**Weeley Parish Council – Lighting of Christmas Tree Risk Assessment**

**Name and location of event: Lighting of Christmas Tree, The Loop, The Street, Weeley**

**Date and times of event: Sunday 1st December 2024 at 4.00pm to 5.00pm**

**Approved by: Cllr Hamilton & S Gunter**

**Position: Chairman & Parish Clerk**

**Name of assessor: Cllr Fitzpatrick**

**Date of assessment: September to November 2024**

**Reason for the Risk Assessment:**

Weeley Parish Council invites the residents of Weeley to attend the annual lighting of the Christmas Tree and to celebrate the start of Christmas in the village. A Christmas tree was planted in the piece of land known as ‘The Loop’ in December 2021. The tree is now fully established and is around 10-12 feet tall and protected by a picket fence. Low voltage lights are wrapped around the tree by Cllr Botterell and his team using a ‘Cherry Picker’. The lights are then plugged into an electricity supply adjacent to the tree. The Christmas tree lights will be turned on and the tree will be illuminated, with the use of a timer, throughout December and into the beginning of the new year before the lights will be removed. All councillors together with the parish clerk, will be briefed in November to ensure that everyone understands the risk assessment.

**Should the Met Office give a severe weather warning for the event, it will be postponed until the following weekend or a more convenient time.**

**Success of Event**

In order to avoid the risk of the event failing, it should be advertised in advance giving information to all residents. This should include advising that the road will be closed and what to expect at the event etc. Residents will be advised to take a torch to the event. The closure of the road should also be well advertised.

**How the Risk Assessment was done:**

1. Information found on the internet for health and safety advice.
2. Aim to plan for what could go wrong, determine what would be the consequences, take precautions to try and prevent anything going wrong.
3. The assessment is based upon 100 residents attending, plus concessions etc.

**RESPONSIBLE PERSONS AND VOLUNTEERS**

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| **Name** | **Role** |
| Cllr Christine Hamilton | Event Director |
| Cllr Vicky Cauvain | Event Director & First Aider |
| Steve Gunter | Parish Clerk & Advisor |
| Cllr Liz Fitzpatrick | Risk Assessment |
| Cllr Kevin Millar | First Aider & Road Marshal |
| Cllr Terry Spong | Road Marshal |
| Cllr Gilliane Foster | Assist Mrs Christmas |
| Cllr Danny Botterell | Putting lights on the tree, turning them on and removal. First Aider |
| Cllr Kevin Green | Road closure/diversion signage placement & removal |
| Cllr Jenny Beady | Assist with decorating gazebo |

**RISK MANAGEMENT STEPS**

1. What incidents and occurrences will affect the success of the event? What will stop the event going ahead or significantly delay or disrupt it? Issues to consider include lack of attendees, lack of organisational commitment, severe weather etc.
2. Identify the health, safety, security and welfare aspects of the event, not just during the event but also the build-up and after the event. Consideration given to food hygiene safety, provision of toilet facilities, waste containers and collection.

**Identifying the hazards**

All hazards, something with the potential to cause harm, should be identified including those relating to the individual activities and any equipment.

For each hazard identified, list all the groups of people affected.

**Assessing the risk**

The extent of the risk arising from the hazards identified must be evaluated and existing control measures taken into account. The risk is the likelihood of the harm arising from the hazard. List the existing controls and assess whether or not any further controls are required.

**Record the risk assessment findings**

The Risk Assessment Form should record all significant hazards, the nature and extent of the risks, and the action required to control them. Refer to any other documents such as manuals, codes of practice etc.

**Review and revise**

**If the nature of the risk changes during the planning of the event, the risk assessments will need to be reviewed and updated.**

