

## FIREWORK DISPLAY EVENTS STANDARD

Date of Approval	July 2020	Expiry Date	July 2023
Author and Lead	Sarah Snow, Assistant Director Commercial, Residential and Campus Services		
Aims	The University is committed to ensuring the health, safety and welfare of all staff, students and campus users. This standard sets out the responsibilities for Firework Display Events at the University.		
Scope	This standard applies to all staff, students and campus users across all campuses of the University of Exeter.		
Relevant Legislation	HSE Guidance – The Blue Guide <a href="https://www.hse.gov.uk/explosives/fireworks/using.htm">https://www.hse.gov.uk/explosives/fireworks/using.htm</a>		
Display event organisers	Display organisers must be staff members of the University or members of the Students Guild. In all cases the organiser must have undertaken the University Event Safety Standard Training <a href="http://www.exeter.ac.uk/staff/wellbeing/safety/guidance/eventmanagement/">http://www.exeter.ac.uk/staff/wellbeing/safety/guidance/eventmanagement/</a>		
Event Exeter	Prior to organizing a display it is advisable to contact Event Exeter. The team are experienced Event organisor's and can liaise with you on all aspects of your display and offer help and guidance for a successful display  Contact us at : <a href="mailto:eventexeter@exeter.ac.uk">eventexeter@exeter.ac.uk</a>		
Display events providers	<p>The Display provider must:-</p> <ul style="list-style-type: none"> <li>o Be professional, reputable and bona fide</li> <li>o Provide a copy of their health &amp; safety policy</li> <li>o Provide a copy of their public liability insurance</li> <li>o Provide a copy of their health &amp; safety risk assessment for the event. This must include a site plan showing the proposed site layout (firing area, fallout area and viewing area). Also the names and contact details of those managing the event</li> <li>o Provide adequate means of fire extinguishment and staff to use them</li> <li>o Provide fire marshals to monitor the fall-out area</li> <li>o Clear any fall-out debris from accessible public areas</li> </ul> <p>The University's current preferred supplier is: Sonic Fireworks</p>		
Definitions	None		

### Essential steps to planning a display event:

Before the event	No firework displays on the campus may take place without the written consent of the Director of Commercial, Residential and Campus Services. (Appendix B)
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	<p>Copies of the display provider’s risk assessment must be sent to the Director of Grounds for approval. Appendix A.</p> <p>For the Students Guild approval must also be sought from Mark Johnson (<a href="mailto:mark.johnson@exeterguild.com">mark.johnson@exeterguild.com</a>) A copy should also be sent to Estate Patrol for information.</p> <p>More than two weeks prior to the event Exeter City Council, Police, Fire and Rescue Service, South West Ambulance NHS Trust and Exeter Airport Air Traffic Control should all be informed in writing of the event (Appendix C).</p> <p>Two weeks prior to the event local residents in nearby properties must be informed of the date, time and location of the event in writing. Refer to Appendix D. The Environmental Health Officer of Exeter City Council can recommend the streets which should be targeted. Print a map of these streets for your records.</p> <p>For events in the grounds of student residences, the Committee responsible for organising the event must arrange for the distribution of the letters to houses in the streets that have been agreed by the EHO of Exeter City Council.</p> <p><b><u>Multiple Events (possible during term time)</u></b></p> <ul style="list-style-type: none"> <li>• Those organising the events should speak with other relevant residence managers to ensure there are not too many displays in one week.</li> <li>• Firework displays should be limited to special events only and once a year per residence.</li> </ul>
<p>During the event</p>	
	<p>Adequate First Aid arrangements must be in place. First Aid assistance must be provided by either St. John Ambulance or a similar commercial organisation.</p> <p>A firing time must be agreed with the company and adhered to.</p> <p>All firework displays must finish by 10.30pm (in the summertime, by 11.00pm).</p> <p>The fall out area must always be away from vehicles. For a small display, the fall out zone will be approx 15 metres and that of a large display can be up to one kilometre.</p> <p>Arrangements must be made to control and supervise the attendees. These arrangements must be made in conjunction with the display provider and will include:</p> <p>Ensuring attendees are kept at a safe distance from the display, behind temporary barriers &amp; marshalling attendees to ensure a safe environment by preventing breaches of the barriers</p> <p>Wherever possible, the company should be asked to provide a “quieter” display. Noise levels must be monitored by the company during the display and a copy of the readings given to the event organiser.</p> <p>The number of rockets should be limited and no air bombs should be used. Maximum decibel levels = 105 db @ a minimum of 25 metres distance, any increase above this level must be agreed by the University.</p>
<p>After the event</p>	
	<p>The Display provider is responsible for all ‘clean up’ operations on site, returning the site to its former state, prior to the display. It will pick up spent fireworks and ‘fallout’ from accessible public areas but not from private dwellings and land.</p> <p>Any complaints or claims of negligence should be directed to both the Display provider and the University’s Insurance and Business Continuity Office so that liabilities may be considered and determined. In the case of an incident a HS101 incident form must be completed and forwarded to the University Safety Office <a href="mailto:safety@exeter.ac.uk">safety@exeter.ac.uk</a></p>

