

HARTLEBURY PARISH COUNCIL EVENT RISK ASSESSMENT

Event	Hartlebury Parish Council Christmas Tree Light Switch On		Date of Risk Assessment 24th August 2024
Date	23rd November 2024		Risk Assessment Presented by Cllr Clare Atkinson
Location	Hartlebury Village Green		Risk Assessment Carried out by TBA
What are the hazards			
	Risk(s) identified	H/M/L	Management/Control of Risk
Vehicle movement during event	Parish Council member. Members of the public. Contractors.	M	Entrance to car parking clearly marked and kept clear at all times. Parking spaces for visitors with disabilities available close to event. Speed limit signage clearly displayed.
Working at height e.g. putting up tree lights	Parish Council member. Members of the public. Contractors.	M	Professional company to be used. Qualified electrician.
Electricity/cables running across ground	Parish Council member. Members of the public. Contractors.	M	Any extension cables are suitably covered or marked to prevent trip hazard. No electric cable will be allowed to rest in water. Provide warning signs.
Temporary power/lighting/generators	Parish Council member. Members of the public. Contractors.	M	Temporary electrics by approved contractor. Generators must have safety certificate and be earthed. Generators to be use with barriers surround.
Manual handling	Parish Council member. Members of the public. Contractors.	L	Ask for help to lift heavy items.
Fire	Parish Council member. Members of the public. Contractors.	M	Fire risk assessment in place. Fire extinguishers in situ, checked and serviced annually.

The use of Inflatables	Parish Council member. Members of the public. Contractors.	M	Check the provider has suitable safety arrangements in place i.e. risk assessment, records of equipment maintenance, proof of EU compliance and public liability insurance. Inflatable to be securely anchored, particularly during windy conditions. Ensure there is signage stating any height/age restrictions.
First aid provision	Parish Council member. Members of the public. Contractors.	M	First aid equipment on site. St Johns ambulance on site. Telephones available to call emergency services.
Disposal of waste	Parish Council member. Members of the public. Contractors.	L	Sufficient waste disposal bins available with arrangements in place for collection. Arrangements in place to clear site of litter after the event. All stallholders to dispose of their own rubbish from their stalls.
Access for emergency services	Parish Council member. Members of the public. Contractors.	M	Brief the event team and any external parties of the need to keep the road clear at all times. Use traffic cones to mark out the area if possible. Hi vis jackets to be worn.
Adverse weather conditions	Parish Council member. Members of the public. Contractors.	M	Assess on the day whether the event is safe to go ahead in wet weather. Ensure tents, inflatables are securely anchored. Review the situation during the course of the event and make any necessary decisions as to the safety of attractions.
Public disorder/security	Parish Council member. Members of the public. Contractors.	L	Lost children arrangements to be in place. Public address system to make announcements. Liaison with local police.
Toilets	Parish Council member. Members of the public. Contractors.	L	Toilets to be made available at parish hall.
Noise	Parish Council member. Members of the public. Contractors.	L	Consideration to be given to the wellbeing of local residents.
Sharp objects, animal faeces	Parish Council member. Members of the public. Contractors.	M	Litter picker issued with grip reaches. Any bottles being dropped and broken to be coned off and cleaned up immediately. Dog bins are provide on village green.
Reporting of hazards	Parish Council member. Members of the public. Contractors.	M	Report to any member of Council.

Slips/trips/falls	Parish Council member. Members of the public. Contractors.	M	Any slip/trip hazard to be reported to a member of the Council so they can clear the hazard. Hazard to be coned off until cleared.
Stall and tables	Parish Council member. Members of the public. Contractors.	M	All equipment provided by stallholders must meet good health and safety standards. All traders are solely responsible for meeting all health and safety guidelines when selling their products. Risk assessment to be given to Council off each stallholder. Stallholder to have their own public liability insurance and a copy sent to Council.
Sale of alcohol	Parish Council member.	L	Council to apply for a temporary licence.
Collapse of Christmas Tree	Parish Council member. Members of the public. Contractors.	L	Ensure Christmas tree is erected correctly. Tree to be fixed into ground and wedged to prevent sway.
Santa/sleigh	Parish Council member. Members of the public. Contractors.	M	Driver license to be checked. Car insurance and mot to be checked. When sleigh/trailer is reversing someone must act as banksman. Proper lighting on the vehicle to be in place at all times. An adult must be with trailer if any children are around it.
Supervision of children at event	Members of the public.	M	Parents/carers are responsible for the supervision of their children.
Surface field	Parish Council member. Members of the public. Contractors.	L	Vehicle movement on the village green is prohibited.
Food hygiene	Parish Council member. Members of the public. Contractors.	M	People handling and preparing food should have food hygiene certificate and their own public liability insurance.
Covid 19	Parish Council member. Members of the public. Contractors.	M	All involved should be reminded to wash hands frequently. Hand sanitiser to be used when handling cash.