



LLANHARAN COMMUNITY COUNCIL

Minutes of the meeting of the Events Committee held by remote attendance on Thursday 30th October 2025 at 7pm.

The meeting was held in accordance with:

The Local Government and Elections (Wales) Act 2021

Present:

Councillors: Cllrs Janine Turner, David Evans, Neil Feist, Rhys Jenkins, Chris Parker, Robert Smith.

Clerk to the Council: Leigh Smith

Assistant Clerk: Rebecca Jenkins

Apologies: None

Absent: None

EV2025/012 Welcome and Apologies

The Chair welcomed all attendees.

EV2025/013 Disclosures of Interests

None

EV2025/014 Approval of Minutes

RESOLVED

To approve as a true record the minutes of the Events Committee meeting held remotely on 9th July 2025

EV2025/015 Public speaking

None.

EV2025/016 Correspondence

Noted.

EV2025/017 Events Committee Action Plan

Noted.

EV2025/018 Delegation of the budget line 'Multicultural Carnival' to the Committee

Noted.

EV2025/019 Christmas event

RESOLVED

- a) To hold a Christmas event at Bryncae Community Centre on 21st December 2025
- b) To allocate a budget of £2500 for the event
- c) To delegate authority for organising the event to the officers of the council in consultation with interested members.

EV2025/020 Arrangements for 2025 Fireworks display event

Noted

EV2025/021 Urgent information or items suggested to the Clerk for a future agenda

None.

There being no further business the meeting closed at 7.30pm.

Date of next meeting: TBC

Councillor Janine Turner
Chair of the Events Committee.



LLANHARAN COMMUNITY COUNCIL

Minutes of the meeting of the Events Committee held by remote attendance at 7.00pm on Wednesday 9th July 2025

The meeting was held in accordance with:
The Local Government and Elections (Wales) Act 2021

Present:

Councillors: Cllrs Janine Turner, David Evans, Rhys Jenkins, Chris Parker, Neil Feist.

Clerk to the Council: Leigh Smith

Apologies: Cllr Robert Smith.

Absent: None.

EV2025/001 Welcome and Apologies.

The Chair welcomed all attendees.

EV2025/002 Disclosures of Interests

None.

EV2025/003 Deputy Chair

RESOLVED

To elect Cllr Chris Parker as Deputy Chair of the Events Committee.

EV2025/004 Public speaking

None.



EV2025/005 Correspondence

None.

EV2025/006 Dates for the 2025 Over 60's Christmas lunches.

RESOLVED

That the Llanharan OAP association led event shall be held on Wednesday 17th December 2025 and the Brynna OAP association event shall be held on Thursday 18th December 2025 at Llanharan RFC.

EV2025/007 Quotations for the provision of catering for the 2025 Over 60's Christmas lunches

a) RESOLVED

To accept the Cresta Caterers quotation for 'Menu 2' of £26.00/head plus VAT. (£31.20/head inclusive). And for those meals where the optional cheeseboard is provided - £28.46/head + VAT. (£34.15 inclusive).

b) RESOLVED

To suspend Financial Regulation 11.3 e) ii) on the grounds that the Council have attempted to obtain 3 quotations having requested quotations from local providers but only one of the providers is available on the dates of the events.

11.3e)ii)

When it is intended to enter into a contract for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in Regulation 11.3, where the value:is less than £30,000 (inclusive of VAT) and greater than £1,500 the Proper Officer shall obtain 3 written quotations which clearly detail the priced descriptions of the proposed supply.



EV2025/008 Other matters concerning the organisation of the 2025 Over 60's Christmas lunches.

a) *RESOLVED*

The event to be called, "The Llanharan Community Council Over 60's Christmas Lunches".

b) *RESOLVED*

Invited dignitaries be limited to the Mayor of RCTCBC and a plus one and The Deputy Mayor of RCTCBC and a plus one. Specifying that both should not attend on the same day.

c) *RESOLVED*

The policy for attendance of Councillor's partner or plus one to be the following: Councillors are entitled to attend one or both days as their availability suits as representatives of the council. For a Councillor's partner or plus one, they are allowed to attend on one or both days, too. However, partners'/plus one's meals should be paid for unless they are over 60 and live in the LCC area (ie they qualify as ordinary residents), in which case one meal will be paid for by council, and any second day attendance meal must be paid for by the individual with them being directly invoiced by the council, payment to be made at the point of booking before attendance is approved.

d) *RESOLVED*

Llanharan and Brynna Schools to be invited to perform at one day each. The Community Council to fund transport where necessary up to a value of £100. A further donation of £100 to be paid to each school to cover the costs of providing entertainment.

e) *RESOLVED*

The Chair of the Council to host both events and organise a quiz with prizes which will be funded from the Chair's allowance. The Chair having volunteered to do so.

f) *RESOLVED*

A raffle will be held at the events with the officers to provide raffle prizes with a budget of up to £250 to be funded under S137 of the LGA 1972.



g) RESOLVED

The qualifying criteria for attendance to be that the attendee must be of the qualifying age and must live in the Llanharan Community Council area. Other than that anyone can attend.

h) RESOLVED

Carers may attend if required and may receive a free meal. The status of attendees as carers must be made explicit on the booking slips and numbers attending to be monitored by the officers and reported to council following the event. There shall be no documentary evidence required to prove status as a carer.

i) RESOLVED

To provide a budget of up to £250 for transport (over and above that provided for the schools) and to authorise the officers to spend up to that amount. Booking slips to make explicit that pickups are made from designated collection points only.

EV2025/009 Further details of arrangements for the 2025 Fireworks display, the fireworks provider having already been arranged.

a) RESOLVED

That the preferred venue be the Welfare hall and fields. Authority delegated to the Clerk to make suitable arrangements for the hire of the hall and grounds with an appropriate hire agreement. The officers authorised to spend up to £250 on venue hire on receipt of appropriate invoices was authorised

b) RESOLVED

To delegate to the officers the practical aspects for the arrangement of the event and the obtaining of a temporary premises licence, the application to have been submitted prior to the September meeting of Council. Arrangements to be made in consultation with the Chair of the Events Committee. The officers authorised to spend up to the budgeted amount of £10,000 in total on the event which includes the costs already agreed for the provision of the pyrotechnics display itself.

c) RESOLVED

For the 2025 event to be a free but ticketed event using an appropriate ticketing platform and system. The number of tickets limited to that allowed by the temporary premises licence. Tickets to be advertised locally and specifically on local Facebook hubs only rather than further afield. A ticket return and re-issue system to be



available and all marketing to make it explicit that there will be no entry without a ticket but that there is no restriction on entry time.

d) RESOLVED

That the 2025 event be covered by 20 externally provided professional marshals and volunteer marshals, but that 10 of these marshals should be SIA marshals able to legally carry out licensable activities such as access control, to refuse entry if necessary and to deal with disorder. It is likely that the temporary premises licence application will require an SIA presence. That the officers be directed to obtain quotations.

e) RESOLVED

That matters of traffic management and safe crossing of the road be deferred to a future meeting to allow the officers to ascertain costs for Temporary Traffic Restriction Orders.

f) RESOLVED

That provision be made for a drop-off point near the Haran Roofing entrance for those with disabilities or limited mobility and that no pre-booking or restrictions be put in place. Consideration of whether to apply for a road closure for this area to be deferred to a future meeting.

g) RESOLVED

For limited disabled parking to be provided on site. A pre-booking and separate ticketing system to be put in place via the council office and evidence of a blue badge to be required in order to access disabled parking on a first come first served basis. The disabled ticket to have the registration number of the approved vehicle clearly marked. The access to be SIA controlled. All ticketing to be covered by GDPR policies.

h) RESOLVED

The location of the disabled parking area to be sited so as to be easily accessible from the disabled parking area. A suitable period to be provided after the low noise display to allow those to leave who wish to do so. Traffic movements from the disabled parking area to be facilitated.



i) RESOLVED

That 4 externally provided qualified first aiders plus an ambulance from St Johns ambulance be sourced for the event.

j) RESOLVED

Other considerations for the event to be that no sparklers be allowed into the event. Suitable vendors be arranged for the event, no pitch fees be charged but that vendors offer food and drink to marshals free of charge. A lost children point be situated in a signposted location with a db's checked safeguard lead for the event and a safeguarding policy in place. No charity or bucket collections be allowed. No alcohol to be sold or permitted to be brought in or consumed at the event with discretionary bag checks on the gate.

EV2025/010 Family friendly event at Bryncae Community Centre on 23rd August.

This motion was not proposed.

EV2023/011 Urgent information or to suggest items to the Clerk for a future agenda.

None.

There being no further business the meeting closed at 9pm.

Date of next meeting: TBD

Councillor Janine Turner
Chair of the Events Committee

FW: Note to Llanharan Community Council

From The Clerk / Project Officer <project@llanharan-cc.gov.wales>

Date Thu 30/10/25 7:07 PM

To Events Committee <EventsCommittee@Llanharancc.co.uk>

Members,

FYI

Leigh Smith

Clerk to the Council.

Llanharan Community Council

Clerk@llanharan-cc.gov.wales

project@llanharan-cc.gov.wales

www.llanharan-cc.gov.wales

Tel: 01443 231430 / 07769 266675

Mae'r neges ar gyfer y person / pobl enwedig yn unig. Gall gynnwys gwybodaeth bersonol, sensitif neu gyfrinachol. Os nad chi yw'r person a enwyd (neu os nad oes gyda chi'r awdurdod i'w derbyn ar ran y person a enwyd) chewch chi ddim ei chopïo neu'i defnyddio, neu'i datgelu i berson arall. Os ydych chi wedi derbyn y neges ar gam, rhwch wybod i'r sawl sy wedi anfon y neges ar unwaith. Mae'n bosibl y bydd holl negeseuon yn cael eu cofnodi a/neu fonitro unol â'r ddeddfwriaeth berthnasol.

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From: [REDACTED]

Sent: 29 October 2025 14:28

To: The Clerk / Project Officer <project@llanharan-cc.gov.wales>

Subject: Re: Note to Llanharan Community Council

Hi Leigh,

Thanks for giving us an idea of times.

On reflection I should have contacted you straight after last year's display, but had hoped a big display like last year would have been a one off.

Our field that joins the welfare field will have no livestock in it. We have always moved them in advance of your display. However, last year was like a was zone with the fields and sheep

sheds being lit up like day light and the loud bangs that carried down the valley towards Talbot Green. Unfortunately, we have no way of escaping the large scale display you now have.

My number is [REDACTED]

Kind regards,

[REDACTED]

Sent from my iPhone

On 29 Oct 2025, at 12:18, The Clerk / Project Officer <project@llanharan-cc.gov.wales> wrote:

Hi [REDACTED]

The low noise display is expected to run from around 7pm-7.10pm and then after a short pause the main display is expected to run for around 20 minutes.

In the past Cllr Turner has contacted the owner of the horses in the field that overlooks the ground to try and make sure the horses there aren't unduly affected and I believe they had been moved, but I don't think anyone had picked up on the fact that the display was louder and may cause problems further afield. (I'm not suggesting you move the sheep by the way, I understand that is probably not practical, I only mention it to demonstrate that this is something the Council would have regard to).

I will pass your correspondence along so it can be taken into account for future events and so a conversation can take place to look at any available options.

Apologies.

Would you have a contact telephone number I could take please?

Best regards

Leigh Smith
Clerk to the Council.
Llanharan Community Council
Clerk@llanharan-cc.gov.wales
project@llanharan-cc.gov.wales
www.llanharan-cc.gov.wales
Tel: 01443 231430 / 07769 266675

Mae'r neges ar gyfer y person / pobl enwedig yn unig. Gall gynnwys gwybodaeth bersonol, sensitif neu gyfrinachol. Os nad chi yw'r person a enwyd (neu os nad oes gyda chi'r awdurdod i'w derbyn ar ran y person a enwyd) chewch chi ddim ei chopio neu'i defnyddio, neu'i datgelu i berson arall. Os ydych chi wedi derbyn y neges ar gam, rhowch wybod i'r sawl sy wedi anfon y neges ar unwaith. Mae'n bosibl y bydd holl negeseuon yn cael eu cofnodi a/neu fonitro unol â'r ddeddfwriaeth berthnasol.

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From: [REDACTED]
Sent: 29 October 2025 10:16
To: The Clerk / Project Officer <project@llanharan-cc.gov.wales>
Subject: Re: Note to Llanharan Community Council

Hi Leigh,

Thanks for getting for getting back to me so quickly.

What time is the main display please and for how long?

We are just going to have to hope for the best and try and stay with the animals throughout the display. We have moved the sheep from the field that joins the welfare field, but last year it was like a war zone. The display was lighting up the fields as well as the noise. It's was very distressing for us and the animals.

