



DAWLEY HAMLETS PARISH COUNCIL

CHRISTMAS TREES

RISK ASSESSMENT

RISK:		PARISH COUNCIL OUTDOOR CHRISTMAS TREES		
INITIAL ASSESSMENT DATE:		17 th November 2021		
LOCATIONS:		Aqueduct - green space at the junction of Majestic Way and Pageant Drive Horsehay - green space next to the boundary wall of Horsehay Village Hall, Bridge Road Little Dawley - green space at the junction of Holly Road and Corbett Close		
LATEST ASSESSMENT		May 2025		
LIGHT UP DATES/TIMES:		Mid November – 6 th January between 4pm and midnight		
	ACTIVITY / PROCESS	POTENTIAL HAZARD(S)	ACTIONS TAKEN TO MITIGATE RISK	RISK ASSESSMENT
1	Installation and removal of Christmas trees and lights	Possible injury to personnel, the public or property whilst erecting or dismantling the trees and lights	<p>Experienced companies are used for all aspects of the installation and removal of the Christmas trees and lights which are erected in green open spaces away from public roads.</p> <p>The Christmas tree light suppliers have their own employer's liability insurance.</p> <p>The Parish Council has its' own public liability insurance and insurance cover for the Christmas tree lights.</p>	Low
2	Christmas trees and lights in situ	Possible injury to the public or property from a falling tree or lights or trip hazards	<p>Concrete Christmas tree bases have been installed to the recommended dimensions for the tree sizes to ensure that the trees are secure.</p> <p>An experienced company has been employed to erect the trees and ensure that they are stable.</p>	Low

			<p>An experienced company has been employed to secure the lights safely. The cabling used has been secured and clearly marked to prevent trip hazards.</p> <p>Whilst in situ visual checks of the Christmas trees and lights are carried out on a weekly basis by the Parish Council and more frequently if there are high winds.</p> <p>The Parish Council has its' own public liability insurance and insurance cover for the Christmas tree lights.</p>	
3	Christmas trees and lights in situ	Possible injury to the public or property from electrocution	<p>An experienced company has been employed to supply and install the lights. Lighting will have the appropriate safety features and circuit breakers and be suitable for outdoor use.</p> <p>Electricity cables are secured and kept out of reach.</p> <p>The Parish Council has its' own public liability insurance and insurance cover for the Christmas tree lights.</p>	Low
4	Christmas trees and lights in situ	Possible damage or vandalism	<p>The Christmas trees are located where they can be clearly seen by passers-by.</p> <p>Neighbourhood enforcement officers are aware of the locations and dates that the Christmas trees will be lit and will incorporate regular observations into their rounds.</p> <p>The Parish Council has its' own public liability insurance and insurance cover for the Christmas tree lights.</p>	Low

