

FIREWORK DISPLAY EVENTS STANDARD

Date of Approval	July 2020	Expiry Date	December 2026
Author and Lead	Simon Law, Director Catering, Retail Services & Commercial Development		
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 https://www.hse.gov.uk/explosives/fireworks/using.htm		
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 Course Detail Learning and Development University of Exeter		
Event Exeter	Prior to organizing a display please contact Event Exeter. The team are experienced Event planners and can liaise with you on all aspects of your display and offer help and guidance for a successful display Contact us at : eventexeter@exeter.ac.uk		
Display events providers	<p>The Display provider must:-</p> <ul style="list-style-type: none"> o Be professional, reputable and bona fide o Provide a copy of their health & safety policy o Provide a copy of their public liability insurance o Provide a copy of their health & safety risk assessment for the event. This must include a site plan showing the proposed site layout (firing area, fallout area and viewing area) along with the names and contact details of those managing the event o Provide adequate means of fire extinguishment and staff to use them o Provide fire marshals to monitor the fall-out area o Clear any fall-out debris from accessible public areas <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)

Copies of the display provider's risk assessment must be sent to Event Exeter who will ensure they are reviewed and filed on the event file.

For the Students Guild approval must also be sought from Mark Johnson (mark.johnson@exeterguild.com) prior to final sign off by the Director of Commercial, Residential and Campus Services.

Copies will also be sent to Estate Patrol & grounds for information.

No less than two weeks prior to the event the Organiser must inform Exeter City Council, Police, Fire and Rescue Service, South West Ambulance NHS Trust and Exeter Airport Air Traffic Control in writing of the event (Appendix C).

Two weeks prior to the event the Organiser must contact residents in nearby properties informing them 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.

Multiple Events (possible during term time)

- Firework displays are to be limited to special events only

During the event

Adequate First Aid arrangements must be in place. Event Exeter can assist in booking the cover from the Event Supplier framework (Apr 2025).

A firing time must be agreed with the company and adhered to.

All firework displays must finish by 10.30pm (in the summertime, by 11.00pm).

The fall out area must always be away from vehicles. For a small display, the fall out zone will be approx. 15 meters and that of a large display can be up to one kilometer.

Arrangements must be made to control and supervise the attendees. These arrangements must be made in conjunction with the display provider and will include:

Ensuring attendees are kept at a safe distance from the display, behind temporary barriers & marshalling attendees to ensure a safe environment by preventing breaches of the barriers

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.

The number of rockets should be limited, and no air bombs should be used. Maximum decibel levels = 105 db @ a minimum of 25 meters distance, any increase above this level must be agreed by the University.

After the event

After the event	
	<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 safety@exeter.ac.uk</p> <p>Link to H&S Hub incident reporting sharepoint (includes HS101 form: HealthandSafetyHub</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 David Evans Head of Grounds Streatham Farm T: 2682 E: d.m.evans@exeter.ac.uk</p> <p>Fire Safety Advisors E: firesafety@exeter.ac.uk</p> <p>Estate Patrol (24hr security) Northcote House T: (01392) 723999 E: e.patrol@exeter.ac.uk</p> <p>Sonic Fireworks Mr Mike Glover, Managing Director Sonic Fireworks Unit J1 Langlands Business Park Uffculme Devon EX15 3DA Tel: 01884 849222 www.sonicfireworks.co.uk</p> <p>Devon and Somerset Fire & 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</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 safety@exeter.ac.uk</p>
--	--

Appendix B	Request Form: Consent to hold an organised firework display event
------------	---

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
------------	---

[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
------------	--

Main campus

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

In addition as requested by Rory Cunningham

Pennsylvania Rd; Pennsylvania Close; Pennsylvania Crescent; Edgerton Park Rd; Devonshire Place; Lower St Germans Rd; Howell Rd; Hoopern Avenue; West Avenue; Thornton Hill; Hoopern Lane; Lark Close; Higher Hoopern Lane; Kingfisher Drive; Curlew Way; Hillcrest Park; Highcroft; Highcroft Court; Belvidere Rd; Clydesdale Rd; Clydesdale Rise; Clydesdale Ave; Copplestone Drive; Glenthorne Rd; Dunvegan Close; Elmbridge Gardens; Kilbarren Rise; Lodge Hill; Streatham Rise; Streatham Drive; The Almshouses (New North Rd); Velwell Rd; Castlemount; Horsegaurds (Including the Quandrangle)

New streets (added March 2024):

Belvidere Road; Rosebarn Lane; Rosebarn Ave; Beech Ave; Oriole Drive Lark Close; Raven Close; Doriam Close; Belvidere Road; Argyll Road; Patricia Close

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 events at Reed Hall
------------	---

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) when an event is due to take place.