Kind regards,

[REDACTED]

Sent from my iPhone

On 29 Oct 2025, at 08:14, The Clerk / Project Officer
<project@llanharan-cc.gov.wales> wrote:

Good morning [REDACTED]

Last year we used a new professional display company for the display itself, and we are using the same provider again this year.

The exact mix of pyrotechnics used is decided by them, but I would expect the display to be similar to last year. There will be a 'low noise' display first for about 5 or 10 minutes and then the full display.

Please let me know if there is anything practical that we can do to help.

Best regards

Leigh

Sent from Outlook for iOS

From: [REDACTED]

Sent: Wednesday, October 29, 2025 7:54:28 AM

To: The Clerk <clerk@llanharan-cc.gov.wales>

Subject: Note to Llanharan Community Council

Good morning,

I just wanted enquire if your firework display was going to be as big and as loud as last year? Our fields/farm join the welfare field and last year, even though our sheep and horses were a few fields away they were absolutely terrified. I thought I was going loose my horse as she was so frightened. Your displays had never been an issue before, it was just last year seemed to be a lot noisier and it lit the skies for miles. We have 500 ewes in lamb that are due at Christmas and four horses that I know will be petrified with a display so close to our. I just want to get as many provisions in place if it's going to be as big as last year's display.

Kind regards,

[REDACTED]

Sent from my iPhone



Llanharan Community Council - Events Committee Action plan 22.10.2025

Action no	Date added	Category	From	Action	Notes	Status	Owner
EV2025/003	09.07.2025	Events	Events	EV2025/003 Deputy Chair RESOLVED To elect Cllr Chris Parker as Deputy Chair of the Events Committee.	To update the master document and the website.	Completed	LS
EV2025/006	09.07.2025	Events	Events	EV2025/006 Dates for the 2025 Over 60's Christmas lunches. RESOLVED That the Llanharan OAP association led event shall be held on Wednesday 17th December 2025 and the Brynna OAP association event shall be held on Thursday 18th December 2025 at Llanharan RFC.	LRFC - Booked OAP associations - Agreed Caterer - Informed and booked	Completed	LS
EV2025/007	09.07.2025	Events	Events	EV2025/007 Quotations for the provision of catering for the 2025 Over 60s' Christmas lunches a) RESOLVED To accept the Cresta Caterers quotation for 'Menu 2' of £26.00/head plus VAT. (£31.20/head inclusive). And for those meals where the optional cheeseboard is provided - £28.46/head + VAT. (£34.15 inclusive).	Inform Cresta and confirm booking.	Completed	LS
EV2025/008a)	09.07.2025	Events	Events	EV2025/008 Other matters concerning the organisation of the 2025 Over 60s' Christmas lunches. a) RESOLVED The event to be called, "The Llanharan Community Council Over 60's Christmas Lunches".		Noted	NA
EV2025/008b)	09.07.2025	Events	Events	b) RESOLVED Xmas Lunches Invited dignitaries be limited to the Mayor of RCTCBC and a plus one and The Deputy Mayor of RCTCBC and a plus one. Specifying that both should not attend on the same day.	Invites and confirmations to be received closer to the event.		LS
EV2025/008c)	09.07.2025	Events	Events	c) RESOLVED Xmas lunches The policy for attendance of Councillor's partner or plus one to be the following: Councillors are entitled to attend one or both days as their availability suits as representatives of the council. For a Councillor's partner or plus one, they are allowed to attend on one or both days, too. However, partners'/plus one's meals should be paid for unless they are over 60 and live in the LCC area (ie they qualify as ordinary residents), in which case one meal will be paid for by council, and any second day attendance meal must be paid for by the individual with them being directly invoiced by the council, payment to be made at the point of booking before attendance is approved.	Reminder email to be sent to members along with invite closer to the event.		LS
EV2025/008d)	09.07.2025	Events	Events	d) RESOLVED Xmas lunches Llanharan and Brynna Schools to be invited to perform at one day each. The Community Council to fund transport where necessary up to a value of £100. A further donation of £100 to be paid to each school to cover the costs of providing entertainment.			LS

EV2025/008e)	09.07.2025	Events	Events	e) RESOLVED Xmas lunches The Chair of the Council to host both events and organise a quiz with prizes which will be funded from the Chair's allowance. The Chair having volunteered to do so.			LS
EV2025/008f)	09.07.2025	Events	Events	f) RESOLVED Xmas lunches A raffle will be held at the events with the officers to provide raffle prizes with a budget of up to £250 to be funded under S137 of the LGA 1972.			LS
EV2025/008g)	09.07.2025	Events	Events	g) RESOLVED Xmas lunches The qualifying criteria for attendance to be that the attendee must be of the qualifying age and must live in the Llanharan Community Council area. Other than that anyone can attend.	Note: Scrutiny of addresses to be applied this year with reference to the electoral role and follow-up if necessary.	Completed	LS
EV2025/008h)	09.07.2025	Events	Events	h) RESOLVED Xmas lunches Carers may attend if required and may receive a free meal. The status of attendees as carers must be made explicit on the booking slips and numbers attending to be monitored by the officers and reported to council following the event. There shall be no documentary evidence required to prove status as a carer.			LS
EV2025/008i)	09.07.2025	Events	Events	i) RESOLVED Xmas lunches To provide a budget of up to £250 for transport (over and above that provided for the schools) and to authorise the officers to spend up to that amount. Booking slips to make explicit that pickups are made from designated collection points only. EV2025/009 Further details of arrangements for the 2025 Fireworks display, the fireworks provider having already been arranged.			LS
EV2025/008j)	09.07.2025	Events	Events	a) RESOLVED Xmas lunches That the preferred venue be the Welfare hall and fields. Authority delegated to the Clerk to make suitable arrangements for the hire of the hall and grounds with an appropriate hire agreement. The officers authorised to spend up to £250 on venue hire on receipt of appropriate invoices was authorised	Booked - Cost FOC	Completed	LS
EV2025/008k)	09.07.2025	Events	Events	b) RESOLVED Fireworks event To delegate to the officers the practical aspects for the arrangement of the event and the obtaining of a temporary premises licence, the application to have been submitted prior to the September meeting of Council. Arrangements to be made in consultation with the Chair of the Events Committee. The officers authorised to spend up to the budgeted amount of £10,000 in total on the event which includes the costs already agreed for the provision of the pyrotechnics display itself.	In hand		LS
EV2025/008l)	09.07.2025	Events	Events	c) RESOLVED Fireworks event For the 2025 event to be a free but ticketed event using an appropriate ticketing platform and system. The number of tickets limited to that allowed by the temporary premises licence. Tickets to be advertised locally and specifically on local Facebook hubs only rather than further afield. A ticket return and re-issue system to be available and all marketing to make it explicit that there will be no entry without a ticket but that there is no restriction on entry time.	Scanners purchased. Eventbrite set up, awaiting checking.		LS

EV2025/008m)	09.07.2025	Events	Events	d) RESOLVED Fireworks event That the 2025 event be covered by 20 externally provided professional marshals and volunteer marshals, but that 10 of these marshals should be SIA marshals able to legally carry out licensable activities such as access control, to refuse entry if necessary and to deal with disorder. It is likely that the temporary premises licence application will require an SIA presence. That the officers be directed to obtain quotations.	Ordered. No licence required as confirmed Bethan Walters , RCT.	completed	LS
EV2025/008n)	09.07.2025	Events	Events	e) RESOLVED Fireworks event That matters of traffic management and safe crossing of the road be deferred to a future meeting to allow the officers to ascertain costs for Temporary Traffic Restriction Orders.	Clerk has arranged TM for safe crossing.	Completed	LS
EV2025/008o)	09.07.2025	Events	Events	f) RESOLVED Fireworks event That provision be made for a drop-off point near the Haran Roofing entrance for those with disabilities or limited mobility and that no pre-booking or restrictions be put in place. Consideration of whether to apply for a road closure for this area to be deferred to a future meeting.	Enquiries made to RCT RE Road closures. Cllr Turner supporting. Cost of circa £1,700 quoted by RCT and deadline for submission passed.No formal road closure will be in place.	Completed	LS
EV2025/008l)	09.07.2025	Events	Events	g) RESOLVED For limited disabled parking to be provided on site. A pre-booking and separate ticketing system to be put in place via the council office and evidence of a blue badge to be required in order to access disabled parking on a first come first served basis. The disabled ticket to have the registration number of the approved vehicle clearly marked. The access to be SIA controlled. All ticketing to be covered by GDPR policies.	Spreadsheet in Events folder of Sharepoint and tickets available in the office		LS
EV2025/008p)	09.07.2025	Events	Events	h) RESOLVED Fireworks event The location of the disabled parking area to be sited so as to be easily accessible from the disabled parking area. A suitable period to be provided after the low noise display to allow those to leave who wish to do so. Traffic movements from the disabled parking area to be facilitated.		Completed	LS
EV2025/008q)	09.07.2025	Events	Events	i) RESOLVED Fireworks event That 4 externally provided qualified first aiders plus an ambulance from St Johns ambulance be sourced for the event.	Request form completed. awaiting confirmation SJA have specified the required level of cover, which has been arranged.	Completed	LS
EV2025/008r)	09.07.2025	Events	Events	j) RESOLVED Fireworks event Other considerations for the event to be that no sparklers be allowed into the event. Suitable vendors be arranged for the event, no pitch fees be charged but that vendors offer food and drink to marshals free of charge. A lost children point be situated in a signposted location with a dba checked safeguard lead for the event and a safeguarding policy in place. No charity or bucket collections be allowed. No alcohol to be sold or permitted to be brought in or consumed at the event with discretionary bag checks on the gate.	Officers arranging event. No licence required as confirmed by Bethan Jankings, RCT licencing.		LS
2025/178 b)	18.07.2025	Full Council	Events	b) RESOLVED To suspend Financial Regulation 11.3 e) ii) on the grounds that the Council have attempted to obtain 3 quotations having requested quotations from local providers but only one of the providers is available on the dates of the events. 11.3e)ii) When it is intended to enter into a contract for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in Regulation 11.3, where the value:is less than £30,000 (inclusive of VAT) and greater than £1,500 the Proper Officer shall obtain 3 written quotations which clearly detail the priced descriptions of the proposed supply.	Noted	Noted	NA

Appendix 4

To note the delegation of the budget line 'Multicultural Carnival' to the Committee.

Council has resolved the following:

2025/255 Delegation of authority to spend the budget line 'Multicultural carnival' to the Events Committee RESOLVED To delegate authority to spend the budget line 'Multicultural carnival' to the Events Committee, with available funds to be spent on Community Council organised events as it sees fit.

The available budget for the Multicultural Carnival is £7,166

Appendix 5

To consider holding a Christmas event.

Proposer: Cllr Janine Tuner

To hold a Christmas event at Bryncae Community Centre on December 21st 2025.

To allocate an appropriate budget for the event and to delegate authority for organising the event to the officers of the council in consultation with interested members.



Llanharan Community Council Fireworks display event 2025

Event Management Plan

Abridged version based on template from Rhondda Cynon Taf
Event Safety Advisory Group (ESAG)

INTRODUCTION

Llanharan Community Council have met with ESAG to confirm details of the event and ensure compliance and received verbal confirmation from RCTCBC officers that there are no licencing requirements for the event (on the understanding that background music is kept to a reasonable level).

This document constitutes the event plan and incorporates the event risk assessments and site plans.

The Text in Red are guidance notes from RCTCBC ESAG.

EVENT MANAGEMENT PLAN

Event Name	Llanharan Community Council 2025 fireworks display event
Event Location	Llanharan Miners Welfare hall and grounds.
Event Date	5th November 2025
Organiser / Organisation	Llanharan Community Council
Version / Date	V1 8.9.2025

If you have any questions about this template and to submit your event management plan and application for use of Council land, please contact

RCTEventsSafetyAdvisoryGroup@rctcbc.gov.uk

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EVENT MANAGEMENT

Sections of this form in **RED** are for information only, to help you complete sections and should be deleted from the finished version. If any answers are n/a (not applicable) an explanation should be included to support the decision.

Event Overview

The Llanharan Community Council 2025 Fireworks Display Event is a free, ticketed event organised by Llanharan Community Council to be held on Wednesday November 5th 2025. The Community Council organises the event

using a professional pyrotechnics company to provide the display itself. The event comprises the fireworks display, fairground rides, food stalls, drinks stalls (non alcoholic) etc...both on the outside of the fields and inside the hall. It is anticipated that people of all ages, predominantly family groups will attend. Gates open at 5.30pm with a short low noise display to take place first commencing at 7pm, followed by a short period to allow those who wish to do so to leave and then the main display. Duration of the display to be approximately 20 – 25 minutes after which the crowd is expected to disperse.

Spectator and Viewing Areas

Predominantly on the rugby pitch, including an accessible viewing area for those with extra needs.

