

Emberton Parish Council: Risk Assessment for Emberton Christmas Tree

Assessor:

Date of Assessment:

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	What further action is necessary?	Action by whom and by when?	Done
Putting up and taking down tree and decorations	<p>Injury to volunteers and members of the public while erecting or taking down the Christmas tree and decorations.</p> <p>See below for Use of Ladders and Manual Handling.</p>	Medium	<p>[Appoint Responsible Person to manage health and safety matters.]</p> <p>[Put up tree and decorations and take them down during daylight hours]</p> <p>[Ensure sufficient number of volunteers to avoid tree falling]</p> <p>[Cordon off Christmas tree area from traffic and general public with help of traffic marshalls and using cones]</p> <p>[Volunteers to wear high visibility clothing and good grip footwear. Recommend gloves when handling sharp branches.]</p> <p>[See Use of Ladders or Stepladders below.]</p>			
Use of Ladders or Stepladders	<p>Injury to volunteers or general public from falls caused by defective ladders or stepladders, ladders or stepladders moving, overreaching.</p>	Medium	<p>[Defective ladders and stepladders removed from use.]</p> <p>[Ladders and stepladders inspected before use.]</p> <p>[Ladders used on flat surfaces, never on loose material.]</p>	<p>[Securing devices to be used.]</p> <p>[Hard hats to be worn if working at above [] height.]</p> <p>[Harness used if working above [] height.]</p>		

				[Volunteers instructed not to overreach but to move ladders / stepladders.]		
Manual handling injury.	Injury to volunteers and general public from manual handling injury or knocking into other people.	Low	Training on manual handling given – see Manual Handling Risk Assessment. Adequate number of people to carry tree. Where possible two people carry ladders. Particular care taken going around corners. Responsible Person and appointed traffic marshalls ensure general public and traffic do not enter cordoned off Christmas tree area.	[Avoid use of glass tree decorations which could cause injury.]		
Christmas tree falls over	Volunteers and general public – risk of crushing injury or injury due to traffic collision.	Medium.	Ensure that Christmas tree is firmly secured in its base [detail] and by fixing it to the clocktower.	Weekly check of tree stability. Additional check of tree stability following high winds.		
Switch on event	Risk to volunteers and general public from traffic collision at switch on event.		Responsible Person to appoint traffic marshalls in high visibility jackets to manage traffic flow.			
Electrocution hazard -tree lights	Volunteers and general public – risk of injury by electrocution	Low	Low voltage safety transformer to be used with lights and black / rubber cabling.			

			<p>Lighting plugged into weatherproof casing.</p> <p>Ensure decorative lighting is specifically for outside use and supplied with up-to-date PAT Test Certificate (ie tested within the last year).</p> <p>Ensure lights / topper are properly secured to the tree.</p>			
Fall / trip over support cabling	Risks of injury to volunteers and members of the public		Cabling to be secured out of the way of pedestrians.			
Damage / vandalism		Low.	<p>Ensure lighting is covered by owner's insurance [who owns the lighting?].</p> <p>[The Christmas tree is located at the Emberton clocktower which is lit by street lighting overnight and overlooked by numerous dwellings and the Bell & Bear pub.]</p>			
Property damage		Low	[Ensure fixings to clocktower are carried out [in a way - details] which avoids damaging the stonework of the clocktower.			
Documents	Invalid or inadequate insurance		Ensure insurance covers Christmas Tree related risks.			

	[Permission required from MKCC Highways?]					
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Approved by Emberton Parish Council on:

Chair's signature:

Clerk's signature: