



DAWLEY HAMLETS PARISH COUNCIL

CHRISTMAS TREES

RISK ASSESSMENT

Created: 17th November 2021

Last Review: 16th May 2022

RISK:		PARISH COUNCIL OUTDOOR CHRISTMAS TREES		
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		
LIGHT UP DATES/TIMES:		TBA 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	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. The Christmas tree light suppliers have their own employer's liability insurance. The Parish Council has its' own public liability insurance and insurance cover for the Christmas tree lights.	Low
2	Christmas trees and lights in situ	Possible injury to the public or property from a falling tree or lights or trip hazards	Concrete Christmas tree bases have been installed to the recommended dimensions for the tree sizes to ensure that the trees are secure. An experienced company has been employed to erect the trees and ensure that they are stable. An experienced company has been employed to secure the lights safely. The cabling used has been secured and clearly marked to prevent trip hazards.	Low

			<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