

Risk Assessment for Christmas Event					Responsible Officer CP / CLR Committee		
Ref. No.	Hazard	Risk Assessment			Risk Control Measures	Initials of person responsible	Date
		Like-lihood	Impact	Rating			
1	Unauthorised moving vehicles colliding with member of the public.	2	3	6	Entrance into the road closure will be manned at all times.		
					A road closure will be enforced between the Rising Sun and Black Horse 12noon - 10pm.		
					Marshalls will assist with emergency access requirements		
					Designated areas will be allocated for event participants and disabled drivers.		
					An emergency traffic route along the High Street to be maintained.		
2	Collapse of stage causing injury to performers and spectators	1	4	4	Stackable staging will be erected by Maintenance Team and be at low level.		
					Access monitored and limited by stage director or group leader.		
					No over-crowding of stage allowed		
3	Slips/trips/falls	2	2	4	Any slip/ trip hazard to be reported to a member of staff who is to immediately contact Town Hall staff/event organiser so they can clear hazard.		
					All cables secured on floor or above height of 3 metres.		
					All trip hazards to be made obvious so public can see them.		
4	Overcrowding of Entertainment Venues	2	4	8	Access to venues to be monitored and limited by staff/Stage director or group leader.		
					Failure to resolve any problems prior to or during the event may lead to the venue being closed by the Town Clerk.		
5	Collapse of gazebos	2	1	2	Gazebos to be inspected for problems prior to start of event by stall holder.		
					All gazebos to be secured down with weighted object by stall holder.		
6	Electrocution	2	4	8	No electric mains cables will be allowed to rest in water.		

					All equipment to be tested before use by an approved engineer and there must be evidence of PAT testing.		
7	Stalls and Tables: Accidental Injury	2	2	4	All equipment provided by stallholders must meet good health and safety standards.		
					All traders are solely responsible for meeting all required health and safety guidelines when selling their produce.		
8	Food poisoning by food stall	3	3	9	Food Traders to provide evidence of food hygiene certificate when booking.		
9	Rubbish	2	2	4	Extra bins provided to encourage appropriate disposal.		
					Litter picking to take place prior to and post event to ensure area is kept clear of rubbish.		
					All traders/ stallholders required to provide facilities to dispose of own rubbish from their stalls.		
10	Collapse of Christmas tree causing injury	1	4	4	Christmas tree to be erected using appropriate machinery and experienced personnel.		
					Boards to be erected around base of tree to prevent access to lower echelons.		
					Tree fixed securely 4 feet into ground and wedged to prevent sway.		
11	Snow/ice forecast prior to event causing increase trip/slip/fall hazard	3	3	9	Have a stock of grit available prior to the event for TTC to spread if required.		
					If winter conditions are forecast request area to be gritted by the OCC Highways Department the night before.		
12	Snow causing collapse of temporary structures	2	3	6	Stall holders to monitor temporary structures to ensure they can withstand extra weight of the snow.		
13	Injury (accidental or otherwise) on Santas Grotto	2	3	6	Operator has appropriate risk assessments and Public liability Insurance completed for such risks.		
					Children will be accompanied by an adult when using the grotto.		
					Two members of staff (including Santa) will be present at all times during operational hours.		
					Failure to resolve any problems prior to or during the event may lead to the grotto being closed by the Town Clerk.		
14	Injury (accidental or otherwise) on go karts	2	3	6	Amusement operator has appropriate risk assessments and Public liability Insurance completed for such risks.		
					Failure to resolve any problems prior to or during the event may lead to rides being closed by the Town Clerk.		

15	Injury (accidental or otherwise) on donkey rides	2	3	6	Amusement operator has appropriate risk assessments and Public liability Insurance completed for such risks.		
					Experienced animals handlers will be operating the attraction.		
					Hard hats will be provided by the amusement operator and will be compulsory in order to participate		
					Failure to resolve any problems prior to or during the event may lead to rides being closed by the Town Clerk.		
16	Lantern Parade - injury to participants or crowd	3	4	6	The parade will be led by a marshall who will clear a route through the crowd.		
					Children will be supervised and chaperoned by parents and teaching staff.		
					The parade will commence at a walking pace to reduce the risk of trips, falls or injury to crowd.		
					The schools will conduct their own risk assessment for their students to take part in the parade.		
					Failure to resolve any problems prior to or during the event may lead to the parade being halted or cancelled by the Town Clerk.		
17	Injury to barrier personnel	1	3	3	Barrier personnel to be briefed on duties on arrival.		
					Hi-visibility jackets will be worn by barrier personnel at all times.		
					Barrier personnel will have radio and mobile contact with event organiser.		
Reviewed By:		Date:		Review Date:			
Town Clerk Approval:							
Date							