



Lapley, Stretton
& Wheaton Aston
Parish Council

Risk Assessment & Management Christmas Lights Switch On 23rd November 2019

The aim of this risk assessment is to identify any potential hazards and put in place measures to remove those hazards or reduce the probability of them to an acceptable level. Risk assessment is to be conducted on the day of the event alongside the risk criteria checklist which is to be conducted hourly by the Head Steward.

Risk is assessed as the product of the consequences of an event occurring and the probability that it will occur. Various risk scenarios are described and assessed subjectively according to the following guidelines:

Consequences

	Rating	Description
1	Trivial	Minor cuts and bruises treated on site by first aid. Loss of <£10
2	Non serious	Cuts and bruises which need to be seen by a doctor/nurse. Loss of <£100
3	Serious	Minor injury which requires treatment as a hospital outpatient or Loss of £1,000
4	Very serious	Injury which requires treatment as an in patient or loss of <£10,000
5	Catastrophic	Serious, permanent disability or death or loss of <£100,000

Probability

	Rating	Probability ratio
1	Almost impossible	1/1,000,000
2	Highly unlikely	1/10,000
3	Unlikely	1/1,000
4	Possible	1/100
5	Probable	1/10

The risk is classified as follows:

1-2	Trivial, no action required
3-5	Tolerable
6-12	Moderate risk, wherever possible action should be taken to reduce the risk to a level that is as low as is reasonably practical.
15-16	Unacceptable risk, action must be taken to reduce it to a level which is as low as is reasonable practical
20-25	Intolerable risk. Activity should be discontinued unless it is possible to reduce the risk to an acceptable limit (12)

Hazard	Consequence	Probability	Risk	Control measures
Christmas Tree Lights				
Accident whilst stone circle is being removed to reveal the socket for the tree	4	2	8	Plate is removed by South Staffordshire Council workers who are experienced in removing the plate.
People falling into the socket for the tree	3	2	6	Socket is removed the same day (subject to conditions, if unable to install tree then appropriate safety measures are taken ie, barriers erected) as the tree is installed. Socket is covered by wood and cones.
Accident whilst erecting the tree	3	2	6	AFEB Ltd are appointed to install the tree
Accident whilst tree lights are being installed, post installation & upon removal	5	2	10	Use specialist contractors who are experienced in this work. Require them to comply with Staffordshire County Council code of practice
Public making contact with dangerous electrical supplies	5	1	5	Use low voltage supplies for equipment less than 2.5 metres off ground. Specialist contractors are to ensure safety of equipment
People walking into tree in village centre	1	1	1	Barrier fencing around tree Area well lit
Tree falling due to extreme weather conditions	5	2	10	Parish Council Clerk, Chairman and Chair of CLWG will check the weather forecasts regularly and will arrange for the tree to be monitored and taken down (if required) if high wind (31-38mph) is predicted.
Christmas Lights on Lighting Columns				
Accident whilst lights are being installed or post installation	5	2	10	Use specialist contractors who are experienced in this work. Require them to comply with Staffordshire County Council code of practice
High vehicle hitting lights over carriageway	4	1	4	Lights are above the pavement not the road and are above the clearance height required by Staffordshire County Council Highways.
Light falling and hitting a pedestrian	5	1	5	Lights are installed by specialist contractors and are maintained by a specialist lighting

				company.
Switch On Event				
Injury to stewards	4	2	8	All stewards are issued with instructions, hi-vis vests and an emergency plan and a first aid point is provided.
Injury from cooking equipment	4	3	12	Cooking equipment used at the rear of stalls away from the serving counter. Liability insurances must be provided by Stall holders, all stall holders must be competent in usage
Overcrowding in the square	5	1	5	There are four exit paths/routes from the square. The Head Steward will monitor the number of visitors. An Emergency Plan has been created to deal with emergencies such as overcrowding. Numbers are monitored by handing out carol sheets to all present
Stalls catching fire	5	2	10	There are naked flames being used. Two stalls using electric cooking equipment are provided with sand buckets and issued with instructions not to cover electrical cables. Fire engine at location
Public making contact with dangerous electrical supplies	5	1	5	The electricity supply box for the tree and the doors to the lighting columns are locked and can access can only be gained through the use of specialist keys.
Performers slipping on stage/stage usage for grotto	4	3	12	A gazebo covers the majority of the stage area. A non slip mat is put down before the steps as users enter/exit the stage to remove moisture. Users are helped down the steps, as they exit, by a Steward.
Injury from fire on stage	5	2	10	Electrical sound equipment is never left unattended. Stage lighting is monitored regularly. A multi-purpose fire extinguisher is provided at the stage. An Emergency Plan has been created to deal with emergencies such as fire.
Pedestrian hit by vehicle	5	1	5	Road closed 4 hours before event until 2 hours post event. Highways signs & cones used. Two Traffic Management Stewards in attendance throughout.
Child Protection				
Allegation from child or vulnerable adult	4	1	4	Stewards instructed not to be alone with children or vulnerable adults at any time. A Lost child point is provided at the side of the stage, where the Head Steward (who is DBS checked) is stationed. Unaccompanied children at Father Christmas' grotto will be accompanied by an appropriate leader (who is DBS checked in absence of a parent). Chairman and Clerk of the PC are DBS checked and will assist if required