



# **DAWLEY HAMLETS PARISH COUNCIL**

## **CHRISTMAS TREES**

## **RISK ASSESSMENT**

**Created: November 2021**

**Last Review: May 2024**

| <b>RISK:</b>                 |  | <b>PARISH COUNCIL OUTDOOR CHRISTMAS TREES</b>   |  |                            |
|------------------------------|--|---|--|----------------------------|
| <b>LOCATIONS:</b>            |  | Aqueduct - green space at the junction of Majestic Way and Pageant Drive<br>Horsehay - green space next to the boundary wall of Horsehay Village Hall, Bridge Road<br>Little Dawley - green space at the junction of Holly Road and Corbett Close |  |                            |
| <b>LIGHT UP DATES/TIMES:</b> |  | TBA between 4pm and midnight  |  |                            |
|                              | <b>ACTIVITY /<br/>PROCESS</b>                          | <b>POTENTIAL<br/>HAZARD(S)</b>  | <b>ACTIONS TAKEN TO MITIGATE RISK</b>  | <b>RISK<br/>ASSESSMENT</b> |
| 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> <p>An experienced company has been employed to secure the lights safely.</p> <p>The cabling used has been secured and clearly marked to prevent trip hazards.</p> | Low                        |

|   |                                    |  |  |     |
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|   |                                    |  | <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 |