Appendix A	Contact details
	<p>Mr Peter Scargill Director of Commercial, Residential and Campus Services Reed Hall Streatham Drive Exeter EX4 4QR</p> <p>Mr Iain Park Director of Grounds Streatham Farm T: 5531 E: <a href="mailto:I.D.Park@exeter.ac.uk">I.D.Park@exeter.ac.uk</a></p> <p>Estate Patrol (24hr security) Northcote House T: (01392) 723999 E: <a href="mailto:e.patrol@exeter.ac.uk">e.patrol@exeter.ac.uk</a></p> <p>Sonic Fireworks Mr Mike Glover, Managing Director Sonic Fireworks Unit J1 Langlands Business Park Uffculme Devon EX15 3DA Tel: 01884 849222 <a href="http://www.sonicfireworks.co.uk">www.sonicfireworks.co.uk</a></p> <p>Devon and Somerset Fire &amp; Rescue Service Control Room The Knowle Clyst St George Exeter EX3 0NW Tel: 01392 872200 (not 24/7)</p> <p>Air Traffic Control Exeter Airport Clyst Honiton Exeter EX5 2BD</p> <p>Ambulance Control SW Ambulance Service NHS Foundation Trust Abbey Court Eagle Way Exeter EX2 7HY Tel 01392 261500</p>

	<p>Police Control Room Sidmouth Road Middlemoor Exeter EX2 7HQ Tel: 01392 420320</p> <p>Environmental Health Officer Exeter City Council Civic Centre Paris Street Exeter EX1 1RQ Tel 01392 277888 (9-5, M-F)</p> <p>University Health and Safety Office Ground Floor Hope Hall Prince of Wales Road Exeter EX4 4PL <a href="mailto:safety@exeter.ac.uk">safety@exeter.ac.uk</a></p>
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<b>Appendix B</b>	<b>Request Form: Consent to hold an organised firework display event</b>
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Mr Peter Scargill  
Director of Commercial, Residential and Campus Services  
Reed Hall  
Streatham Drive  
Exeter EX4 4QR

Dear Sir  
Consent to hold an organised Firework Display Event

On behalf of. . . . . I request consent to hold a firework display event:-

- 1 On:-
- 2 At:-
- 3 Duration:-
- 4 Location:-

The Display provider is .....

The provider is a Bona fide company and they have provided a detailed risk assessment of the event and certificate of public liability insurance. These have been copied to the Health and Safety Office.

I have studied the University's Firework Display Event Code of Practice and will adhere to its requirements and recommendations.

Yours Sincerely

Insert your name and contact details

Dear .....

I hereby GIVE CONSENT for the Event as described above, subject to its compliance with the University's Codes of Practice on Firework Display Events.

I hereby DENY CONSENT for the event as described above. Please contact ..... to discuss the reasons for this decision and to assist with re-submission of this request form

Regards

Mr Peter Scargill  
Director of Commercial, Residential and Campus Services

Devon and Somerset Fire & Rescue Service  
Control Room  
The Knowle  
Clyst St George  
Exeter EX3 0NW

Dear Sir or Madam,

Notification of a Firework Display Event, to take place on (Insert Date).....

I am writing to notify you that, in conjunction with [Insert event name], a professionally fired firework display will take place on the above date in the grounds of [insert venue name and full postal address]

The anticipated time of firing is [insert time in 24hr format ie 22:45 hours] and should last between [ insert length of display in time ie 5/10 minutes ].

Residents in the surrounding area have been notified in writing.

As well as your agency Exeter City Council, the Devon & Cornwall Constabulary, SW Ambulance Service NHS Foundation Trust and Exeter Airport Air Control have also been notified.

I trust that this will not cause any difficulties.

Yours faithfully,

Environmental Health Officer  
Exeter City Council  
Civic Centre  
Paris Street  
Exeter  
EX1 1RQ

Dear Sir or Madam,

Notification of a Firework Display Event, to take place on (Insert Date).....

I am writing to notify you that, in conjunction with [Insert event name], a professionally fired firework display will take place on the above date in the grounds of [insert venue name and full postal address]

The anticipated time of firing is [insert time in 24hr format ie 22:45 hours] and should last between [ insert length of display in time ie 5/10 minutes ].

Residents in the surrounding area have been notified in writing.

As well as your agency the Devon and Somerset Fire and Rescue Service, the Devon & Cornwall Constabulary, SW Ambulance Service NHS Foundation Trust and Exeter Airport Air Traffic Control have also been notified.