Site Plan

Please include a copy of your site plan with this document. This should include (but not be limited to) items such as positions of attractions, temporary structures all site infrastructure, fencing or barriers, generators, cables, first aid points, car parks, vehicles routes, entry / exit points and emergency exits and assembly points, information points, lost children point, known risks, etc. For smaller events this could be a simple hand drawn diagram showing locations and types of attractions, structures, barriers, entrances, etc.

See Appendix A

Risk Assessments

See Appendix B

Risk Assessments – Contractors/Exhibitors

See Appendix C for Pendragon (Pyrotechnics contractor) Risk Assessments

Health and Safety

Even if you are a community organisation with no employees, you still have a responsibility under the **Health and Safety at Work etc Act 1974** to ensure that your event and any contractors are operating legally and safely.

Health & Safety Officer/ Responsible Officer	
Name or Organisation:	Llanharan Community Council
Name:	Leigh Smith
Contact Number:	07769266675

E-mail Address:	Clerk@llanharan-cc.gov.wales
Relevant experience/qualifications in event management	Previous events including VE day celebration event, Queens Jubilee events, Llanharan 2024 fireworks display and various smaller but similar community events.

Insurance

Event Organisers are required to hold a current policy of Insurance in respect of Public Liability or Third-Party Risks (including products liability where appropriate). The relevant limit of indemnity shall be an amount approved by the Council Insurance and Legal Section. To hold an event on RCTCBC property you will require to hold a valid insurance document, whilst a level of public liability cover of £10M is desirable an absolute minimum level of £7.5M will be acceptable in situations where a considered rational can be put forward. Event Organisers will be required to produce evidence of their insurance cover together with that of any exhibitor, band / dance group, sub-contractor, caterer etc. whom they have instructed / authorised to appear at the event.

(Please note this is in addition to any Employee Liability you require).
Provide details of the Policy here and a copy as an Appendix to the Event Plan.
Also list details of all contractors policies (check dates and what is covered).

Hiscox insurance co ltd. Policy no 9432124

See Appendix D with details of external PLI certificates.

Programme Schedule

Opening the Event

List actions that must be completed and inspections undertaken prior to agreement that the event is ready to open to the public. Include who makes the decision and how this is communicated to staff/volunteers/contractors. This will include but not be limited to:

- Pendragon fireworks in place and exclusion zones in place.
- Vehicle curfews and traffic management measures are in place;
- Correct staff/numbers of staff are present, briefed and in place;
- All constructions are complete and signed off;
- Safety Inspection Checklist completed satisfactorily – All marshals briefed
- Adequate medical provisions are in place, aligned with the medical plan;

- Ensuring contractors/exhibitors are safe and ready to commence;
- SIA marshals in place.

Timetable

Pendragon on site AM. Setup and safe to proceed to be confirmed by 5pm.

All vendors in place and vehicle movements stopped by 5pm.

Marshals on site by 4.45pm.

First aid personnel in place by 5pm.

Marshals and first aid briefing in the main hall at 5.15pm

Gates open at 5.30pm.

Low noise fireworks commence at 7pm for 5 minutes followed by 5 minutes to allow those who wish to do so to leave. Main display to last 20-25 minutes.

Site to be cleared by 8.45pm at latest.

Event controller to carry out post event fire inspection and sign off by 9pm.

Marshals to litter pick and clear site.

Rocket Security Marshals booked until 9.45pm.

Following day – AM. LCC Staff to carry out secondary detailed litter pick and inspect site as safe for use as playing field by mid-day.

STAFFING

Organisational Structure

NA

Leigh Smith event lead and emergency controller – Rebecca Jenkins, event support.
Janine Turner (volunteer) stall co-ordinator.

Marshalls report to event lead. See site plan in [Appendix A+](#)

Staffing

Leigh Smith – Event Lead/safeguarding lead. Rebecca Jenkins – Event Support.
Janine Turner – Stall co-ordinator. Chris Parker – Designated safeguarding contact.

Stewarding, Marshals and Security.

Stewards I Marshalls: The main responsibility of stewards is for crowd management

and your risk assessment should be used to determine a suitable number for the event. List here numbers of stewards and broad areas of responsibility

Security I SIA: Your risk assessment and/or expectations from other parties such as Licensing or the Police may dictate the need for professional SIA (Security Industry Authority) Registered Staff. If it is deemed necessary for your event include details of the Security provider and what is being provided.

10 SIA Marshalls (Rocket Security, Tudor House, 16 Cathedral Rd, Cardiff, CF11 9LJ 02921 690005)) - Monitoring at the gates preventing access to non-ticket holders, those whose behaviour appears to be inappropriate (whether adversely affected by alcohol, substances or other factors), carrying out discretionary bag checks to ensure no alcohol is brought onto site or consumed on site and providing overall security throughout the site including monitoring and managing any problematic behaviour and alcohol use.

10 other non-SIA marshals (Rocket security) - Providing general guidance, ensuring safe access and egress, signposting to first aid and providing adequate numbers in case of emergency evacuation or a medical emergency.

Min 5 additional council volunteer marshals carrying out the same duties.

25 marshals in total. 10 SIA including 1 Supervisor plus 15 non-SIA marshals.

Other security

Will you require assistance from Police? - No

(Please note the Police will no longer manage traffic at everts or processions).

Do you reference police support in either your emergency or contingency plans?

so, have you made contact with them? - Y As part of RCT ESAG and direct to PCSO.

Who is your point of contact? - Lauren Edwards, PCSO 07469907972

Please outline what assistance you require:

General Prescence on the day would be helpful, particularly after the display when people are leaving to assist in the management of a large number of people exiting the event. Assistance to enforce traffic violations (parking) in surrounding streets would also be helpful.

However their presence is not required other than in the event of significant public disturbance.

ALSO • Please provide brief details of what Counter Terrorism Measures will be in place to protect the public/those in attendance at the event. (full details should be in

your EMP and Risk Assessments) Full consideration should be given to:

THREAT

E.G. Vehicle as a weapon - Y See RA

Vehicle as a weapon – Y See RA

Firearms and weapons attack - N Risk assessed as low

Chemical attack (Acid) - N Risk assessed as low

Improvised explosive device [IEDs] - N Risk assessed as low

Person Borne Improvised Explosive Device - N Risk assessed as low

IED PBIED - N Risk assessed as low

Vehicle Borne IED (VBIED) - N Risk assessed as low

Bomb threat - N Risk assessed as low Y

For potential guidance please follow

<https://www.gov.uk/government/publications/crowded-places-guidance>

Mitigation considered/in place:

The Event RA gives full details.

The emergency plan contains the actions to be taken in the event of an emergency evacuation.

Key Event Contacts - Management

Name	Role	Responsibility	Contact Details
	Event Lead Health and safety officer and Marshall coordinator	Overall responsibility	Leigh Smith 07769 266675 Clerk@llanharan- cc.gov.wales
	Event support –	Overall event support.	Rebecca Jenkins Rebecca.jenkins@Llanharan- cc.gov.wales
	Stall-Attendee co-ordinator	All event infrastructure,	Janine Turner 07921 278536

		ordering, delivery timings etc	Janine.Turner@llanharan-cc.gov.wales
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Procedures

Emergency Procedures

Emergency procedures for general evacuation, fire and medical emergency are shown at the bottom of the event risk assessment and contained within the Marshalls pack.

First Aid and Medical Cover

St Johns ambulance, x qualified first aiders. Medical area in main hall. Medical risk assessment carried out and provided separately.

In addition the Welsh Ambulance Services University NHS Trust (WAST) have asked that they be provided with information regarding your event using this link - [Event Medical Assurance](#) - Completed.

Fire Safety at Your Event

Please document how you have addressed the key areas of the fire risk assessment process:

- Identified the fire hazards, i.e. sources of ignition, fuel and oxygen
- Identified people at risk within and surrounding your site and those at highest risk
- Evaluate the risk of a fire occurring and evaluate the risk to people should a fire occur
- Remove or reduce fire hazards and removed or reduced the risks to people
- Considered detection and warning, firefighting, escape routes, signs and notices, lighting, maintenance
- Recorded significant findings and action taken
- Prepared an emergency plan
- Informed and instructed relevant people and provided training
- Reviewed and revised your assessment where necessary

See main risk assessment.

Communications

Pre-event briefing to all marshalls. SIA marshalls and site controller to have radios. Other comms via PA system (Note that the PA system is limited).

Event Notification – Surrounding Residents

Please document how you will let surrounding residents and businesses know about your event plans here.

The event is widely publicised over several months on social media in the village plus banners placed in prominent locations both sides of the village. The event is an annual event and is well known about locally.

Event Day Communications – Internal

See site plan. Also Marshals briefing and radio contact.

Event Day Communications – Public

PA system in place and adequate marshals in place to convey instructions.

Lost Children

See site plan showing lost children point. This will be communicated to all marshals and via the PA system. In the event of a lost child their details will be given over the PA system. **LS NOTE - ADD TO PLAN**

An area on site will be clearly marked as the lost children point, the area being secure and equipped with seating, water, basic first aid and communication (phone/radio). A lost childrens logbook will also be at the point.

Procedure:

Procedure if a Lost Child is Found

1. A volunteer/steward who finds a lost child must:
 - a. Stay with the child and reassure them.
 - b. Radio/phone the Event Control and designated Safeguarding Lead (Leigh Smith)
 - c. Escort the child to the Lost Children Tent with another steward/volunteer (never alone).
 - d. The Safeguarding lead (Leigh Smith) or Safeguarding contact (Chris Parker) must be contacted and come to the lost child point and stay with the child with at least one other person **AT ALL TIMES**.
2. Record details (child's description, time, finder's name) in the **Lost Children Logbook**.

3. Inform all marshalls and event staff/security to quietly spread the word to locate the parent/carer (no public name announcements, only physical description, clothes worn etc...).
Announcement to made over PA if possible (eg Before/after fireworks display).

5. Procedure if a Parent Reports a Child Missing

1. Gather details: child's name, age, description, last known location, time.
2. Gather parents details including name and phone number.
3. Parent to be taken to the lost child point where ideally they should stay.
4. Record in the **Lost Children Logbook**.
5. Pass details to Event Control and security/stewards so they can look for the child. **In particular to be aware of lone children fitting their description attempting to leave the site.**
6. If the child is found, escort to the Safe Point and reunite with parent/carer after making reasonable efforts to confirm identity. Inform all marshals that the child has been found.

6. Reuniting Children with Parent/Carer

- Ask the parent/carer to provide reasonable identifying details (e.g. child's name, DOB, description, password if pre-arranged).
- Volunteers must be satisfied they are the legitimate parent/carer before release.
- If you are not satisfied then contact the safeguarding lead (Leigh Smith).
- Record time of collection and parent/carer details in the Logbook.

Crowd Management

See site plan showing access and egress points and emergency plan for evacuation.

General / Specific Advice

Traffic, Transport and Parking

Smaller community events will have limited impact on traffic and parking; however, you should still consider this when planning your event. Larger events can have a big impact on local traffic and transport and will require extensive risk assessments and detailed plans dealing specifically with traffic and transport.

Publicity posts and posters will encourage attendees to use public transport and the nearby railway station. Locals will be encouraged to walk and not park close to the event.

Vehicles on Site

The potential for conflict between vehicles and staff / the public is an important risk that needs to be taken into account during your planning and risk assessment process, whether by accident or by a deliberate act. Plans need to be in place to reduce the chances / impact of such an occurrence. These plans need to take into account the setup, event time and take down of the event. Also consider the need for access and egress of emergency vehicles; where possible consider provision of suitable routes for the exclusive use of emergency vehicles.

All vehicle movements* to cease by 5pm, 30 minutes prior to public entry. A designated car parking area provided for event staff and stallholders.

No vehicle movements* allowed until 8pm or until all public have left the event and Marshals indicate it is safe to do so. To be communicated to vendors.

***Disabled parking**

Marshal to be stationed at disabled parking area. Disabled parking tickets to state strictly no vehicle movements unless escorted by a marshal. Disabled parkers to be on site by 6.45pm.

- Marshal to be stationed at disabled parking area.
- Disabled parking tickets to state strictly no vehicle movements unless escorted by a marshal.
- Disabled parkers to be on site by 6.45pm.
- Once display ends no vehicle movements unless directed by a marshal, no earlier than 8pm. by a marshal.

Licensing

Under the Licensing Act 2003 a Premises Licence or Temporary Event Notice is required for any event involving the sale by retail of alcohol, provision of late-night refreshment and/or regulated entertainment which is defined as:

- Live or recorded music;
- Films;

No licence required as advised by RCTCBC. (Background music only)

Intellectual Property Rights

NA

Provision of Alcohol

Will a bar be provided if so who will be providing it give details:

None. No alcohol sold on site or allowed to be consumed on site (SIA monitoring).