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| **What are the hazards/risk identified?** | **Who might be harmed or risk to WPC** | **Risk rating**  **High/Med/Low** | **What we already know** | **What further action is needed?** | **By whom** | **By when** | **Done or comment** |
| Event Planning | Event Director | HIGH | The Event Director will be Cllr Hamilton. | Cllr Cauvain will also oversee the event. | CH/VC | 20/09/2024 | 30/09/2024 |
| Responsible Persons to help with event | Members of the public. | HIGH | Cllrs will be attending. | Establish which Cllrs can help and decide if extra assistance is needed? | CH/SG | 21/10/2024 | No extra help needed |
| Road Closure | Residents | HIGH | For the event to take place the road must be closed.  Reflective clothing needed for Cllrs. | Arrange with Tendring DC to close the road. Barriers and traffic cones needed to protect residents from motor vehicles in The Street and Clacton Road.  Councillors to deal with any problems. | CH/VC | 21/10/2024 | DONE  KG to erect barriers. |
| Local Buses | Trying to use the road at the time of the event | MEDIUM | Hedingham Bus’s use this road as part of their route. | Contact the bus company and advise of road closure | CH | 30/09/2024 | Suspension of service from 3pm to 6pm |
| Street Lighting | Residents and volunteers | MEDIUM | Insufficient lighting. | Cllrs and residents asked to bring torches, lamps etc | CH/VC | 18/11/2024 | Posters advise residents to take a torch |
| Connecting lights to a power supply | Is permission needed by the utility company? | HIGH | The utility company gave permission in 2022 and 2023 | Check if needed. | SG/DB | 21/10/2024 | Not required |
| Bad weather | Everyone attending | HIGH | Icy weather may mean residents can fall/slip. | Provide grit. There is a grit box near the tree. Parish clerk to ensure the bin is filled with grit and a spade. | SG | 18/11/2024 | Grit bin inspected 18/11& it’s full  LF will take spade if needed. |
| What does WPC insurance policy cover? | WPC | HIGH | Clarify insurance cover to avoid risk of a claim being rejected. | Contact Zurich to ensure WPC is fully covered for the event. | SG | 20/09/2024 | Checked and fully covered |
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| First Aid | Everyone attending | HIGH | A First Aider should be present. Three Cllrs are trained. | **Provide a First Aid Box.** | CH/VC | 18/11/2024 | First Aid Box & report book purchased |
| Possible Electrocution and Fire Risk | Fire and Trip hazards over cables. | MEDIUM | Tree lights are low voltage. | All cables to be covered with gaffer/hazard tape. | CH/VC/DB | 21/10/2024 | CH,VC & DB to ensure all cables covered |
| Public Address System and music | Cables catching fire, electrocution. | MEDIUM | No cables to be exposed. | All cables to be covered with gaffer/hazard tape and gazebo supplied. | CH/VC/DB | 21/10/2024 | CH,VC & DB to ensure all cables covered |
| Lost children | Children | MEDIUM | No buildings on site. | Need to identify an area where lost children can go and be found. | SG | 18/11/2024 | With public address system |
| Access for emergency vehicles | A delay in residents needing medical attention. | HIGH | Barriers can be removed | Identify area for quick access by emergency vehicles | CH/VC | 18/11/2024 | Barriers easily and quickly removed |
| Tree decorations falling off and causing injury | Residents | LOW | Children will be invited to put decorations on the tree | Decorations are not heavy enough, or of a material hard enough, to cause injury. No further action needed | CH/VC | 18/11/2024 | They will be located at low level. No action required |
| Accidents | All | HIGH | Need to be reported and documented to avoid any insurance problems. | Accident Book needs to be completed. | CH/VC | 18/11/2024 | Accident book purchased for this and future WPC events |
| Waste Disposal | Rubbish littering the green, road etc. | MEDIUM | There are waste bins on the green. | The bins on the green to be emptied before the event. | SG | 18/11/2024 | Concession is Green Cow who supplies bin liner. There is minimal litter |
| Vendor’s safety | Risk to residents. | MEDIUM | Ensure that vendors set up in a safe position. | Need to see hygiene certificates and insurance policy. | CH/VC | 18/11/2024 | KG |
| Communication | Risk to all attendees. | HIGH | Communication procedure. | PA system to be used for residents and Cllrs. | CH/VC | 18/11/2024 | Agreed |
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| Safeguarding | Children | LOW | Consideration should be given | All children to be accompanied by an adult when visiting Mrs Christmas | CH/VC | 18/11/2024 | GF to assist Mrs Christmas |
| Ensuring event is a success | All. | HIGH | Advertise on all social media platforms, WPC noticeboards etc. | Advise members of the public and Cllr’s to take a torch. | CH/VC/SG | 18/11/2024 | DONE  Cllrs advised to take a torch |
| Turing on the Lights | Scouts/Beavers | MEDIUM | LED lights turned on via box alongside tree. | To be supervised by Cllr Botterell | DB | 21/10/2024 |  |
| Gazebo for Mrs Christmas | Children and parents | MEDIUM | Mrs Christmas will receive the children in a gazebo to protect from weather and provide light. | Who will erect gazebo and ensure all safety measures carried out. | CH/VC | 21/10/2024 | VC is providing gazebo. Battery powered lights will be used |
| After the event | Health and Safety. | MEDIUM | Inspect area to ensure it has been returned to a safe condition. | Councillors to assist. | CH/VC | 18/11/2024 | KG removing barriers. |
| During festive period | Vandalism to Christmas Tree | MEDIUM | Possibility of vandalism | Daily visual inspections by Parish Councillors to ensure security of tree. Issues to be reported to the Parish Clerk for action. | CH/VC | 18/11/2024 | All Cllrs agreed to check. |
| Removal of Christmas Lights from the tree and decorations | Damage to Christmas Tree | LOW | Cherry Picker will be used. | None – qualified electrician’s | DB | 18/11/2024 |  |