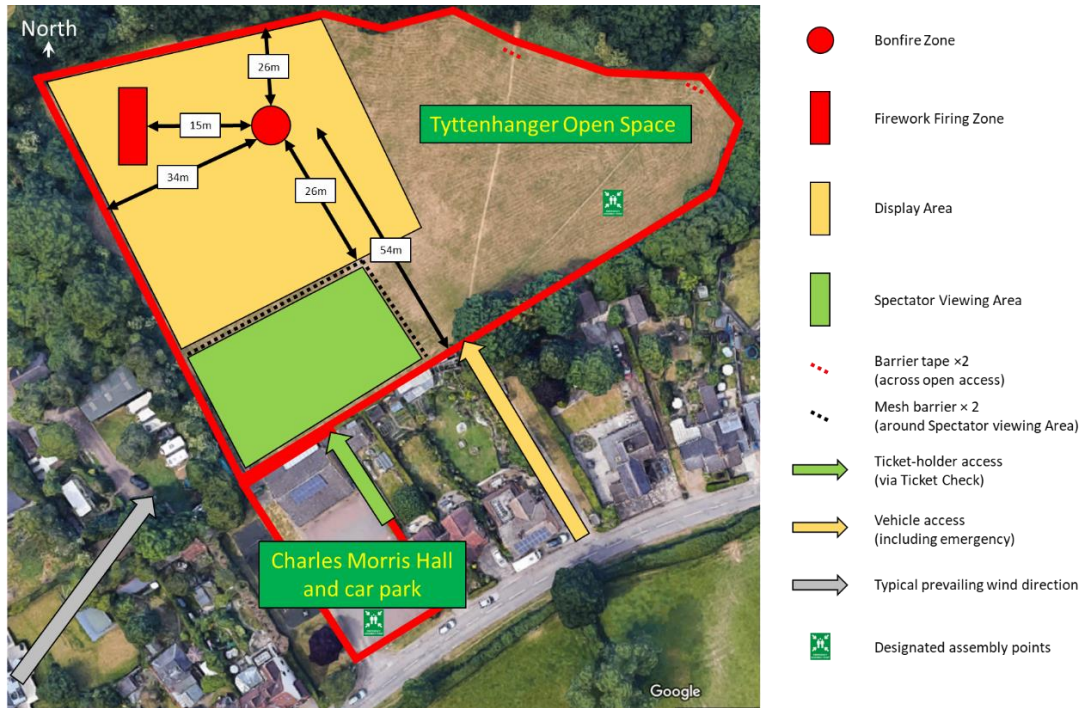
Tyttenhanger Open Space and Charles Morris Hall and its car park