Who will be the Designated Premises Supervisor?

NA

How will the alcohol be served give details i.e.: plastic bottles, beer measuring meters and use of stamped plastic glasses for the supply of beer, lager, cider and wine. Products that are listed in column 1 of the Table in paragraph 1 of the Schedule to The Environmental Protection (Single-use Plastic Products) (Wales) Act 2023 should not be provided

NA

Will spirits be provided if so, how will they be dispensed i.e.: stamped optics, or measures and then dispensed into plastic glasses.

NA

Document what arrangements have been made to control under - age drinking

SIA marshals checking on gate and patrolling the event to ensure no alcohol consumption.

Provision of Food

Document details of any catering and/or food you plan to provide at your event here. You should also list details of any catering concessions in the Key event contacts – other section.

We recommend you only use food providers with a food hygiene rating of 3 or above. Inform Environmental Health (Food Safety Team) via 01443 425001 / Food.HealthandSafety@rctcbc.gov.uk of the providers you will be using.

See **Appendix D**

Food business operators in the retail and catering sector are required to provide allergen information and follow labelling as set out in food law. This means that food business operators must-

1. provide allergen information to the consumer for both prepacked and non-prepacked food and drink
2. handle and manage food allergens effectively in food preparation. Food businesses must make sure that staff receive training on allergens.

It is recommended that you review your food storage, preparation and handling procedures to reduce the risk of cross contamination, particularly by the foods most commonly causing reactions of intolerance, like cereals (containing gluten), crustaceans (shellfish and molluscs), eggs, fish, peanuts, soybeans, milk and other dairy products, peanuts, tree nuts, and sesame seeds.

Ideally you should: -

Have segregated storage for ingredients etc. containing allergens or ensure that the containers that hold such ingredients are kept closed, and

Segregate the preparation of foods containing allergens. Segregation may be achieved through the physical means, e.g., separate preparation tables, or by time, e.g. foods containing nuts being produced last, and by cleaning/disinfection procedures for work surfaces, utensils etc. after use.

Products that are listed in column 1 of the Table in paragraph 1 of the Schedule to The Environmental Protection (Single-use Plastic Products) (Wales) Act 2023 should not be provided.

Please see separate of vendors and details list in Appendix D

Fun Fairs

Before approval is granted for rides or fun fairs you will need to make sure:

- Any stand-alone ride or rides that are part of a fun fair are part of the ADIPS (Amusement Device Inspection Procedures Scheme) scheme.
- The operator provides you with a copy of their In-Service Annual Inspection papers and you provide a copy of these to us with your event management plan.
- The operator confirms in writing that they operate under the HSG175 Fairgrounds and Amusement Parks – Guidance on Safe Practice.

Received via email

Please include here any rides or fun fairs you intend to have at your event and contact details for the providers. See below and Appendix D

Inflatable Play Equipment

Before approval is granted for inflatable play equipment, you will need to make sure:

- The operator can provide a copy of the current PIPA/ADIPS test certificate for the equipment.
- The operator carries out the daily checks on the equipment as required by EIS7
- You know when the equipment was last fully inspected
- You get full instructions on its SAFE operation
- The equipment is clearly marked with limitations of use (maximum user height etc.)
- Are you a member of a relevant association (AIMODS, NAIH or BIHA)?
- More guidance is available on the PIPA Inflatable Play Scheme/ADIPS websites.

Please include here any inflatable play equipment you intend to have at your event and contact details for the providers. NA

Provided by the supplier. -



RCT Inflatables
safety advice.pdf

Noise

The things most likely to cause noise nuisance include live music stages, funfairs and public address systems.

Background music and the display itself.

Toilets

You must ensure that adequate toilet facilities are available for your event attendees, these will be based on the length of the event, the nature of activities and the demographic split including disabled provision. If not available on site these may need to be brought in.

See separate site plan

Provider is **Litchard** Tool hire. 6 x portable toilets plus 1 x disabled toilet and 4 x toilets in the main hall. 11 in total.

Table 1

	<u>Female Toilets</u>	<u>Male Toilets</u>	<u>Urinals</u>	<u>Accessible toilets for disabled and wheelchair users</u>
For Events with a gate time of less than 6 hours duration	1 per 100	1 per 500	1 per 150	1 per 50
For events with a gate opening time of 6 hours or more but with little or no alcohol or food served	1 per 85	1 per 425	1 per 125	1 per 45
For events with a gate opening time of 6 hours or more with alcohol and food served in quantity	1 per 75	1 per 400	1 per 100	1 per 40
For campsites at major events swapping emphasis from urinals to wc's for males	1 per 75	1 per 150	1 per 250	1 per 40

Table 2

	<u>Female toilets</u>	<u>Male Toilets</u>	<u>Urinals</u>	<u>Accessible toilets for disabled and wheelchair users</u>
For Events with a gate time of less than 6 hours duration	1 per 80	1 per 400	1 per 150	1 per 50
For events with a gate opening time of 6 hours or more but with little or no alcohol or food served	1 per 68	1 per 340	1 per 125	1 per 45
For events with a gate opening time of 6 hours or more with alcohol and food served in quantity	1 per 60	1 per 320	1 per 100	1 per 40
For campsites at major events swapping emphasis from urinals to wc's for males	1 per 60	1 per 120	1 per 250	1 per 40

Waste Management

It is essential that your event has a waste management plan in place and that it is carried out in accordance with the Workplace Recycling Regulations 2024.

- How will you keep the site clear of waste? Will this be done by stewards or volunteers?
- How you will manage waste during and after your event, including details of bins, skips, recycling, litter picking and the segregation of recycling?

Document your waste management plans for your event here.

ON site staff / RCTCBC

Recycling

Your event should have a recycling plan in place in accordance with the Workplace Recycling Regulations 2024 and that it is carried out.

For small community events, this could be as simple as labelling some bins to encourage people to separate their recycling into plastic bottles, paper, food, etc.

Larger events will need to show that they have a recycling strategy or are employing a professional recycling organisation to manage waste and separate recycling including food on the day.

- Make sure your concessions and food suppliers comply with the Workplace Recycling Regulations 2024 and have appropriate policies and procedures in place for the use of re-usable products or provide biodegradable containers and systems for the disposing of dirty water, food, and cooking oil etc
- Think through how you will enforce the separation of recycling and food waste. Contaminated recyclables will be sent to landfill and may be subject to fines.

Document your recycling plans for your event here.

On site staff / RCTCBC

Temporary Structures

For a small event, temporary structures may be market stalls and a marquee. Larger events and festivals may include stages, grandstands, lighting towers, gantries, site offices etc. Details will need to be provided in advance to Building Control, on larger structures this needs to include a description of what's being constructed, sizes, materials being used, a drawing, method statement of construction, copies of RA and all needs to be signed off by an independent engineer including once the structure is completed to say it's safe and ready to use. Consider wind load capabilities, ballast requirements and dismantling.

The approval process will depend on the scale and structure types. If the structures will be in place for a long time, you may need planning permission. Larger temporary structures need to be signed off by independent engineers before they can be used.

As a minimum:

- All suppliers will need to supply you with a copy of their public liability and employee insurance certificates.
- All suppliers will need to provide you with relevant risk assessments and method statements for the product they are supplying for your event.
- Suppliers must provide a signed hand over inspection once the structure is completed to say that it is safe and ready for use.

Include a list of all temporary structures, their suppliers (including contact details) and how the issues raised above will be achieved and who has responsibility for ensuring compliance.

The erection of some temporary structures at entertainment events falls within the definition of construction work in regulation 2(1) of the Construction (Design and Management) Regulations 2007 (CDM)

Consideration should also be taken if you are carrying out working at height. You should ensure all work at height that you undertake is controlled and is properly planned and organised. A pertinent risk assessment should be undertaken.

1 Gazebo for Marshal station / Lost Child point. To be pegged. Removed in high winds.

Electricity

All electrical installations, even temporary ones, must comply with the Electricity at Work Regulations 1989. Any event that has electrical supply included must have a competent electrician sign off the installation before the event starts.

If you are including electrical supply as part of your event, please provide details [Here](#).

Electrical supply from Llanharan Miners Welfare Hall for DJ.

Small Generators for bouncy castles and for food vendors were necessary.

Event lead will inspect prior to public entry to ensure barriered off.

If you intend to use mobile generators you can refer to BS 7430 for the earthing requirements for outdoor events.

The use of petrol fuelled generators should be discouraged in favour of diesel, gas or renewable energy.

The generator and its fuel should not be accessible to members of the public or other unauthorised people and may need to be fenced. Appropriate and adequate firefighting equipment should be provided.

Barriers & Fencing.

Barriers and fences at events serve several purposes. They can be used to:

- provide physical security, as in the case of a high-perimeter fence at an outdoor event)
- shield hazards
- aid the management of event attendees and influence their behaviour
- define routes
- remove sight lines
- prevent the audience climbing on top of temporary structures
- relieve and prevent the build-up of audience pressure

It is important that the use of barriers and fencing at any event is thoroughly considered and risk assessed. Incorrect use of a barrier/ fencing product for a location and/or circumstances could cause injury or harm.

See event plan

Weather

Weather issues can impact on your event in a number of ways – Heat, Rain, Storms, etc. Depending on the activities taking place and prevailing conditions at the time of the event procedures will need to be documented on how issues will be managed. Things to consider will range from for example provision of drinking water, through to cessation of high-risk activities through to cancelling the event.

Weather will also be part of your risk assessment.

Please document your procedures here as well as who is responsible for decision making and how issues will be communicated to staff and the public (before and during the event).

See risk assessment.

Pendragon Ltd will advise if weather conditions are unsuitable for the display.

Slips, trips and falls, ground conditions to be monitored as well as hazards associated with windy conditions.

RISK ASSESSMENT FOR:	Llanharan Community Council 2025 Fireworks Display Event	
Establishment: Llanharan Miners Welfare Hall and Fields	Assessment by: Leigh smith See also Pendragon RAMS	Date: 1/10/2025

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Residual Risk Rating	Are Normal Control Measures Y/N/NA	
					In Place	Adequate
Injury caused by fireworks Inadequate space Spectators use fireworks Unauthorised use of display fireworks	Staff Public Volunteers Contractors	Property damage/fire Burns Cuts / abrasions, muscular skeletal and other physical injuries	- Adequate space has been allowed for the firing area as assessed by Pendragon. - An adequate fall out zone for spent fireworks as determined by Pendragon. See Pendragon RAMS and plan for specifics.. (Check weather conditions) - Spectators are to be kept back on the opposite side from the firing zone. Barriers and adequate safety marshals in place. (See event plan) - The area has been checked and is free from obstructions i.e. trees, overhead power cables and well away from buildings. - Suitable secure area for firework storage inaccessible to public. - Firing area supervised once fireworks set up. - Spectators will not be allowed to enter the site with their own fireworks. Event publicity and posters state this and inspections to take place on entry. - Spent firework cases gathered, site also checked at first light for partly spent fireworks. - In the event of a report of a lost child, the event controller will be informed. Only if there is reason to believe that the child may have wandered into the firing zone or exclusion zone will the display be paused until child is found. The Event controller will make this decision.	L	Y	

Firers Poor practices Lack of competency	Staff Public Volunteers Contractors	Property damage/fire Burns Cuts / abrasions, muscular skeletal and other physical injuries	• A reputable, competent and experienced fireworks company have been employed (See Pendragon RAMS) • Clearly defined responsibilities for Firer and LCC (in particular in event of emergency). • Contact with firers via walkie talkies with key staff. • Appropriate public liability insurance in place. Insurer contacted to ensure adequate coverage and that any special conditions are met.	L	Y	
Outside Contractors Poor practices Lack of competency	Staff Public Volunteers Contractors	Cuts / abrasions, muscular skeletal and other physical injuries Electrocution	• Clearly defined responsibilities for Contractor, marshals and LCC staff (in particular in event of emergency). • Appropriate public liability insurance in place. • Copy of ADIPS certificate (and PL Insurance) to be provided to LCC	L	Y	
Storage of Fireworks	Staff Public Volunteers	Property damage– fire, explosion	• Fireworks delivered on the day of the event. Monitored by Pendragon staff at all times. Never left unsupervised. • Kept in appropriate and secure container	L	Y	
Adverse weather	Staff Public Volunteers Contractors	Property damage/fire Burns Slips, trips and falls. Cuts / abrasions, muscular skeletal and other physical injuries	• In the event of adverse weather and on the advice of Pendragon Ltd, increase separation from fireworks and relocate safety line / barriers • If safe separation cannot be ensured delay / cancel display. On the advice of Pendragon RE firework safety. • Ground conditions to be monitored and event controller to decide if safe to proceed.	L	Y	

