



# Checkley Parish Council Christmas Lights Switch On – Risk Assessment



Checkley Parish Council  
Great Wood Hall  
Hollington Road  
Upper Tean  
Staffordshire  
ST10 4JY

01538 528118

[Checkleyparishcouncil.co.uk](http://Checkleyparishcouncil.co.uk)

## Review & Approved History

VERSION	REVIEWED AT:	APPROVED AT:
Version 1.0	Full Council Meeting at Checkley Parish Council on 16 <sup>th</sup> October 2018	Full Council Meeting at Checkley Parish Council on 16 <sup>th</sup> October 2018
Version 1.0	Full Council Meeting at Checkley Parish Council on 17 <sup>th</sup> December 2019	Full Council Meeting at Checkley Parish Council on 17 <sup>th</sup> December 2019
Version 1.0	Full Council Meeting at Checkley Parish Council on 22 <sup>nd</sup> June 2021	Full Council Meeting at Checkley Parish Council on 22 <sup>nd</sup> June 2021

## Risk Assessment

Activity/Process	Potential Hazard	Pre-Control Risk Evaluation			Controls to be Applied	Post Controls Risk Evaluation			Final Risk
		Likelihood	Severity	Risk Factor		Likelihood	Severity	Risk Factor	
Installation of Christmas Tree	Risk to general public:- Injury if hit by tree. Trip Hazard if tree falls. Vandals causing damage to tree making supports insecure.	6	9	54	Cabling to be used to hold tree in place. Area to be cordoned off during installation (by 3 <sup>rd</sup> party). Regular check of tree stability, especially during periods of high winds.	3	3	9	<b>MEDIUM</b>
Fall / Trip over supporting cabling.	Risk to general public:- Injury by tripping. Making tree unstable by loosening supports.	3	9	27	Cabling to be highlighted with hazard tape and labelled trip hazard. Cabling to be installed (by 3 <sup>rd</sup> party) causing minimal obstruction to pathways / area around tree used by general public.	2	3	6	<b>MEDIUM</b>

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Electrocution during and whilst tree is in place.	Risk to general public:- Death / Server injury by electrocution.	9	25	225	IP65 rated circuit breaker and switch to be used (by 3 <sup>rd</sup> party). Ensure only qualified / trained electricians to perform work on. Regularly check electrical connections to be carried out by qualified electrician.	2	6	12	<b>HIGH</b>
Electrocution Hazard – PA System	Risk to user of PA system:- electrocution.	3	4	12	Ensure (3 <sup>rd</sup> party) PA System has been PAT Tested. Ensure power supply is from IP65 rated socket. Inclement weather to be considered such as heavy rain – PA system to be suitably under weather proof cover under these circumstances.	2	3	6	<b>MEDIUM</b>

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Traffic accident due to large numbers of general public at Christmas Light Switch On event.	Risk to general public:- Impact of motor vehicle death/injury. Excessive vehicle parking causing hazard to other traffic and general public restricting vision.	4	4	16	Police to be asked to attend to monitor and control road and traffic. Adequate signage placed to warn drivers of road restrictions. Members of Parish Council to assist with crossing areas wearing high viz jackets.	3	3	9	<b>MEDIUM</b>

### Risk Assessment Key

Risk Rating Likelihood X Severity = Risk		No Impact 1	Minor 2	Medium 3	Major 4	Fatal 5
Likelihood	Highly Unlikely 1	1	2	3	4	5
	Unlikely 2	2	4	6	8	10
	Possible 3	3	6	9	12	15
	Likely 4	4	8	12	16	20
	Very Likely 5	5	10	15	20	25
<b>Final Risk</b>		<b>1 to 5 LOW</b>		<b>6 to 9 MEDIUM</b>		<b>10 to 15 HIGH</b>

## Responsibility Check List

CONTROL	RESPONSIBLE	RESPONSIBLE PERSON(S)
Tree installation.	3 <sup>rd</sup> Party	ACE Ltd
Tree installation cordon off.	3 <sup>rd</sup> Party	ACE Ltd
Regular tree stability check (especially in strong winds).	Checkley Parish Council	Lengthsman – S Clarke
Support / Cable trip hazard.	3 <sup>rd</sup> Party	ACE Ltd
IP65 rated breaker installed.	3 <sup>rd</sup> Party	ACE Ltd
Regular check of electrical connectors.	3 <sup>rd</sup> Party	ACE Ltd
Ensure PA System installed suitable to weather.	3 <sup>rd</sup> Party	Laserhire Ltd
Ensure PA System is PAT Tested.	Checkley Parish Council	Cllr Keith Flunder
Public safety during procession and event.	Checkley Parish Council in partnership with Events Team and local PCSO's (if available).	Every Councillor and member of Events Team
Stopping of traffic during procession of lights.	Checkley Parish Council in conjunction with the local PCSO's (if available).	Every Councillor available wearing the correct PPE.
Wall mounted trees, lights and snowflakes.	3 <sup>rd</sup> Party	ACE Ltd
Trees and lights installed at GWH.	3 <sup>rd</sup> Party	ACE Ltd & GWH Committee

### Lengthsman's Weekly Tree Stability & Trip Hazard Sign Off Sheet

Check Due W/C	Date Check Carried Out	Is the Tree Stable? <small>(circle applicable)</small>		Action Taken <small>(if necessary)</small>	Are there any Trip Hazards? <small>(circle applicable)</small>		Action Taken <small>(if necessary)</small>	Signed by Lengthsman	Signed by Clerk
		YES	NO		YES	NO			
		YES	NO		YES	NO			
		YES	NO		YES	NO			
		YES	NO		YES	NO			
		YES	NO		YES	NO			
		YES	NO		YES	NO			
		YES	NO		YES	NO			
<b>Additional Checks (if required)</b>									