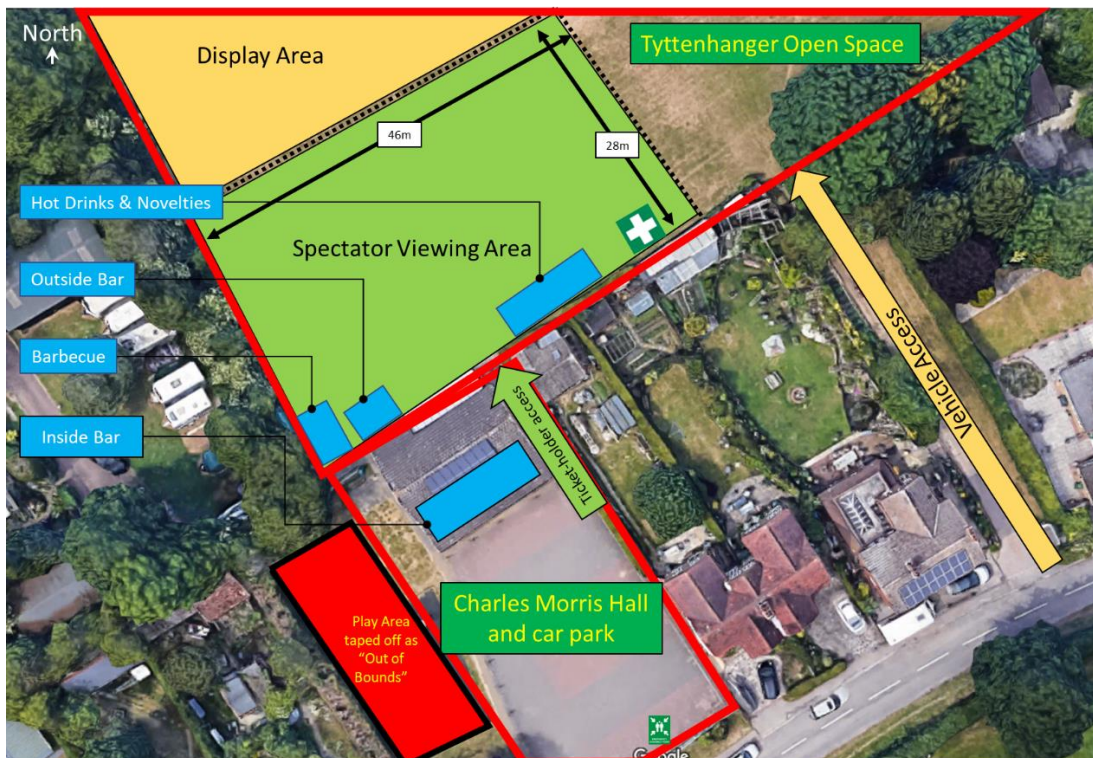
The rest of this page is intentionally blank.

2023 Bonfire Night and Fireworks Party: Site Plans

Tyttenhanger Open Space – Designated Areas and Zones



Spectator Entry, Spectator Viewing Area and Food and Beverage Sales



2023 Bonfire Night and Fireworks Party: Site Plans

Charles Morris Hall – Emergency and Safety Facilities



The rest of this page is intentionally blank.

2023 Bonfire Night and Fireworks Party: Risk Assessment

RISK ASSESSMENT

1.31. The following table shows the **hazards** associated with the staging of the Event, either before, during or after the Event, **who or what is at risk** from these hazards, **how the hazard can cause harm** and **what is to be done to mitigate the risks** associated with each identified hazard.

1.32. In general, **who or what is at risk** is mostly Volunteers and Spectators although wildlife and other individuals such as members of the emergency services are also identified as being at risk to certain hazards.

WHAT IS THE HAZARD(S)?	WHAT ARE THE RISKS FROM THE HAZARD?	WHO OR WHAT IS AT RISK?	WHAT IS TO BE DONE TO MITIGATE THE RISKS?
<p>1. General</p>	<ul style="list-style-type: none"> • Cuts / abrasions, muscular skeletal and other physical injuries • Burns • Property damage 	<ul style="list-style-type: none"> • Volunteers • Spectators 	<ul style="list-style-type: none"> • Volunteers to be assessed for competence and briefed about the risks identified in this Risk Assessment • Ensure Volunteers are familiar with their roles and responsibilities (in particular in the event of an emergency) • Designate accessible assembly point(s) for use in the event of an emergency or evacuation • Ensure appropriate public liability insurance is in place (minimum £5 million public liability). Insurer to be contacted to ensure insurance coverage is adequate and to be advised of any special conditions to be met
<p>2. Bonfire</p> <ul style="list-style-type: none"> • Injury caused during building of bonfire (e.g., nails in pallets, manual Handling) • Inadequate space around bonfire • Collapse of bonfire • Excessive sparks 	<ul style="list-style-type: none"> • Cuts / abrasions, muscular skeletal and other physical injuries • Burns • Clothing catching fire • Wildlife becomes 	<ul style="list-style-type: none"> • Volunteers • Spectators • Wildlife 	<ul style="list-style-type: none"> • Designate a competent person to supervise the building of the Bonfire • Separation to be maintained between the Bonfire Zone and the Spectator Viewing Area • Bonfire to be built away from Firework Firing Zone and a minimum distance of 25m from any building, road, and tree line

