

Colwich Parish Council Christmas Lights Risk Assessment

Assessment prepared by Chief Officer Dated 12th April 2024 Reviewed (date) 18th April 2024

No.	Type	Risk/Hazard description	Population at risk	Initial Risk Level			Control measures	Final Risk Level		
				Prob	Impact	ERRN		Prob	Impact	ERRN
1	H&S	Working at heights.	Contractors	3	3	9	Purchase of mobile scaffolding unit. Contractors to use qualified staff. Equipment is designed and manufactured to be left in situ if required. At the end of the period of illumination, switch-off and isolate electrical supply to lights. It tree is to be clipped or if it is agreed to remove the lighting, then the operation should be carried out by qualified contractors as for the installation. Equipment to be safely stored for future use.	1	1	1
2	Business	Cable damage due to wind/weight.	Public	3	2	6	Catenary support cable from Parish Office to tree to support and retain cable for lights amongst St Marys Road trees. For main Christmas tree cable supply is underground and does not need support cable. Small wall mounted Christmas trees electricity supply will be controlled through a spur in the hallway with two outside sockets.	1	1	1

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3	H&S	Electrical shock	Public Contractors	3	3	9	Lights and system are manufactured and not bespoke. Installation to appropriate electrical standards (BS7671). Installation is at extra low voltage. Except for main tree, where the cable is buried, none of the installation is below 2.4m (8ft) to prevent casual access to cables or lights. Wooden barrier constructed to prevent public access to low voltage ground installation.	1	2	2
4	H&S	Road/traffic accident during switch-on event	Public Stewards	3	3	9	Event to take place in an enclosed park area. All concessions to arrive at least 1-hour prior to event. No vehicles, except emergency vehicles, allowed to enter the site once the event starts.	1	1	1
5	H&S	Falls & Trips	Bands Public Stewards	3	3	9	Entertainers to be positioned adjacent to the changing rooms. Barriers erected around stage to protect cables. Large outdoor light to be utilised early part of the evening before Christmas lights are switched on.	1	1	1
6	H&S	Food poisoning	Public	3	3	9	Caterers to have LA hygiene certificates and PLI	1	2	1

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7	H&S	Crowd management	Public	2	2	4	Stewards to wear hi-viz clothing. Stewards to be provided with timetable for performers.	1	1	1
8	H&S Reputation	Inclement weather	Public	2	2	4	Depending on conditions, it is assumed that the public would arrive dressed for their own comfort. In extreme conditions, the event to be cancelled or postponed. Decision to be made on the evening. Phone numbers for performers, concessions and Young Children asked to switch-on lights to be stored in official phone.	1	1	1

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General Health and Safety duties

Officials must:

- Comply with the Council's Health and Safety Policy and Risk Assessments;
- Not operate plant or machinery unless authorised and competent to do so;
- Use the correct tool for the job, ensure guards and safety devices are in position, and in good repair. Use tools in accordance with the manufacturer's instructions.;
- Maintain tools in good condition and report any defects;
- Report any accidents, near misses or dangerous conditions to the Clerk immediately. *(The Clerk will keep a record of all accidents, near misses or dangerous conditions and any follow up actions for review by the Employment Committee)*
- Take care of themselves and others, especially members of the public;
- Wear any Personal Protective Equipment issued or required to be worn and to report any defects immediately;
- Avoid improvised arrangements and to suggest safe ways of eliminating hazards;
- Inspect all equipment prior to use and to clean it and store it safely afterwards.

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Instructions for completing and amending this risk assessment:

1. Describe the **Task and/ or activity and hazard** and identify who is at risk (e.g. lengthsman, public, etc.)
2. Using the scales below – assess the frequency (likelihood) and Severity
3. Multiply these together to get an estimated risk rating number (ERRN)
4. Assess the ERRN against the table below and determine the type of action needed.
5. Describe the Control Options
6. Re-assess the frequency (likelihood) and Severity and final ERRN with the controls in place.

		Potential Impact of harm		
		Slightly Harmful 1	Harmful 2	Extremely Harmful 3
Probability of harm occurring	Highly Unlikely 1	Trivial 1	Tolerable 2	Moderate 3
	Unlikely 2	Tolerable 2	Moderate 4	Substantial 6
	Likely 3	Moderate 3	Substantial 6	Intolerable 9