Fire Ignition of premises Small fires	Staff Public Volunteers Contractors	Burns Property damage / loss	• Adequate separation from buildings (see above) • Adequate water. • Positioned in appropriate places to allow quick access • Agreed emergency procedure in place and adequate stewards to control crowd (see below) • Local authority, Police and Fire Brigade have been informed. • All staff and volunteers advised of emergency procedures • No sparklers are permitted at this event. Monitored at entrance and specified on all publicity materials. • Documented post event inspection to ensure no residual fire risks	L	Y	
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Insufficient and/or unsuitable first aid cover	Staff Public Volunteers Contractors	Accident / injury, delayed assistance in emergency	- Designated First Aid staffed by qualified medical personnel, numbers and type as dictated by purple book guidance/St Johns Ambulance- 4 First aiders, 1 ambulance crew (PTA/ETA) 1 HCP Nurse or paramedic. - Telephones / mobile phones available	L	Y	
Security Unauthorised access Inadvertent access	Staff Public Volunteers Contractors	Malicious damage / theft	- Areas other than those needed for event accessible only by authorised persons. - Buildings, apart from essential areas and public areas locked. This is checked before and after the display. - Clearly defined designated access routes - Lock areas of building not in use - Tape off / mark areas as out of bounds. - Adequate supervision	L	Y	
Inadequate welfare facilities	Staff Public Volunteers Contractors		- Hall toilets used & 7 temp portaloo's inc disabled provision. - Appropriate Signage displayed. - Adequate supervision	L	Y	
Vehicular access Ineffective pedestrian vehicle segregation	Staff Public Volunteers Contractors	Cuts / abrasions, muscular skeletal and other physical injuries Broken bones Significant head / multiple injuries	- Restricted access, visitors advised accordingly. (gates shut/ managed by staff) - Vehicle movements restricted ONLY authorised personnel. No vehicle movements after 5pm or before 8pm except for those in disabled parking area. Marshal to be stationed at disabled parking area. Disabled parking tickets to state strictly no vehicle movements unless escorted by a marshal and. - Disabled parkers to be on site by 6.45pm. - Once display ends no vehicle movements unless directed by a marshal, no earlier than 8pm. by a marshal. - Pedestrian walkways maintained - Clear route maintained for emergency services	L	Y	

Surface of field / internal areas Slips, Trips and Falls	Staff Public Volunteers Contractors	Cuts / abrasions, muscular skeletal and other physical injuries	• Ensure arrangements are in place for clearing up and safely disposing of any litter left after the event • Regular premises inspections. • Adequate external lighting available • Ground protection mats provided for safe disabled access to disabled viewing area and for area itself.	L	Y	
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Other factors

Surrounding areas /Neighbours	Staff Public Volunteers Contractors	Nuisance Risk to neighbours (Verbal / physical abuse) and Nuisance to animals/pets.	• Event advertised widely on Facebook and via banners at both ends of the village. • The event takes place annually and is well known.	L	Y	
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RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.

EVENT CHECKLIST
(Excluding firework specific actions undertaken by Pendragon)

		✓
Named Leader	Running / co-ordinating event	
Stewards	Sufficient	
	Briefed re emergencies /duties /locations/callsigns	
	Identification (e.g. fluorescent jackets)	
	Torches and radios?	
	Can contact Pendragon Safety Supervisor?	
Emergencies	Services advised	
	Access secured (clear of pedestrians, parked cars etc)	
	Crowd control in emergency situation (See end of document)	
	Evacuation (separate from emergency access)	
	Keys for main gate and Haran roofing gate in possession of LCC staff manning main gate (Name them) and that person in radio contact.	
First Aid	Qualified persons	
	Adequate facilities (indoors, water, etc)	
	Briefed	
Sparklers	Information on tickets / posters etc NO SPARKLERS	
	A Sand bucket provided to extinguish any sparklers taken.	
Lighting	Adequate in public access areas process to turn on floodlights agreed with LRG.T.	
Fireworks	Positioning	
	Drop zone	
	Wind direction	
	Dealing with misfires	
	Clearing up afterwards	
Extinguishers	Adequate (water / Co2 / buckets / sand / etc)	
	Positioning – All aware of the location of the extinguishers	
	Extinguishers – Instruction in their safe use (Demo)	
Communications	PA System etc to crowd	
	Between organisers / stewards (Radio and callsigns)	
	To emergency services	
	Agreed emergency procedures	
Security		
	Control of 'visitors' during event (fencing around site etc) - Gates open and panels removed from fence.	
	Crowd control	
Insurance	Checked	

Event plan, RA and emergency plan	Read and understood by all relevant persons. Briefing took place.	
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Emergency procedures:

In the event of a fire:

- If a fire is discovered alert all Marshals by means of radio.
- Report to the event controller (Leigh Smith) the following:
- The location of the fire, the extent of the fire, any immediate risks to public safety.
- The event controller will determine whether to take action/stop the display/turn on event lighting/alert LRGT Hall staff/call the fire service/instigate evacuation procedures.
- If in doubt, call 999 immediately.
- If appropriate (without putting yourself at risk and if there is suitable fire extinguisher nearby) you may attempt to extinguish small grass/shrub fires before they escalate.

YOU MUST NOT PUT YOURSELF OR ANYONE ELSE AT RISK AND/OR ATTEMPT TO EXTINGUISH ANYTHING OTHER THAN A SMALL FIRE (EG THE SIZE OF A WASTEPAPER BASKET) BEFORE IT ESCALATES.

- In the event of a fire at or near a building the building staff must be alerted and take whatever further measures are necessary (eg Turn off gas supply etc..)
- In the event of the emergency services needing to attend site, the main gate and/or Haran roofing gate must be unlocked, a clear and safe path from the main road to the scene of the fire must be created by marshals (Marshal stations 7, 8 and 9 must be maintained and in radio contact throughout regardless although they may need to alter their positions for safety reasons).
- Should the event controller require evacuation of the site the evacuation procedure will be instigated.

Medical emergency:

- In the event of a medical emergency defer to St John's Ambulance trained first aid staff on site in the first instance. contact

- St Johns Ambulance will liaise with the Event Controller to decide upon a course of action. Eg – Medical evacuation, calling emergency services, halting display, turning on event lighting etc..)
- Should a medical evacuation be deemed necessary the main gate and/or Haran roofing gate must be unlocked, a clear and safe path for the ambulance/vehicle to exit the event to the main road must be created by marshals (Marshal stations must be maintained and in radio contact throughout regardless).
- In the event of the emergency services needing to attend site, the main gate and/or Haran roofing gate must be unlocked, a clear and safe path from the main road to the scene of the casualty (and back again) must be created by marshals (Marshal stations must be maintained and in radio contact throughout regardless).

Full site evacuation procedure:

Should the event controller require a full site evacuation:

- the main gate and/or Haran roofing gate must be unlocked,
- the event lighting must be switched on,
- a clear and safe path for the public to exit the event must be created by marshals (Marshal stations must be maintained and in radio contact throughout regardless).
- Arrangements must be made to facilitate safe crossing of the road (Traffic management professionals and/or Police).

NOTE: No vehicle movements to or from the disabled parking area under any circumstances unless specifically escorted by a marshal.

Lost Children Procedure:

An area on site will be clearly marked as the lost children point, the area being secure and equipped with seating, water, basic first aid and communication (phone/radio). A lost children's logbook will also be at the point.

Procedure if a Lost Child is Found

1. A volunteer/steward who finds a lost child must:
 - a. Stay with the child and reassure them.
 - b. Radio/phone the Event Control and designated Safeguarding Lead (Leigh Smith)
 - c. Escort the child to the Lost Children Tent with another steward/volunteer (never alone).
 - d. The Safeguarding lead (Leigh Smith) or Safeguarding contact (Chris Parker) must be contacted and come to the lost child point and stay with the child with at least one other person AT ALL TIMES.

2. Record details (child's description, time, finder's name) in the Lost Children Logbook.
3. Inform all marshalls and event staff/security to quietly spread the word to locate the parent/carer (no public name announcements, only physical description, clothes worn etc...).

Announcement to made over PA if possible (eg Before/after fireworks display).

5. Procedure if a Parent Reports a Child Missing

1. Gather details: child's name, age, description, last known location, time.
2. Gather parents details including name and phone number.
3. Parent to be taken to the lost child point where ideally they should stay.
4. Record in the Lost Children Logbook.
5. Pass details to Event Control and security/stewards so they can look for the child and/or make a decision as to whether the display should be paused. In particular to be aware of lone children fitting their description attempting to leave the site.
6. If the child is found, escort to the Safe Point and reunite with parent/carer after making reasonable efforts to confirm identity. Inform all marshals that the child has been found.

6. Reuniting Children with Parent/Carer

- Ask the parent/carer to provide reasonable identifying details (e.g. child's name, DOB, description, password if pre-arranged).
- Volunteers must be satisfied they are the legitimate parent/carer before release.
- If you are not satisfied then contact the safeguarding lead (Leigh Smith).
- Record time of collection and parent/carer details in the Logbook.

Disabled parking arrangements

Marshal to be stationed at disabled parking area. Disabled parking tickets to state strictly no vehicle movements unless escorted by a marshal. Disabled parkers to be on site by 6.45pm.

- Marshal to be stationed at disabled parking area.
- Disabled parking tickets to state strictly no vehicle movements unless escorted by a marshal.
- Disabled parkers to be on site by 6.45pm.
- Once display ends no vehicle movements unless directed by a marshal, no earlier than 8pm. by a marshal.

I have been provided with, have read and understood the event risk assessment, event plan and the emergency procedures and have attended a briefing on their contents. I have also been instructed in the safe use of fire extinguishers by way of a simple demonstration - Dated 5th November 2025

Name (Print)	Organisation	Sign
	LCC	
	LCC	
	LCC	
	LCC	
	LCC	
	LCC	
	Pendragon	
	Pendragon	
	Rocket Security	
	Rocket Security	
	Rocket Security	
	Rocket Security	
	Rocket Security	
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	Rocket Security	
	Rocket Security	
	Rocket Security	
	Rocket Security	
	St John's Ambulance	
	St John's Ambulance	
	St John's Ambulance	

Post event fire inspection

Area inspected	Time of inspection and notes	Inspected by (Print)	Sign to confirm no residual fire risks present
Hall (Internal)			
Hall, shower block, boxing club and storage containers (External and perimeter)			
Firing area and to the east (behind)			
Main field, park and surrounding area			

Evidence Of Insurance

Insurance Experts Limited
First Floor, Burgundy Court
68 – 72 Springfield Road
Chelmsford
Essex
CM2 6JY
01245 500433

www.theinsuranceexperts.com

Ref.: 69/140
19/05/2025

To Whom It May Concern

We confirm the following details of the current policy and that the premium has been paid.

Policyholder:	Pendragon Fireworks & Pyrotechnics Ltd
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Activities

Category F1, F2 and F3 Firework Displays
Category F4 Firework Displays
Outdoor stage pyro and effects
Indoor fireworks and/or indoor pyro and/or effects
Sale of fireworks from retail premises
Sale of fireworks by mail order
Sale of glow novelties at display
Pyrotechnic display - flame projection, spark machines, arena pyro and streamer cannons

Public & Products Liability:	£10,000,000 £5,000,000 in respect of pyrotechnics and special effects that are not part of a firework display
Employers Liability:	£10,000,000
Insurer:	Hiscox Insurance Company Limited
Policy Reference:	HIS/FIR/000063
Period of Insurance:	26/05/2025 to 25/05/2026

This letter is an indication that a policy exists but is not a cover note, certificate or policy document and does not therefore provide indemnity to the recipient or modify the contract of insurance between the policyholder and underwriters. Further, the policy is subject to specific terms and conditions that are not detailed above and should the policy be cancelled, avoided, assigned or changed during the above period of insurance, neither Insurance Experts Ltd nor the underwriters are under any obligation to inform the holder of this letter.

[PREVENT FRAUD](#)
[CONTACT US TO CONFIRM AUTHENTICITY](#)

Yours faithfully

Roy Musk
Commercial Director



Unit 14, Springvale Ind Est, Cwmbran, Torfaen. NP44 5AZ.

Tel No 01633 482626

E Mail pen.dragon@btoconnect.com

RISK ASSESSMENT & METHOD STATEMENT

EVENT:- November 2025

VENUE Llanharan Welfare

INTRODUCTION.

This method statement and risk assessment relates to the general installation work associated with the setting up, firing of a pyrotechnic and firework display, removal of equipment and clearing area.

RESPONSIBILITY.

Pendragon Fireworks shall be responsible for: -

The provision of all labour, equipment, and materials for the complete display.
Adhering to all aspects of safety, regulations, risk assessments and supervisors' instructions.

All work to be accordance with the HSE guidelines on fireworks.

Llanharan Community Council shall be responsible for: -

Appointing a joint safety supervisor.