2023 Bonfire Night and Fireworks Party: Risk Assessment

WHAT IS THE HAZARD(S)?	WHAT ARE THE RISKS FROM THE HAZARD?	WHO OR WHAT IS AT RISK?	WHAT IS TO BE DONE TO MITIGATE THE RISKS?
<ul style="list-style-type: none"> • Wildlife, particularly hedgehogs, 'nesting' in bonfire • Incorrect personal protective equipment (PPE) 	<p>trapped in the bonfire</p>		<ul style="list-style-type: none"> • Bonfire to be kept to a manageable size (approx. 6m high by 8m diameter) • Wire netting to prevent wildlife (especially hedgehogs) entering base of the Bonfire to be installed • No hazardous materials or refuse to be added to the Bonfire • Bonfire to be checked prior to lighting • People designated to light the Bonfire using appropriate gloves and eye protection • Bonfire to be supervised at all times during the Event • Fire safety equipment (i.e., buckets of water, fire extinguisher & fire blanket) to be available and easily accessible near the Bonfire • Qualified first aiders available on-site during the Event • Announcement about safety to be made at end of the Event when temporary plastic barrier fencing mesh between the Spectator Viewing Area and the Display Area is removed
<p>3. Firework Display</p> <ul style="list-style-type: none"> • Injury caused by fireworks • Inadequate space • Spectators use of fireworks • Unauthorised use of display fireworks 	<ul style="list-style-type: none"> • Property damage / fire • Burns • Cuts / abrasions, muscular skeletal and other physical injuries 	<ul style="list-style-type: none"> • Firework Firing Team • Spectators 	<ul style="list-style-type: none"> • An area outside the Spectator Viewing Area measuring 50m x 25m is to be designated as the Firework Firing Zone. The Firework Firing Zone is to be accessed only by members of the Firework Firing Team during the period from the start of admission to the Event until the end of the firework display. • An area measuring at least 100m x 50m area and located in a downwind direction from the Firework Firing Zone shall be

2023 Bonfire Night and Fireworks Party: Risk Assessment

WHAT IS THE HAZARD(S)?	WHAT ARE THE RISKS FROM THE HAZARD?	WHO OR WHAT IS AT RISK?	WHAT IS TO BE DONE TO MITIGATE THE RISKS?
			<p>designated as the Firework Dropping Zone (check weather conditions)</p> <ul style="list-style-type: none"> • Spectators to be kept within the Spectator Viewing Area by means of temporary plastic barrier fencing mesh. The nearest part of the Firework Firing Zone to the Spectator Viewing Area shall be a minimum distance of 25m upwind from the Firework Firing Zone • The Firework Firing Zone and the Firework Dropping Zone are to be confirmed to be free from obstructions i.e., trees, overhead power cables and away from buildings • Fireworks to be angled away from the Spectator Viewing Area and in the direction of the prevailing wind • Suitable secure area for the storage of fireworks is to be provided with such storage being accessible only to authorised personnel • Firework Firing Zone to be supervised once fireworks set up • Signage to the effect that Spectators are prohibited from bringing their own fireworks or sparklers onto the Event site will be posted at all entrances. • Spent firework cases to be gathered • Partly spent fireworks to be identified as such and removed in daylight
<p>4. Adverse Weather</p>	<ul style="list-style-type: none"> • Property damage / fire • Burns • Cuts / abrasions, 	<ul style="list-style-type: none"> • Volunteers • Spectators 	<ul style="list-style-type: none"> • Test launch of a small firework to gauge effect of prevailing wind • Increase separation of Spectator Viewing Area from Firework Firing Zone and Bonfire Zone and relocate

