

# Risk Assessment – Christmas Lights Switch On 25<sup>th</sup> November 2021

## Westfield Parish Council

Activity: Westfield's Christmas Lights Switch On		Assessment Date: 16/11/21		Review Date: Oct 2022		
Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Covid precautions	Public / Father Christmas / Stewards / Staff and Councillors arranging the event		<ol style="list-style-type: none"> <li>1. <b>Travel to the event</b> – the vast majority of attendees turn up naturally at ad hoc ties, on foot.</li> <li>2. <b>Possible congestion spots</b> – queuing for Father Christmas and Mulled Wine and congregating around the tree. Following measures are in place:</li> <li>3. Marquees to have one back and three open sides for ventilation.</li> <li>4. Treats for children to be at the entrance where they can help themselves, with Father Christmas two metres away from the children at all times.</li> <li>5. Masks and plastic gloves to be worn by those serving refreshments.</li> <li>6. Lateral flow tests to be taken in advance by all who serve refreshments.</li> <li>7. Stewards to wear masks and to be briefed about keeping a safe distance.</li> <li>8. Mulled wine to be prepared by a member of staff who has taken a lateral flow test in advance and wears a mask whilst preparing the flasks.</li> <li>9. Reminders over the PA system for groups to keep 2 m apart.</li> <li>10. <b>Touch points and Cross contamination</b> - Hand sanitiser on the refreshment table.</li> <li>11. <b>Moving around the site</b> – the site is open and completely outdoors. Only two gazebos this year to reduce movement around the site.</li> <li>12. <b>Communication</b> – risk assessment to be published in advance on the Parish Council's website. Safety announcements to be made over the PA.</li> <li>13. <b>Complying with Test and Trace</b> QR codes at the Parish Council marquee and the Father Christmas marquee. PA announcement to this</li> </ol>		MEDIUM	

			<p>effect.</p> <p><b>14. Music, singing and shouting</b> Singing is by Westfield Voices and the school choir. Attendees asked not to sing along. The countdown to be done by the Brownies only through the microphone to avoid shouting.</p> <p><b>15. Father Christmas and Elf</b> – Both to be positioned at the back of the gazebo, with signs to say pick a free gift from Father Christmas and give him a wave. Stewards at the gazebo entrance to stop children entering the gazebo. Gifts from Father Christmas to be at the entrance to the site in a sack, where children can help themselves.</p> <p><b>16. An advisory notice</b> to go out on Facebook and website to the effect that all adults should be double vaccinated or have a negative lateral flow test within the last 24 hours and should wear masks.</p>			
Accidents to the public	Public		Stewarding arranged. Safe use of electrics in the hands of qualified electricians. Trip hazard from cables – all cables to be secured. St Johns Ambulance to be booked.		LOW	
Electrical Cabling: risk relating to fire and trips from electrical equipment and electrical cable.	Public		<p>Electrician to be on site during the event to safely set up the cabling and the light for the switch on. Extra cable covers are stored at Norton Hill garage.</p> <p>No cabling for an urn as mulled wine to be served warmed from flasks.</p>		LOW	
Food and drink: Food poisoning	Public		Mulled wine to be opened, heated and kept in flasks immediately prior to the event. All other refreshments to be served straight from the bottles / packets		LOW	
Fire Hazard – gas bottles: electrical overload	Public		PC gazebo set up to serve mulled wine and mince pies. No bottled gas. Flasks to be used instead of an urn. Sign to state that the mulled wine contains alcohol and a non alcoholic alternative is supplied.		LOW	
Crowd control – risk of crowds being pushed into the road	Public		Stewards for the area, ensuring people are directed to the Christmas Tree and if large numbers turn up, they are directed to surrounding areas of safety. The Police have been informed and an application for a Temporary Event Licence has been arranged. For 2017 due to the increasing popularity of Father Christmas, barriers to be set up on the green space running the		LOW	

			<p>entire edge adjacent to the A367. Gazebos to be put up professionally due to dangers caused by high winds. If crowds are such that they are five meters deep or there is dangerous jostling for space the person at the PA would announce the end of the event and ask the crowd to disperse. Stewards to be informed as part of their briefing.</p>			
Lost Children	Public		The stewards to make arrangements for any lost children to be held at the Parish Council gazebo by two stewards (one of whom is female).			
Safeguarding	Children and vulnerable people		Checked with DBS – Father Christmas does not need a DBS check. All children to be accompanied by an adult.			
Instability of the living Christmas Tree	Public		Tree Survey undertaken every other year. Last undertaken May 2021..			
<b>Assessor's signature:</b>			<b>Clerk's signature</b>			
<b>Date:</b>			<b>Date:</b>			