Issuing of permits to work on areas, which require a permit (if applicable)

Arranging the security for the display and the set-up times.

DATE: Wednesday 5th November 2025

Vehicles on site 1 x Luton Vans

Personal on site, Mr Barry Dyer, Mr Martin Brain, Mr Rhys Jones, Mr Matthew Jones

Crew Supervisor Jon Mellen Pendragon Fireworks Tel No 07949179987

Time of arrival 12:00 hrs on the day firing time 19:00 Hrs

SAFETY.

All employees will wear full protective clothing with company name clearly stated and protective footwear. Helmets and fire suits and flash hoods will be worn during firing.

Permits to work / passes will be worn at all times.

All electrical equipment will have a current portable appliance test certificate.

Prior to testing of equipment or fireworks the entire area will be notified.

Any mobile access equipment to be used ONLY by personnel specifically trained to do so and hold a current training certificate.

Responsibilities

The crew manager is responsible for assessing wind condition and general risks on the day as well as crew safety, spectator safety. Small changes may be required to this risk assessment as is necessary.

Summary

A list of all fireworks to be fired is attached, which includes their safety distances, all the fireworks have been classified and authorised by the UK HSE Explosives Inspectorate for Explosives and fireworks.

All the British pyrotechnics have been made by Wells fireworks (Dartford) ltd and are classified as 1.4G, product codes 0302 –010, 0302 – 006, 0302 – 015.and a copy of there safety data sheet is available if required.

Method

On arrival the pyrotechnic display boards will be unloaded and placed into their positions on the pitch as marked on the map, there is no public access to this area on the day and it will be cordoned off with barrier fence, All the fireworks for this display will be Cat 4, there is no energy attached to the boards therefore none of the pyrotechnics will fire and are deemed to be safe for transportation and handling.

Once all the boards are in position the wiring of them can begin at this point there is still no energy near the pyrotechnics and therefore they are still in a safe mode.

When the control system is being attached all personal are required to stand clear of all the firing areas and firework personal will be on standby with fire extinguishers.

Pendragon Fireworks follow the guidelines as laid down by :-

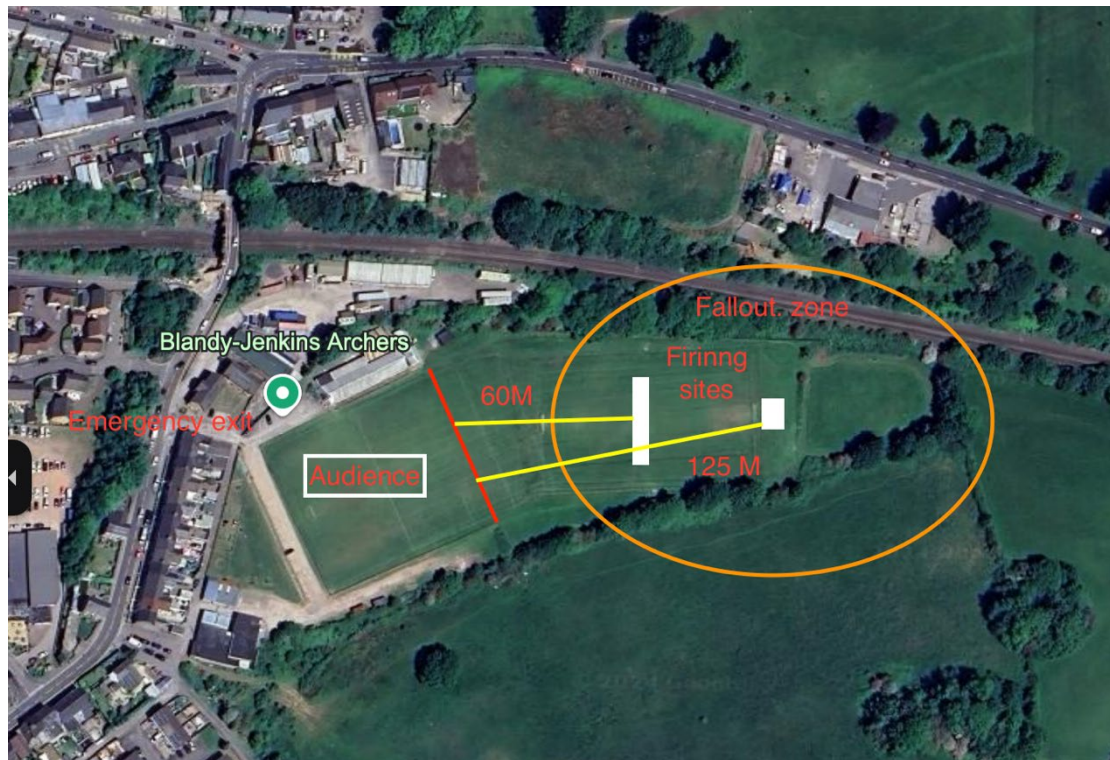
HSE Working together on Firework displays.

The CBI Explosives Industry Group Guidelines on displays.

No	Name of Firework	Safety distance	UK Category
1	65mm to 125mm shells	125M	4 1.3G
2	Cakes from 19 shot to 200 shot	40M	4 1.3G
3	Candles 300s to 8 shot	40M	4 1.3G

Overall assessment of venue.

This venue is well suited for a display of all types of fireworks, all the effects being used for this event, have been selected for their height and safe use in this area, The shells will be fired from the back of the field and fallout area will be within the marked zone. All personnel except the firing crew will evacuate the area and remain outside the safety barrier until an all-clear signal is given by Pendragon Fireworks, a member of our team will be in radio contact with the safety officer to cease the display if necessary.



Number of displays.

There will be one display for this event it will include shells, candles and cakes as we require height to be seen by the audience.

Notification.

A copy of the risk assessment will be given to Llanharan Community Council for distribution to local authorities.

Wind and Smoke

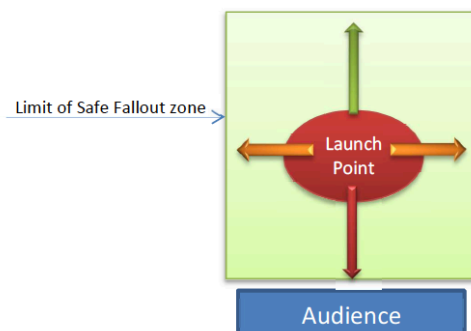
The crew supervisor will check the wind speed every hour leading up to the display and continue to assess for any adjustments which may require to be done to the display, the crew supervisor will continually assess the site for any hazards during the display which also includes the level of smoke in the area.

5.13 WIND SPEED & FALLOUT DISTANCE TABLES (results displayed in meters)

		Firing Angle 5 degrees away from audience. Wind Direction (relative to audience) - AWAY																	
		Shell/ Bombette Size (mm) & Fallout Type																	
		25		30		50		65		75		100		125		150		175	
		Normal	Long Burn	Normal	Long Burn	Normal	Long Burn	Normal	Long Burn	Normal	Long Burn	Normal	Long Burn	Normal	Long Burn	Normal	Long Burn	Normal	Long Burn
Wind Speed (km/h)	5	30	40	44	65	65	96	76	113	85	127	109	161	124	183	137	203	148	219
	10	44	65	48	72	65	96	76	113	85	127	109	161	124	183	137	203	148	219
	15	58	90	64	99	84	131	99	154	111	173	140	219	159	249	175	275	189	296
	20	72	114	79	126	104	167	122	195	136	219	172	277	195	315	214	347	231	374
	25	86	139	94	153	124	202	145	236	162	265	204	336	231	380	253	419	273	451
	30	100	164	110	180	144	238	167	278	187	311	236	394	266	446	292	491	314	529
	35	114	189	125	207	163	273	190	319	212	357	268	452	302	512	311	563	356	607

		Firing Angle 5 degrees away from audience Wind Direction (relative to audience) - ACROSS SITE																	
		Shell/ Bombette Size (mm) & Fallout Type																	
		25		30		50		65		75		100		125		150		175	
		Normal	Long Burn	Normal	Long Burn	Normal	Long Burn	Normal	Long Burn	Normal	Long Burn	Normal	Long Burn	Normal	Long Burn	Normal	Long Burn	Normal	Long Burn
Wind Speed (km/h)	5	21	29	23	32	50	43	38	51	43	57	55	73	63	84	71	93	77	101
	10	32	51	35	57	47	75	55	87	61	98	78	124	88	140	97	155	105	167
	15	45	75	49	83	64	108	74	126	83	141	105	179	118	202	130	222	140	239
	20	58	99	63	109	82	143	95	166	106	186	134	235	151	266	165	292	177	314
	25	72	123	78	135	101	177	117	206	130	230	164	291	184	329	202	362	216	389
	30	85	148	93	162	120	212	139	246	155	275	194	348	218	393	239	432	256	464
	35	99	172	108	188	139	246	161	287	179	320	225	405	252	457	276	503	295	540

		Firing Angle 5 degrees away from audience Wind Direction (relative to audience) - TOWARDS																	
		Shell/ Bombette Size (mm) & Fallout Type																	
		25		30		50		65		75		100		125		150		175	
		Normal	Long Burn	Normal	Long Burn	Normal	Long Burn	Normal	Long Burn	Normal	Long Burn	Normal	Long Burn	Normal	Long Burn	Normal	Long Burn	Normal	Long Burn
Wind Speed (km/h)	5	1	9	2	9	5	10	8	11	10	11	14	13	17	13	20	13	23	12
	10	13	34	13	36	14	45	15	51	16	56	18	70	18	77	18	84	18	89
	15	27	58	28	63	34	80	38	92	41	102	49	127	53	142	57	155	59	165
	20	41	82	43	90	53	115	60	132	66	147	81	184	89	207	95	226	100	241
	25	24	106	58	116	73	149	83	173	91	192	112	241	124	271	133	296	141	317
	30	68	130	73	142	92	184	105	213	115	236	143	298	158	335	171	367	182	392
	35	82	154	88	168	111	218	127	252	140	281	174	354	199	399	207	437	222	468



**If any further information is required, please contact Mr
Jon Mellen of Pendragon Fireworks on 01633 482626.**

					Initial Risk (see key)						Managed Risk (see key)					
Item	Description of Procedure, Hazard and Effect		Site/date	To whom	Hazard Index	Frequency Index	Risk Product	Sub Item	Minimise Hazard (H) or Frequency (F)		H/F	Hazard Index	Frequency Index	Risk Product	Responsibility	Comments
1	Packing and Loading of fireworks for transport	Ignition leading to fire/explosion	Pre Display at Factory and/or Magazine	Operators	10	2	20	1.1	All fireworks packed in UN approved boxes		H	10	2	20	Operator	
								1.2	All fireworks properly classified in UN approved boxes		H	10	2	20	Company	
								1.3	Boxes stacked so as to prevent crushing/toppling		F	10	2	20	Operator	
								1.4	Box weight limited to minimise risk of manual handling errors		F	10	2	20	Operator	Boxes limited to 30Kg by BPA scheme
								1.5	Any igniters shunted and protected		F	10	1	10	Operator	
								1.6	No unpackaged items		F	10	1	10	Operator	If lancework is to be carried unpackaged then transport in separate vehicle
								Overall Managed Risk			10	1	10			
2	Incident during transport of explosives	Ignition leading to fire/explosion in load	Pre Display on road	Operators	10	3	30	2.1	Drive with due care and attention.		F	10	2	20	Operator	
								2.2	All drivers ADR trained and ADR rules observed		F	10	2	20	Operator	Se also operator training manual
								2.3	Maintain distance from other Hazardous cargoes		F	10	1	10	Operator	
								2.4	No alcohol		F	10	2	20	Operator	
								2.5	No smoking		F	10	2	20	Operator	
								2.6	Vehicle UN approved		F	10	2	20	Operator/Company	Vehicle limits observed
								Overall Managed Risk			10	1	10			
3	Checking of boxes by security on arrival at site or by enforcing authority during journey	Ignition leading to fire/explosion in load	Arrival at display site/security or during transport	Operator/Site staff/Public	10	2	20	3.1	Security check to be carried out in isolated area		H	10	2	20	Venue	Recommend >100m from other vehicles carrying hazards
								3.2	No boxes to be scanned by high power RF field		F	10	1	10	Security/Operator	
								3.3	Any boxes to be removed from vehicle by operator only		F	10	1	10	Operator	
								3.4	Boxes must be resealed and securely stowed before journey recommences		H	10	2	20	Security/Operator	In general boxes should not be opened. If enforcing authority insiste show Operating Procedures Document
								3.5								
								3.6								
								Overall Managed Risk			10	1	10			
4	Unloading fireworks at display site	Ignition leading to fire/explosion in load	Arrival at display site	Operators	10	2	20	4.1	Minimise quantity unloaded to working quantity		H	10	2	20	Operator	
								4.2	Keep vehicle doors shut when not in use		H	10	2	20	Operator	
								4.3	Minimum number of operators in vehicle at any one time		F	10	1	10	Operator	
								4.4	Unload single vehicles at one time - keep other doors closed		H	10	2	20	Operator	
								4.5								
								4.6								
								Overall Managed Risk			10	1	10			