2023 Bonfire Night and Fireworks Party: Risk Assessment

WHAT IS THE HAZARD(S)?	WHAT ARE THE RISKS FROM THE HAZARD?	WHO OR WHAT IS AT RISK?	WHAT IS TO BE DONE TO MITIGATE THE RISKS?
	<ul style="list-style-type: none"> muscular skeletal and other physical injuries 		<p>safety line / temporary plastic barrier fencing mesh as appropriate</p> <ul style="list-style-type: none"> If safe separation cannot be ensured either delay or cancel the Event
<p>5. Fire</p> <ul style="list-style-type: none"> Ignition of premises Small fires 	<ul style="list-style-type: none"> Burns Property damage / loss 	<ul style="list-style-type: none"> Volunteers Spectators 	<ul style="list-style-type: none"> Adequate separation from buildings (see above) Adequate water, sand buckets etc Review main Bonfire fire risk assessment (see above) Ensure agreed emergency procedures are in place and adequate number of volunteers are available to control and marshal crowds (see below) Ensure local authority, police and fire & rescue service have been informed of the Event All volunteers/marshals and other staff (e.g., first aiders) are advised of emergency procedures
<p>6. Crowd Control</p> <ul style="list-style-type: none"> Crush injuries, panic, distress Separation of children from parents Overcrowding Inadequate space within the venue Blocked exit routes 	<ul style="list-style-type: none"> Evacuation hindered by unsafe access / egress Cuts / abrasions, muscular skeletal and other physical injuries Slips, trips, and falls 	<ul style="list-style-type: none"> Volunteers Spectators 	<ul style="list-style-type: none"> Maximum number of people permitted to attend the Event to be established and controlled by ticket; ticket sales to be limited Designated entrance and exit points. Adequate numbers of Volunteers supervising Volunteer marshals in place with responsibility for crowd control Volunteer marshals to be identifiable by wearing Hi-Viz bibs Where possible all Volunteer marshals to be issued with walkie talkies

2023 Bonfire Night and Fireworks Party: Risk Assessment

WHAT IS THE HAZARD(S)?	WHAT ARE THE RISKS FROM THE HAZARD?	WHO OR WHAT IS AT RISK?	WHAT IS TO BE DONE TO MITIGATE THE RISKS?
			<ul style="list-style-type: none"> • Agreed emergency procedures in place • Entrances and exits to be illuminated and kept free from obstructions • Public address system to be used to communicate with Spectators and Volunteers • Battery-powered loudhailer to be on hand as backup for public address system in case of power failure • Spectators to be prevented from accessing the Display Area during the Event by means of a plastic mesh barrier around the sides of the Spectator Viewing Area adjacent to the Display Area • Barriers and adequate supervision to be used to control access and egress to the Event and to prevent unauthorised entry to the Event
<p>7. Insufficient and/or Unsuitable First Aid Cover</p>	<ul style="list-style-type: none"> • Accident / injury, • Delayed assistance in emergency 	<ul style="list-style-type: none"> • Volunteers • Spectators 	<ul style="list-style-type: none"> • Two qualified first aiders (together with appropriate equipment) to be on site during the Event • Qualified first aiders to be billeted in designated tent. Such tent to be easily accessible, illuminated, and clearly identified as the location for first aid
<p>8. Surrounding Areas and Neighbours</p>	<ul style="list-style-type: none"> • Nuisance • Fireworks have the potential to cause distress to domestic animals 	<ul style="list-style-type: none"> • Nuisance • Fireworks have the potential to cause distress to domestic animals 	<ul style="list-style-type: none"> • Neighbours to be informed of the Event by invitational flyers from the Organiser