I trust that this will not cause any difficulties.

Yours faithfully,

Air Traffic Control  
Exeter Airport  
Clyst Honiton  
Exeter  
EX5 2BD

Dear Sir or Madam,

Notification of a Firework Display Event, to take place on (Insert Date).....

I am writing to notify you that, in conjunction with [Insert event name], a professionally fired firework display will take place on the above date in the grounds of [insert venue name and full postal address]

The anticipated time of firing is [insert time in 24hr format ie 22:45 hours] and should last between [ insert length of display in time ie 5/10 minutes ].

Residents in the surrounding area have been notified in writing.

As well as your agency the Devon and Somerset Fire and Rescue Service, the Devon & Cornwall Constabulary, SW Ambulance Service NHS Foundation Trust and Exeter City Council have also been notified.

I trust that this will not cause any difficulties.

Yours faithfully,

Ambulance Control  
SW Ambulance Service NHS Foundation Trust  
Abbey Court  
Eagle Way  
Exeter  
EX2 7HY

Dear Sir or Madam,

Notification of a Firework Display Event, to take place on (Insert Date).....

I am writing to notify you that, in conjunction with [Insert event name], a professionally fired firework display will take place on the above date in the grounds of [insert venue name and full postal address]

The anticipated time of firing is [insert time in 24hr format ie 22:45 hours] and should last between [ insert length of display in time ie 5/10 minutes ].

Residents in the surrounding area have been notified in writing.

As well as your agency the Devon and Somerset Fire and Rescue Service, the Devon & Cornwall Constabulary, Exeter City Council and Exeter Airport Air Traffic Control have also been notified.

I trust that this will not cause any difficulties.

Yours faithfully,

Police Control Room  
Sidmouth Road  
Middlemoor  
Exeter EX2 7HQ

Dear Sir or Madam,

Notification of a Firework Display Event, to take place on (Insert Date).....

I am writing to notify you that, in conjunction with [Insert event name], a professionally fired firework display will take place on the above date in the grounds of [insert venue name and full postal address]

The anticipated time of firing is [insert time in 24hr format ie 22:45 hours] and should last between [ insert length of display in time ie 5/10 minutes ].

Residents in the surrounding area have been notified in writing.

As well as your agency the Devon and Somerset Fire and Rescue Service, SW Ambulance Service NHS Foundation Trust, Exeter City Council and Exeter Airport Air Traffic Control have also been notified.

I trust that this will not cause any difficulties.

Yours faithfully,

Appendix D	Standard Letter: To inform local residents of proposed firework display
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[Insert venue name]  
[Insert venue postal address]  
[Insert venue telephone number and email address]

[Insert date of letter]

Dear Sirs,

I am writing to notify you that, in conjunction with the [Insert title of event], a professionally fired firework display is booked to take place on the above date in the grounds of University of Exeter at [Insert venue].

The anticipated time of firing is [Insert firing time in 24hr format ie 22:45 hours] and should last between [insert length of display in time ie 5/10 minutes].

The local Environmental Health Office and other relevant authorities have been informed of the event.

We do hope that this will not cause too much inconvenience and we thank you, in advance, for your cooperation.

Yours faithfully,

Appendix E	List of residential areas who must be informed when a fire work display is taking place at venue in bold below
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#### **Birks Grange Village**

Dunvegan Close, Elmbridge gardens, Lodge Hill, Kilbarran Rise , Glenthorne Road, Copplestone Drive, High Croft, High Croft Court, King Edward Street, Clydesdale Avenue, Streatham Drive, Streatham Rise

#### **Holland Hall**

Dunvegan Close, Elmbridge gardens, Lodge Hill, Kilbarran Rise , Glenthorne Road, Copplestone Drive, High Croft, High Croft Court, Clydesdale Avenue, Streatham Drive, Streatham Rise

#### **Duryard Halls**

Lower Argyll Road, Westgarth Road, King Edward Street, Copplestone Drive, Glenthorne Road, Cowley View, High Croft, High Croft Court, Elmbridge Gardens, Cherry Tree Close, Woodleigh Close

#### **Exeter Halls**

Prince of Wales Road, Hoopern Avenue, St Germans Road, Pennsylvania Close, Pennsylvania Road (from Kingsgate Residential Home up to Hoopern Avenue)

#### **St. Luke's**

College Road, Magdalen Road, Raleigh Road, College Avenue, Baring Crescent

Appendix F	Specific arrangements for Weddings
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#### **Reed Hall**

At Reed Hall, it has been agreed that firework displays should only be allowed if they are of the reduced height and noise level (maximum 30 metres and 80 db) variety.

The Event Exeter team will advise residents in Streatham Drive, Streatham Rise, Clydesdale Avenue, Holland Hall and Mardon Hall (if event is in term time) if an event is due to take place.