Hazard and Risk Assessment

Event

Date Last Revised

General Large Scale Display

23/02/2019

Item			Description of Procedure, Hazard and Effect		Site/date	To whom	Initial Risk (see key)			Managed Risk (see key)			Responsibility	Comments	
							Hazard Index	Frequency Index	Risk Product	Sub Item	Minimise Hazard (H) or Frequency (F)	H/F			Hazard Index
5	Unloading fireworks at display site	Ignition leading to fire/explosion in load	Arrival at display site	Public	10	2	20	5.1	Keep public away from display site	F	10	1	10	Venue security	Do not start rigging until adequate security in place. This is a standard term in contract
								5.2	No unauthorised access to display site	F	10	1	10	Venue security	
								5.3	Minimise quantity unloaded to working quantity	H	10	2	20	Operator	
								5.4	Keep vehicle doors shut when not in use	H	10	2	20	Operator	
								5.5							
								5.6							
Overall Managed Risk									10	1	10				
6	Rigging of fireworks (Roman Candles etc)	Ignition leading to projectile effect and injury to operator	Rigging	Operator	8	2	16	6.1	No smoking or heat sources	F	8	1	8	Operator	Interlock enables on firing box. Power source disconnected
								6.2	No high power RF	F	8	1	8	Operator	
								6.3	No power to firing circuit	F	8	1	8	Operator	
								6.4	No sparking tools	F	8	1	8	Operator	
								6.5	Do not put body in trajectory of firework	H	5	2	10	Operator	
								6.6							
Overall Managed Risk									5	1	5				
7	Rigging of fireworks (Shells)	Ignition leading to projectile effect and injury to operator	Rigging	Operator	8	3	24	7.1	No smoking or heat sources	F	8	1	8	Operator	Interlock enables on firing box. Power source disconnected
								7.2	No high power RF	F	8	1	8	Operator	
								7.3	No power to firing circuit	F	8	1	8	Operator	
								7.4	No sparking tools	F	8	1	8	Operator	
								7.5	Do not put body in trajectory of firework	H	5	3	15	Operator	
								7.6							
Overall Managed Risk									5	1	5				
8	Fitting igniters to fireworks	Ignition leading to projectile effect and injury to operator	Rigging	Operator	8	2	16	8.1	No high power RF	F	8	1	8	Operator	Interlock enables on firing box. Power source disconnected
								8.2	No power to firing circuit	F	8	1	8	Operator	
								8.3	Test igniter before fitting and away from firework	H	5	2	10	Operator	
								8.4	Igniters to be transported around site in dedicated box	F	8	1	8	Operator	
								8.5							
								8.6							
Overall Managed Risk									5	1	5				
9	Repairs and/or modification to fireworks	Ignition leading to projectile effect and injury to operator	Rigging	Operator	8	2	16	9.1	No sparking tools	F	8	1	8	Operator	Interlock enables on firing box. Power source disconnected
								9.2	Work on single item only	H	8	2	16	Operator	
								9.3	Do not put body in trajectory of firework	H	8	2	16	Operator	
								9.4	No power to firing circuit					Operator	
								9.5							
								9.6							
Overall Managed Risk									8	1	8				

Item	Description of Procedure, Hazard and Effect		Site/date	To whom	Initial Risk (see key)			Sub Item	Minimise Hazard (H) or Frequency (F)	H/F	Managed Risk (see key)			Responsibility	Comments
					Hazard Index	Frequency Index	Risk Product				Hazard Index	Frequency Index	Risk Product		
10	Testing of electrical circuits	Ignition leading to projectile effect and injury to operator	Rigging	Operator	10	2	20	10.1	Site clear of operators	H	6	2	12	Operator	May be zoned
								10.2	Site clear of other personnel	H	6	2	12	Operator	
								10.3							
								10.4							
								10.5							
								10.6							
								Overall Managed Risk			6	2	12		
11	Accidental ignition (whatever source) from Roman Candle etc	Leading to unplanned firing	Rigging	Public or other site users	10	2	20	11.1	Non operators should be in final show positions	H	10	2	20	Operator	
								11.2							
								11.3							
								11.4							
								11.5							
								11.6							
								Overall Managed Risk			10	2	20		
12	Accidental ignition (whatever source) from Shell	Leading to unplanned firing	Rigging	Public or other site users	10	2	20	12.1	Non operators should be in final show positions	H	10	2	20	Operator	
								12.2							
								12.3							
								12.4							
								12.5							
								12.6							
								Overall Managed Risk			10	2	20		
13	"Normal" debris from firing travelling downwind outside planned area	Leading to ignition of flammable materials or injury	Display	Public	6	4	24	13.1	Spotters in position to report and stop show as required	H	4	4	16	Operator	
								13.2	Contingency table to be developed and adopted	H	4	4	16	Operator/ Producer	In progress. To be agreed by all parties before display
								13.3							
								13.4							
								13.5							
								13.6							
								Overall Managed Risk			4	4	16		
14	"Normal" debris from firing travelling downwind outside planned area	Leading to ignition of flammable materials or injury	Display	Operators	6	4	24	14.1	Minimum number of operators on display site	H	6	4	24	Operator	
								14.2	Operators to wear PPE provided	F	6	3	18	Operator	Management to provide. Failure to wear is disciplinary offence
								14.3							
								14.4							
								14.5							
								14.6							
								Overall Managed Risk			6	3	18		

Item			Description of Procedure, Hazard and Effect		Site/date	To whom	Initial Risk (see key)			Managed Risk (see key)			Responsibility	Comments	
							Hazard Index	Frequency Index	Risk Product	Hazard Index	Frequency Index	Risk Product			
15	Failure of shell in mortar leading to disruption of adjacent tubes	Firing shell at low angle towards public or other hazards	Display	Public	10	3	30	15.1	New rack design	F	10	1	10	Operator	
								15.2	Shells chosen to prevent failure reaching crowd line in worst case scenario	H	6	3	18	Operator	See ShellCalc calculations etc
								15.3	Barriers to prevent low trajectory of 125mm+ shells	F	10	1	10	Operator/Venue	Additional Barriers to be provided by venue
								15.4							
								15.5							
								15.6							
Overall Managed Risk									6	1	6				
16	Failure of shell in mortar leading to disruption of adjacent tubes	Firing shell at low angle towards operators	Display	Operators	10	3	30	16.1	New rack design	F	10	1	10	Operator	
								16.2	Barriers to prevent low trajectory of 125mm+ shells	F	10	1	10	Operator	
								16.3	Electrical firing for shells >100mm	F	10	1	10	Operator	
								16.4							
								16.5							
								16.6							
Overall Managed Risk									10	1	10				
17	Smoke drift towards areas of concern (eg roads)	Distraction leading to accident	Display	Public (inc those not attending event)	10	1	10	17.1	Contingency plans in place for curtailment/cancellation in adverse weather conditions	H	10	1	10	Company/Operator	See operating manual
								17.2	Choice of fireworks made suitable to venue and expected meteorological conditions	H	10	1	10	Company/Display designer	
								17.3	Venue/Producer "signed up" to contingency planning in case of curtailment/cancellation	H	10	1	10	Company/Venue/Producer	
								17.4							
								17.5							
								17.6							
Overall Managed Risk									10	1	10				
18	Hang fire and subsequent ignition	Projection of effect or ignition of unfired items	Display/Clear up	Operators	8	2	16	18.1	"cool down" period of 15 minutes minimum	F	8	1	8	Operator	
								18.2	No persons on site during "cool down" period	H	6	2	12	Operator	
								18.3							
								18.4							
								18.5							
								18.6							
Overall Managed Risk									6	1	6				

Item	Description of Procedure, Hazard and Effect		Site/date	To whom	Initial Risk (see key)			Sub Item	Minimise Hazard (H) or Frequency (F)	H/F	Managed Risk (see key)			Responsibility	Comments
					Hazard Index	Frequency Index	Risk Product				Hazard Index	Frequency Index	Risk Product		
19	Hang fire and subsequent ignition	Projection of effect or ignition of unfired items	Display/Clear up	Public	8	2	16	19.1	"cool down" period of 15 minutes minimum	F	8	1	8	Operator	
								19.2	No persons on site during "cool down" period	H	6	2	12	Operator	
								19.3	Site security maintained until "all clear" given	H	6	2	12	Operator/Site Security	
								19.4							
								19.5							
								19.6							
								Overall Managed Risk			6	1	6		
20	Derigging operations leading to ignition	Ignition leading to functioning of firework when not in "normal" firing position	Clear Up	Operators	8	2	16	20.1	Non sparking tools	F	8	1	8	Operator	
								20.2							
								20.3							
								20.4							
								20.5							
								20.6							
								Overall Managed Risk			8	1	8		
21	Loading of vehicle for transport	Ignition leading to fire/explosion	Clear Up	Operators	10	1	10	21.1	Materials to be packed in UN approved packaging	H	10	1	10	Operator	
								21.2	Classification for return of unfired materials	H	10	1	10	Company	
								21.3	Classification for return of misfired materials	H	10	1	10	Company	
								21.4							
								21.5							
								21.6							
								Overall Managed Risk			10	1	10		
22	Loading of vehicle for transport	Ignition leading to fire/explosion	Clear Up	Public	10	1	10	22.1	Site security maintained until "all clear" given	H	6	1	6	Operator/Security	
								22.2							
								22.3							
								22.4							
								22.5							
								22.6							
								Overall Managed Risk			6	1	6		
23	Incident during transport of explosives from display site to factory/magazine	Ignition leading to fire/explosion in load	Pre Display	Operators	10	3	30	23.1	Drive with due care and attention.	F	10	2	20	Operator	
								23.2	All drivers ADR trained and ADR rules observed	F	10	2	20	Operator	Se also operator training manual
								23.3	Maintain distance from other Hazardous cargoes	F	10	1	10	Operator	
								23.4	No alcohol	F	10	2	20	Operator	
								23.5	No smoking	F	10	2	20	Operator	
								23.6	Vehicle UN approved	F	10	2	20	Operator/Company	Vehicle limits observed
								Overall Managed Risk			10	1	10		

Item	Description of Procedure, Hazard and Effect			Site/date	To whom	Initial Risk (see key)			Sub Item	Minimise Hazard (H) or Frequency (F)	H/F	Managed Risk (see key)			Responsibility	Comments
						Hazard Index	Frequency Index	Risk Product				Hazard Index	Frequency Index	Risk Product		
24	Unloading fireworks at base and subsequent movement	Ignition leading to fire/explosion	Factory and/or Magazine	Operators	10	2	20	24.1	Minimise quantity unloaded to working quantity	H		8	2	16	Operator	
								24.2	Keep vehicle doors shut when not in use	H		8	2	16	Operator	
								24.3								
								24.4								
								24.5								
								24.6								
								Overall Managed Risk				8	2	16		
25	Reworking of items and restocking magazine and/or disposal	Ignition leading to fire/explosion	Factory and/or Magazine	Operators	10	2	20	25.1	Factory operating procedures applied	H		8	2	16	Operator/Company	
								25.2								
								25.3								
								25.4								
								25.5								
								25.6								
								Overall Managed Risk				8	2	16		

Key and Notes

See detailed key for more information

Hazard/Frequency are rated 0-10. Risk is rated 0-100

Intolerable
Manage
ALARP
Low

Risk product ≥ 40

Risk product ≥ 30

Risk product ≥ 20

Risk product < 20

H
F

Hazard has been addressed in Managed Risk

Frequency has been addressed in Managed Risk

Hazard and Risk Assessment - Parameters and Products - Key

Frequency Index

Rating	Description	Example	Approximate Frequency
0	NEVER happens	Firework debris falling 2 miles upwind	$F = 0$
1	Very unlikely to happen		$F < 10^{-7}$
2	Happens only rarely	Shell explodes and bursts mortar	$10^{-5} > F > 10^{-7}$
3	Occasionally happens		$10^{-3} > F > 10^{-5}$
4	Happens	Firework fuse fails	$10^{-1} > F > 10^{-3}$
6	Frequently happens		$1 > F > 10^{-1}$
8	Almost always happens	Lit firework debris landing in firing area	$F > 1$
10	ALWAYS happens	Firework debris landing on ground	$F > 10$