2023 Bonfire Night and Fireworks Party: Risk Assessment

WHAT IS THE HAZARD(S)?	WHAT ARE THE RISKS FROM THE HAZARD?	WHO OR WHAT IS AT RISK?	WHAT IS TO BE DONE TO MITIGATE THE RISKS?
<p>9. Security</p> <ul style="list-style-type: none"> • Unauthorised access • Inadvertent access 	<ul style="list-style-type: none"> • Malicious damage 	<ul style="list-style-type: none"> • Volunteers • Spectators 	<ul style="list-style-type: none"> • Areas other than those needed for the Event are to be accessible only by authorised persons (e.g., Volunteers and emergency services). • Fireworks to be kept in locked storage facility prior to event. • Access routes to be clearly defined • Areas of the Hall which are not in use during the event (e.g., storage cupboards) are to be locked shut • Out of bounds areas (e.g., the children's play equipment to the side of the Hall) are to be marked as such and/or taped off as necessary • Adequate supervision and periodic checks of such areas are to be made
<p>10. Inadequate Welfare Facilities</p>	<ul style="list-style-type: none"> • Unsanitary conditions can spread disease 	<ul style="list-style-type: none"> • Volunteers • Spectators 	<ul style="list-style-type: none"> • Hall toilets are to be used • Ensure a designated person periodically checks the condition of the toilets and to take remedial action where necessary
<p>11. Vehicular Access</p> <ul style="list-style-type: none"> • Pedestrian / Vehicle interactions • Emergency Services unable to access site 	<ul style="list-style-type: none"> • Cuts / abrasions, muscular skeletal and other physical injuries • Broken bones • Significant head / multiple injuries • Emergency services unable to do their job 	<ul style="list-style-type: none"> • Volunteers • Spectators 	<ul style="list-style-type: none"> • Restrict side access to the field by keeping the gate to field shut and managed by Volunteers • Pedestrian routes to the Tyttenhanger Open Space via the Charles Morris Hall to be made obvious and well maintained • Clear routes to the Charles Morris Hall and Tyttenhanger Open Space to be maintained for emergency services - road pins with tape set up on grass verges in Tyttenhanger Green in the vicinity of the Charles Morris Hall to prevent parking on grass verges

2023 Bonfire Night and Fireworks Party: Risk Assessment

WHAT IS THE HAZARD(S)?	WHAT ARE THE RISKS FROM THE HAZARD?	WHO OR WHAT IS AT RISK?	WHAT IS TO BE DONE TO MITIGATE THE RISKS?
<p>12. Surface of Field / Internal Areas</p> <p>Slips, Trips and Falls</p>	<ul style="list-style-type: none"> Cuts / abrasions, muscular skeletal and other physical injuries 	<ul style="list-style-type: none"> Volunteers Spectators 	<ul style="list-style-type: none"> Regular premises inspections to be carried out during the Event Ensure adequate external lighting is available where necessary Ensure arrangements are in place for clearing up and the safe disposal of all litter after the event
<p>13. Access and Egress</p> <ul style="list-style-type: none"> Tripping due to rush Crushing in event of emergency 	<ul style="list-style-type: none"> Sprains and other physical injuries 	<ul style="list-style-type: none"> Spectators 	<ul style="list-style-type: none"> Ensure adequate access and egress for Spectators Check for trip hazards Provide enough space for Spectators to move away from Tyttenhanger Open Space and/or the Charles Morris Hall in the event of emergency Ensure parked cars do not obstruct access for emergency vehicles
<p>14. Food and Drink</p> <ul style="list-style-type: none"> Poor standards of hygiene Physical contamination Incorrect storage of food Poor temperature control 	<ul style="list-style-type: none"> Food Poisoning (e.g., Salmonella, Listeria) Allergies Anaphylaxis Scalds from urns and kettles Scalds from hot drinks 	<ul style="list-style-type: none"> Volunteers Spectators 	<p>PERSONAL HYGIENE</p> <ul style="list-style-type: none"> Anyone suffering illness within 48 hours of the start of the event to be excluded from food handling duties Long hair to be tied back Hands are to be washed before handling food and after visits to the toilet Hand sanitiser available at BBQ area Cuts and similar abrasions to be covered with waterproof adhesive dressings <p>FOOD HANDLING</p> <ul style="list-style-type: none"> Minimise handling of ready-to-eat foods (e.g., sliced cheese) Where tools (cutlery, tongs, scoops etc) are to be used to handle food rather than hands

