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

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.

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	