Hazard Index

Rating	Human effects	Structural effects	Examples (Human/Structure)
0	NOTHING of consequence	NOTHING of consequence	Ash on hand
1	Single trivial injury	Single superficial damage	Lit ash on hand causing very minor burn (e.g., from a sparkler)
2	Multiple trivial injuries	Multiple superficial damage	Minor scorch marks - wash off with rain
3	Single Minor Injuries	Single Minor Damage	Ash in eye
4	Multiple Minor Injuries	Multiple Minor Damage	Requires repainting etc
5	Single Major Injury	Single Major Damage	Loss of limb
6	Multiple Major Injuries	Multiple Major Damage	Requires replacement
8	Single Fatality	Significant Damage - partial collapse	Death - immediate or as a result of injury
10	Multiple Fatalities	Significant Damage - total collapse	Building failure and collapse

Risk product and Hazard/Frequency

Intolerable
Manage
ALARP
Low

Risk product ≥ 40

Risk product ≥ 30

Risk product ≥ 20

Risk product < 20

H
F

Hazard has been addressed

Frequency has been addressed

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LCC 2025 Fireworks Display Event



MARSHAL'S PACK

Event Map



All internal roadways to be kept clear of equipment/vehicles for emergency vehicle access

MARSHAL STATIONS

(Min 1 SIA Marshal and 1 Radio per station)

- 1 - To assist volunteer staff in scanning tickets, carry out discretionary bag searches/prevent entry where appropriate. To keep people moving and monitor crowd safety. Min 2 x SIA Required here at all times.
- 2 - To monitor and facilitate disabled parking access (Check disabled parking tickets and scan event tickets for disabled parkers). To facilitate disabled drop-offs and pick-ups.
- 3&4 - To staff field access gates and aid with safe access and egress.
- 5 - To staff field/hall access gate. Monitor the hall door and inside the hall.
- 6, 7, 8 and 9 - To prevent access to the firing zone. Inform the Pendragon Safety Supervisor of any encroachment immediately who will halt the display. MUST HAVE MEANS OF CONTACTING PENDRAGON SAFETY SUPERVISOR & TORCHES REQUIRED 9 - To be posted at the rear of the firing zone to prevent access from the east.
- 10 - To assist in monitoring public crossing the road. To aid the traffic management professionals in directing pedestrians to the safe crossing area, stopping traffic and facilitating safe crossing in groups whilst maintaining reasonable traffic flows.
- 11 - To assist disabled parkers including facilitating permitted vehicle movements under their control.

ALL MARSHALS

- Facilitate safe access and egress
- Check no persons consuming alcohol, monitor for antisocial or inappropriate behaviour (Report to SIA and/or Event Controller)
- Monitor no use of sparklers
- Act as a point of contact for lost children and a general point of contact for the public
- Monitor for risk of fire.
- Assist in post event cleanup and litter-pick (include sweep of the ground to pickup fireworks debris).

Emergency procedures:

In the event of a fire:

- If a fire is discovered alert all Marshals by means of radio.
- Report to the event controller (Leigh Smith) the following:
- The location of the fire, the extent of the fire, any immediate risks to public safety.
- The event controller will determine whether to take action/stop the display/turn on event lighting/alert LRGT Hall staff/call the fire service/instigate evacuation procedures.
- If in doubt, call 999 immediately.
- If appropriate (without putting yourself at risk and if there is suitable fire extinguisher nearby) you may attempt to extinguish small grass/shrub fires before they escalate.

YOU MUST NOT PUT YOURSELF OR ANYONE ELSE AT RISK AND/OR ATTEMPT TO EXTINGUISH ANYTHING OTHER THAN A SMALL FIRE (EG THE SIZE OF A WASTEPAPER BASKET) BEFORE IT ESCALATES.

- In the event of a fire at or near a building the building staff must be alerted and take whatever further measures are necessary (eg Turn off gas supply etc..)
- In the event of the emergency services needing to attend site, the main gate and/or Haran roofing gate must be unlocked, a clear and safe path from the main road to the scene of the fire must be created by marshals (Marshal stations 7, 8 and 9 must be maintained and in radio contact throughout regardless although they may need to alter their positions for safety reasons).
- Should the event controller require evacuation of the site the evacuation procedure will be instigated.

Medical emergency:

- In the event of a medical emergency defer to St John's Ambulance trained first aid staff on site in the first instance. contact

- St Johns Ambulance will liaise with the Event Controller to decide upon a course of action. Eg – Medical evacuation, calling emergency services, halting display, turning on event lighting etc..)
- Should a medial evacuation be deemed necessary the main gate and/or Haran roofing gate must be unlocked, a clear and safe path for the ambulance/vehicle to exit the event to the main road must be created by marshals (Marshal stations must be maintained and in radio contact throughout regardless).
- In the event of the emergency services needing to attend site, the main gate and/or Haran roofing gate must be unlocked, a clear and safe path from the main road to the scene of the casualty (and back again) must be created by marshals (Marshal stations must be maintained and in radio contact throughout regardless).

Full site evacuation procedure:

Should the event controller require a full site evacuation:

- the main gate and/or Haran roofing gate must be unlocked,
- the event lighting must be switched on,
- a clear and safe path for the public to exit the event must be created by marshals (Marshal stations must be maintained and in radio contact throughout regardless).
- Arrangements must be made to facilitate safe crossing of the road (Traffic management professionals and/or Police).

NOTE: No vehicle movements to or from the disabled parking area under any circumstances unless specifically escorted by a marshal.

Lost Children Procedure:

Either the Safeguarding lead (Leigh Smith) or Safeguarding Contact (Chris Parker) should always accompany any lost child (+ 1 other person)

An area on site will be clearly marked as the lost children point, the area being secure and equipped with seating, water, basic first aid and communication (phone/radio). A lost children's logbook will also be at the point.

Procedure if a Lost Child is Found

1. A volunteer/steward who finds a lost child must:
 - a. Stay with the child and reassure them.
 - b. Radio/phone the Event Control and designated Safeguarding Lead (Leigh Smith)
 - c. Escort the child to the Lost Children Tent with another steward/volunteer (never alone).
 - d. The Safeguarding lead (Leigh Smith) or Safeguarding contact (Chris Parker) must be contacted and come to the lost child point and stay with the child with at least one other person AT ALL TIMES.
2. Record details (child's description, time, finder's name) in the Lost Children Logbook.
3. Inform all marshalls and event staff/security to quietly spread the word to locate the parent/carer (no public name announcements, only physical description, clothes worn etc...).

Announcement to made over PA if possible (eg Before/after fireworks display).

5. Procedure if a Parent Reports a Child Missing

1. Gather details: child's name, age, description, last known location, time.
2. Gather parents details including name and phone number.
3. Parent to be taken to the lost child point where ideally they should stay.
4. Record in the Lost Children Logbook.
5. Pass details to Event Control and security/stewards so they can look for the child and/or make a decision as to whether the display should be paused. In particular to be aware of lone children fitting their description attempting to leave the site.

6. If the child is found, escort to the Safe Point and reunite with parent/carer after making reasonable efforts to confirm identity. Inform all marshals that the child has been found.

6. Reuniting Children with Parent/Carer

- Ask the parent/carer to provide reasonable identifying details (e.g. child's name, DOB, description, password if pre-arranged).
- Volunteers must be satisfied they are the legitimate parent/carer before release.
- If you are not satisfied then contact the safeguarding lead (Leigh Smith).
- Record time of collection and parent/carer details in the Logbook.

Disabled parking arrangements

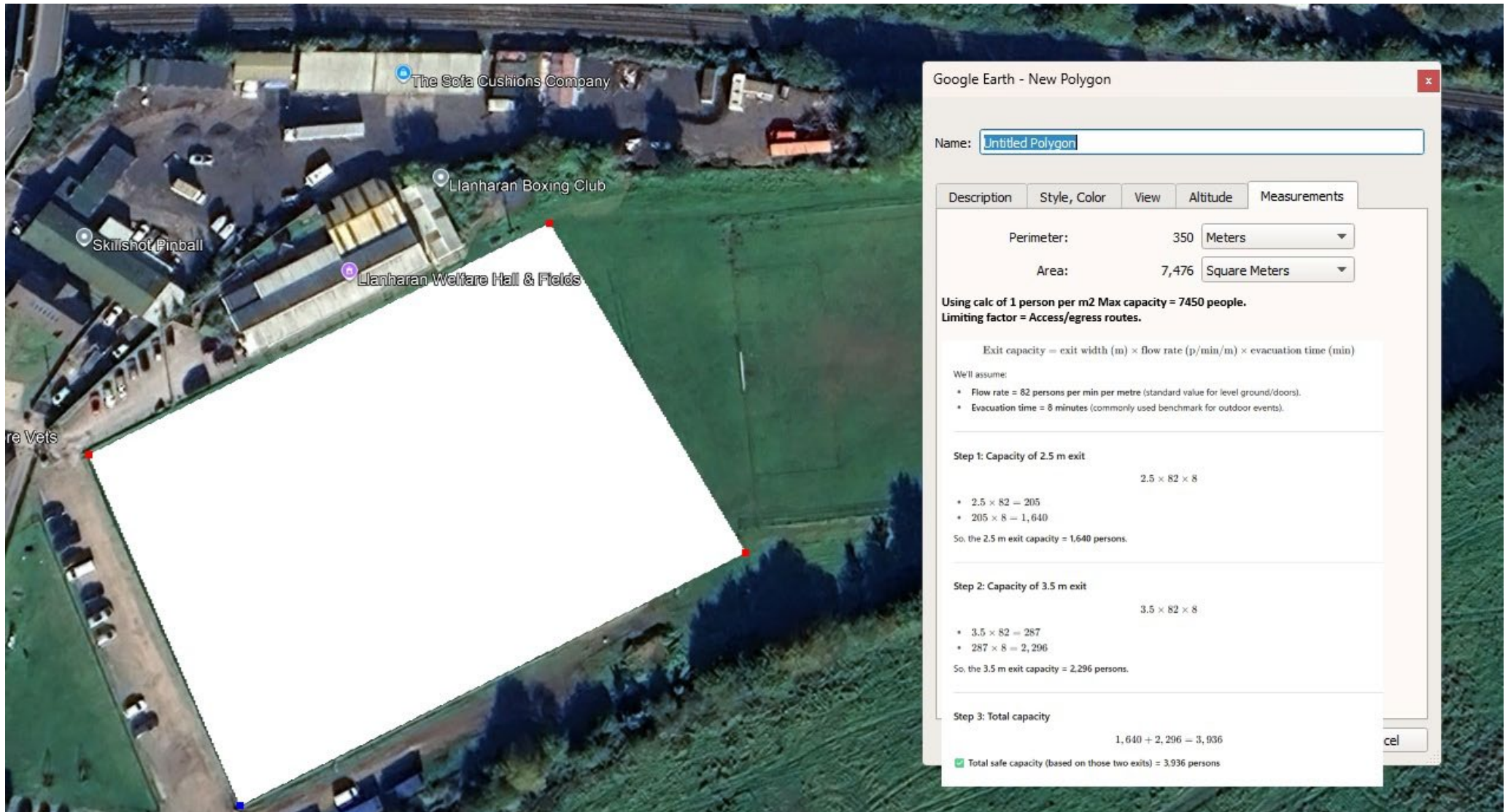
Marshal to be stationed at disabled parking area. Disabled parking tickets to state strictly no vehicle movements unless escorted by a marshal. Disabled parkers to be on site by 6.45pm.

- Marshal to be stationed at disabled parking area.
- Disabled parking tickets to state strictly no vehicle movements unless escorted by a marshal.
- Disabled parkers to be on site by 6.45pm.
- Once display ends no vehicle movements unless directed by a marshal, no earlier than 8pm. by a marshal.

Sections of road proposed to be closed in Yellow.

Signage to be placed in prominent locations on Bridgend Road itself at the junctions.





Google Earth - New Polygon

Name:

Description Style, Color View Altitude Measurements

Perimeter: 350 Meters

Area: 7,476 Square Meters

Using calc of 1 person per m2 Max capacity = 7450 people.
Limiting factor = Access/egress routes.

Exit capacity = exit width (m) × flow rate (p/min/m) × evacuation time (min)

We'll assume:

- Flow rate = 82 persons per min per metre (standard value for level ground/doors).
- Evacuation time = 8 minutes (commonly used benchmark for outdoor events).

Step 1: Capacity of 2.5 m exit

$$2.5 \times 82 \times 8$$

- $2.5 \times 82 = 205$
- $205 \times 8 = 1,640$

So, the 2.5 m exit capacity = 1,640 persons.

Step 2: Capacity of 3.5 m exit

$$3.5 \times 82 \times 8$$

- $3.5 \times 82 = 287$
- $287 \times 8 = 2,296$

So, the 3.5 m exit capacity = 2,296 persons.

Step 3: Total capacity

$$1,640 + 2,296 = 3,936$$

☒ Total safe capacity (based on those two exits) = 3,936 persons