2023 Bonfire Night and Fireworks Party: Risk Assessment

WHAT IS THE HAZARD(S)?	WHAT ARE THE RISKS FROM THE HAZARD?	WHO OR WHAT IS AT RISK?	WHAT IS TO BE DONE TO MITIGATE THE RISKS?
			<ul style="list-style-type: none"> • Food-safe gloves to be worn when handling cooked food. • Volunteers handling food are not permitted to handle money • Volunteers handling money are not permitted to handle food • Raw food and cooked food to be kept apart at all times • Storage of cooked food to be minimised but where necessary cooked food is to be kept hot in the Bain Marie. • Ensure urns and kettles are sited on firm level surfaces and not over filled <p style="color: red; margin: 5px 0;">BARBECUE</p> <ul style="list-style-type: none"> • Frozen food to be properly thawed before cooking • Meat to be kept in cool box / fridge until needed • Food to be cooked in small batches to ensure even and thorough cooking • Access to hand washing facilities / antiseptic wipes • Separate utensils to be used for raw and cooked food

The rest of this page is intentionally blank.

2023 Bonfire Night and Fireworks Party: Risk Assessment

The Event will be run with consideration given to relevant documentation including:

Celebrating with bonfires and fireworks: a community guide to organising bonfires and fireworks

published 19 October 2014 and last updated 17 March 2015* and available via:

<https://www.gov.uk/government/publications/celebrating-bonfire-night> and at

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/429179/Bonfires_and_Fireworks_-_VE_Day_update.pdf

Organising a voluntary event: a 'can co' guide last updated 19 February 2019* and available at:

<https://www.gov.uk/government/Publications/can-do-guide-for-organisers-of-voluntary-events/the-can-do-guide-to-organising-and-running-voluntary-and-community-events>

'Planning a Large Firework Display – Information from the DTI' published 06 January 2010* and available at

<https://www.fireworksafety.co.uk/fws2010/?p=41>

Working together on firework displays, a guide from the Explosive Industry Group 2023* and available at:

<http://www.eig2.org.uk/wp-content/uploads/GYOFD-Red-Guide.pdf>

Giving your own firework display, a guide from the Explosive Industry Group 2023* and available at:

<http://www.eig2.org.uk/wp-content/uploads/GYOFD-Red-Guide.pdf>

Organising firework displays, an undated publication from the Health and Safety Executive (HSE)* which includes links to the Explosives Industry Group guides cited above and available at:

<https://www.hse.gov.uk/explosives/fireworks/using.htm>

* Reference checked and verified by the author of this document on 05 June 2023.

The rest of this page is intentionally blank.

FIREWORKS SAFETY DOCUMENT

Fireworks Site Safety Layout

- 1.33. The fireworks used for the Annual Tyttenhanger Green Bonfire Night and Fireworks Display are classified under Fireworks Classification, as **Category 3 Consumer Display Fireworks**. Category 3 fireworks require a safety zone of at least 25 metres to the nearest spectator.

