

Community Services - Environmental Health

Checklist for Community Firework Display

The purpose of this checklist is to assist the Environmental Health Service in responding to your application for a Public Entertainment Licence for a Community firework display. Our Service requires you to verify that effective management arrangements will be implemented for the event taken into account the following health and safety guidance:-

- HSE Guidance – [Organising Firework Displays](#)
- ROSPA Safer Fireworks - www.saferfireworks.com

You are requested to complete the checklist overleaf and submit it as part of your PEL application. Failure to do this may result in a delay in the processing of your application and/or objection by Community Services – Environmental Health.

Guidance on completing checklist

- Firework displays should be safe and enjoyable occasions. Please ensure that you have taken time to read the guidance detailed above prior to completing the checklist.
- It is important that you consider all aspects of the above guidance when planning and organising your display. Suitable arrangements based upon the size of your event and anticipated audience numbers should then be effectively implemented.
- Even if your event has been run successfully for a number of years it is important that you review your safety arrangements to ensure they remain effective for this year's event and take into account local circumstances.
- The attached checklist should not be regarded as an exhaustive list. The checklist is simply intended to provide confirmation to our Service that you are aware of the relevant guidance and have taken appropriate steps to ensure the safety of all those attending your display.
- It is your responsibility as the event organiser to ensure the safety of persons attending the event. If you are employing a specialist firework company to organise and provide the display then you may wish to ask them to complete the form, or alternatively ask them to submit a copy of their risk assessment and management arrangements for your event.
- Where any answer in the checklist is NO, please note our Service may require to object to your licence application unless suitable explanation can be provided outlining the reasons why this is the case.

Further Advice

For further information please refer to the [HSE website](#) and the guidance specified above. Alternatively please Email: envhealth@highland.gov.uk or contact:

Community Services - Environmental Health

Checklist for Community Firework Display

| | | | |
|--------------------------|--|----------------------------|--|
| Name of Applicant | | Application Ref. No | |
| Venue(s) | | | |
| Date(s) | | | |

| Please tick () as appropriate | Yes | No |
|--|--------------------------|--------------------------|
| 1. I have read and understood the guidance contained within HSE Guidance <i>and ROSPA Safer Fireworks</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. I would confirm that a suitable and sufficient risk assessment has been completed for the event by a suitably competent person. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. I can confirm that Category 4 fireworks will not be used unless a specialist firework display operator is appointed to provide the display. <i>(Cat 4 fireworks are not intended for sale to the general public)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. I can confirm that the display site meets the recommended layout criteria specified in the ROSPA guidance for size and separation distances. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. I confirm that reasonable steps have been taken to notify neighbouring landowners and other interested parties of the event | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. I confirm that an appropriate number of suitably qualified first aiders will be provided at the event based upon the anticipated audience numbers | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. I confirm that an adequate number of readily identifiable stewards will be provided to ensure crowd safety based upon the anticipated audience size. <i>(Minimum 2 and another 1 for each 100 people attending)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. I can confirm that suitable emergency and contingency plans are in place for the event as per the HSE and ROSPA Guidance | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. I can confirm that suitable access arrangements are available for emergency vehicles | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. I confirm that only suitably competent persons who are familiar with basic safety principles have been appointed to be responsible for lighting the fire. | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. I confirm that only suitably competent persons who are familiar with basic safety principles have been appointed to fire the fireworks. | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. I confirm that the display will be set up in accordance with the firework manufacturer's instructions. | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. I can confirm that suitable arrangements are in place to extinguish the fire and cool it down before the site is vacated | <input type="checkbox"/> | <input type="checkbox"/> |

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|--|----------------------------------|
| Declaration (To be completed by the applicant or their appointed representative) | |
| I declare that the above checklist has been completed accurately and is a true reflection of the arrangements that will be in place for the event: - | |
| Print Name: _____ (applicant) | Signed: _____ Date: _____ |