



CHRISTMAS LIGHTS AND CHRISTMAS TREE - RISK ASSESSMENT

The purpose of this Risk Assessment is to determine any potential risks and to explain how those risks are mitigated. Risks are assessed by the impact of the risk, if it were to occur, and the probability of it occurring. The following scoring mechanism is shown below along with the risks being assessed. Risks will be mitigated where possible; any residual risk will be deemed to be so low as to be risk-accepted.

Impact

Score	Rating	Description
1	Trivial	Minor cuts and bruises treated on site by first aid. Loss of <£10
2	Non-serious	Cuts and bruises which need medical attention. Loss < £100
3	Serious	Minor injury which requires treatment as a hospital outpatient. Loss of < £1000
4	Very serious	Injury which requires treatment
5	Catastrophic	Serious, permanent disability or death or loss of <£100,000

Probability

	Rating	Probability ratio
1	Almost impossible	1/1,000,000
2	Highly unlikely	1/10,000
3	Unlikely	1/1,000
4	Possible	1/100
5	Probable	1/10

Risk classifications

1-2	Trivial. No Action required.
3-5	Tolerable.
6-12	Moderate risk. Wherever possible, action should be taken to mitigate this risk.
15-16	Unacceptable risk. Action must be taken to reduce it to a level which is as low as is reasonably practical.
20-25	Intolerable risk. Activity should be discontinued unless it is possible to reduce the risk to an acceptable level.

Locations and setup

Christmas lights on The Green: These are low power Christmas LED Light connected by plug top to transformer 12 v (well out of reach) in the tree branches. The mains is connected to a locked box which connected to the street light electricity supply (trip fuses installed by an NEC electrician).

Christmas tree with lights and baubles: Installed on private property (MPC land) and secured in a hole/barrel installed by a professional builder. The baubles are light and tied on with wire. The lights are low voltage outdoor Christmas lights and the mains connection is hidden at the base of the tree.

There is no Parish Council switch-on "event" for either setup.

Risk	Impact	Probability	Score	Control
Christmas lights on Green				
Installation accident				<ul style="list-style-type: none"> - Lights are not being installed higher than ladder height and all above soft grass rather than a hard surface - Always two contractors present with one holding the ladder - Only a councillor/clerk or GM will climb the ladder, for insurance purposes - Installers have been provided with "Ladder rules" (See appendix)
Lights distract drivers/shine in eyes				<ul style="list-style-type: none"> - Set back from road and would not impair vision
Electrocution				<ul style="list-style-type: none"> - Cables/connectors will all be well out of reach in the tree branches - Mains connection is in a locked box on the Green - All mains power connects back to the Street light fuse board which has professional installed trip fuses
Christmas tree				
Installation accident				<ul style="list-style-type: none"> - Installers have many years' experience installing this Christmas tree - Installers not to use equipment higher than a stepladder - Always two contractors present with one holding the ladder - Installers have been provided with "Ladder rules" (See appendix)

Risk	Impact	Probability	Score	Control
				- Installers will install upper decorations and lights whilst the tree is lying on the ground to avoid overreaching
Electrocution				- Lights are low power Christmas lights - Mains sockets are the outdoor weatherproof type and are either hidden below the tree, which is on private property, or hidden far into the hedge
Tree falling over				- Tube for trunk base has been professional installed to a suitable depth - Tree installed on private property - Clerk will check the weather forecast and arrange for the tree to be taken down or further secured with ropes if high winds are due (+31mph)
Car hitting tree				- Tree separated from road by kerbside
Public walking into tree				- Tree separated from pavement by kerbside
Tree decorations falling off and causing injury				- Decorations secured with metal wire - Decorations are not heavy enough, or of a material hard enough, to cause injury

Ladder Rules

1. Always face ladder when ascending/descending.
2. Always maintain 3 points of contact (2 feet + 1 hand or 2 hands + 1 foot).
3. Top of ladder should never be used as a step.
4. Ladders should never be moved, shifted, or extended while occupied.
5. Never carry an object or load that could cause you to lose your balance.

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