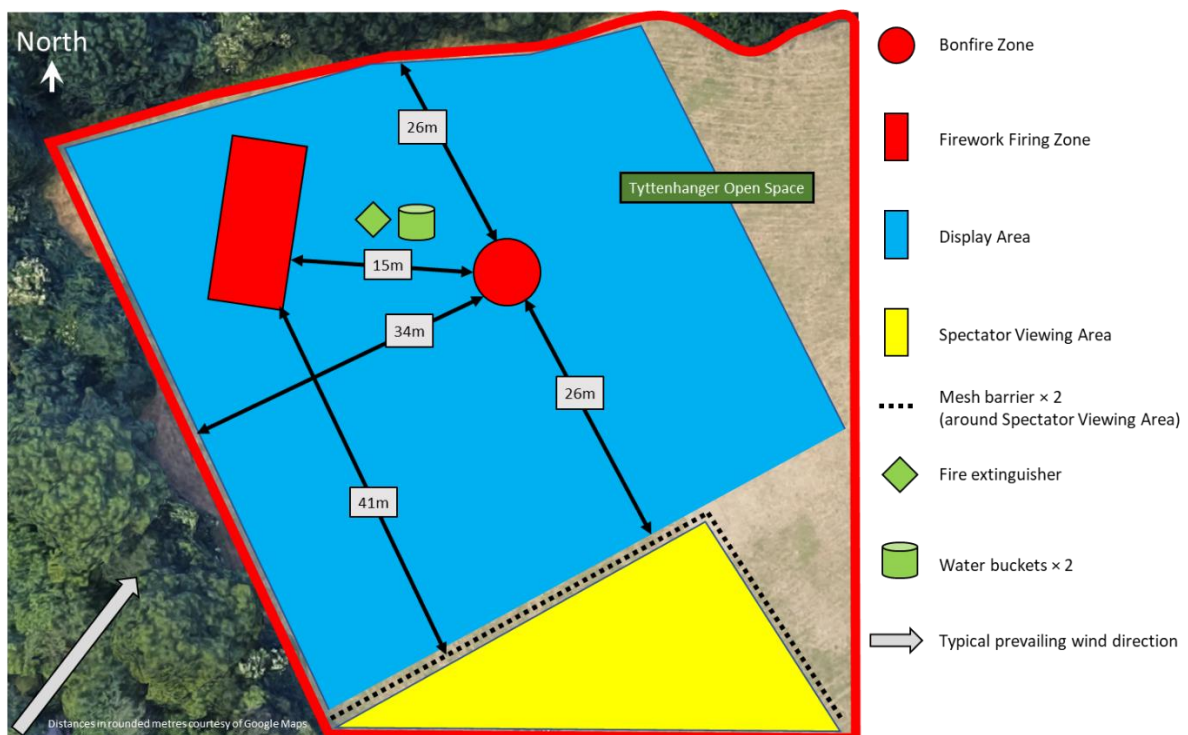
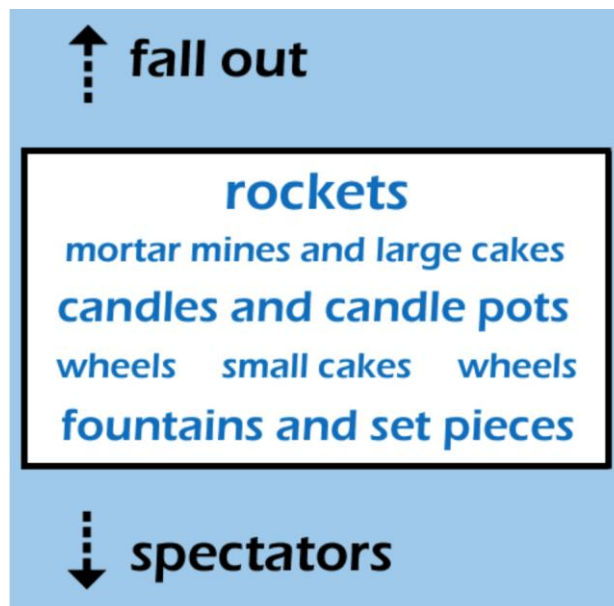
Firework Firing Zone

- 1.34. Fireworks are to be fired from a Firework Firing Zone. The Firework Firing Zone is located at least 15 metres away from the Bonfire and approximately 40 metres downwind of the Spectator Viewing Area.
- 1.35. Fireworks are to be laid out in a manner that ensures there is enough space for the Firework Firing Team to:
- Move around the fireworks without having to jump (or trip) over other fireworks.
 - Move to a safe distance after igniting each firework, without coming into the path of one which is already going off.
 - Be accommodated without members bumping into each other.
 - Set up the fireworks so they are not too close to each other.
 - Structure the fireworks with the bigger ones at the back (i.e., furthest from the Spectator Viewing Area).
 - Have an escape route from the Firework Firing Zone in case of problems.
- 1.36. Rockets are to be fired in a manner which considers the wind such that the stick and motor casing should return to earth as far away from the Spectator Viewing Area as possible.

The rest of this page is intentionally blank.

2023 Bonfire Night and Fireworks Party: Fireworks Safety Document

1.37. The layout of the fireworks is to be carried out dependant on the supplied fireworks in a manner as close as possible to the following design:



Safety Equipment and Clothing

1.38. Members of the Firework Firing Team are provided with the following safety equipment:

- Eye Protection (e.g., safety glasses)
- Gloves
- Head Protection

2023 Bonfire Night and Fireworks Party: Fireworks Safety Document

- Ear Plugs.

1.39. It is recommended members of the Firework Firing Team wear a fire-resistant coat and a sturdy pair of boots.

Portfires

1.40. Portfires are to be used to ignite the fireworks. Portfires are tubes of pyrotechnic powder which, when lit, burn for 3-4 minutes with an intense flame. The benefits of Portfires are:

- Intense flame which is unaffected by all but the strongest wind and rain.
- Able to light fuses instantly.
- Can be used in gloved hands and even taped to sticks for added safety margin.
- Burn time of 3-4 minutes per Portfire.

Final Checks before Commencing the Firework Display

1.41. In the half hour or so before commencing the Firework Display, the Firework Firing Team shall perform the following checks:

- The wind is not too strong to display; minor adjustments may need to be carried out to the angle of some candles and/or rocket racks if required.
- All members (of the Firework Firing Team) are happy with what they are lighting, and in what order.
- All members know what "Plan B" is in case something goes wrong or out of sequence.
- All members know where safety equipment is – first aid kits, fire extinguisher, fire blanket and buckets of water.
- Each member That each firer has an adequate supply of Portfires, a torch and a lighter (in case they get caught between Portfires) and they know where to get more supplies should they run out.
- Spectators are in the correct place, and no-one is in the Firework Firing Zone or fall out zone other than members of the Firework Firing Team or other authorised Volunteer(s).

The rest of this page is intentionally blank.

2023 Bonfire Night and Fireworks Party: Final Checklist

FINAL CHECKLIST FOR THE EVENT

FINAL CHECKLIST	ACTION	STATUS
Volunteer Marshals	Marshals appointed	
	Briefed about duties and what to do in case of an emergency	
	Wearing Hi-Viz bibs	
	Issued with walkie talkies	
Emergencies	Fire & Rescue and Police services advised of the event	
	Road pins and tape set out to keep vehicle access clear	
	Crowd control in emergency	
	Evacuation (separate from emergency access)	
First Aid	Qualified persons	
	Adequate facilities	
Sparklers	Tickets to clearly state “no fireworks or sparklers to be brought onto the Event site by Spectators”	
	PA announcements stating “no fireworks or sparklers to be brought onto the Event site by Spectators”	
Lighting/illumination	Adequate in publicly accessible areas	
Bonfire	Size, material, and positioning	
	Lighting / extinguishing	
	Wildlife barrier	
Fireworks	Storage	
	Positioning within the Fireworks Firing Zone	
	Prevailing wind direction	
	Firework Dropping Zone	
	Igniting	
	Experience and training of firers	
	Personal protective equipment for Firework Firing Team	
	Dealing with misfires/no-fires	
	Clearing up afterwards	

2023 Bonfire Night and Fireworks Party: Final Checklist

FINAL CHECKLIST	ACTION	STATUS
Fire Safety Equipment	Water buckets, water extinguisher, fire blankets	
	Positioned between Bonfire Zone and Fireworks Firing Zone	
	Bucket of water and fire blanket for Barbecue area	
Communications	Public address system (battery-powered loud hailer backup)	
	Between Marshals & other Volunteers	
	To emergency services	
	Agreed emergency procedure	
Security	Check of buildings / area before leaving site	
	Supervision of Spectators during the Event including the fencing on site	
	Crowd control	
Insurance	Checked	
	Special conditions met	

This document was prepared by Steve PARISH on 05 June 2023 for the Tyttenhanger Green Parties Committee in association with the Charles Morris Hall.

The rest of this page is intentionally blank.