

Corporate Risk Assessment - Christmas Light Switch on Friday 2nd December

Responsible Officer: CP / CLR Committee

Event: The Christmas Light switch on is held in the High Street area of the Town. Over the period of the event we can reasonably expect up to 2000 people attending in this open space area, which will be a closed location due to planned road closures. Setting: Open air. Participants: Cllrs, Community Groups, Emergency Services, Staff and Volunteers and general public of all ages. This risk assessment should be read in conjunction with the Traffic Management Plan and Safety Event Plan.

	Hazard	Risk Assessment			Risk Control Measures	Responsibility
		Likelihood	Impact	Rating		
1	Corporate Negligence- Breach of Duty of care , unsound risk management	2	3	6	Council approves to undertake event	Community Services Manager
					Safety Management Plan in place- sets out event procedures and defines roles and responsibilities of each partner which is agreed by Council	Community Services Manager
					Risk Management procedures agreed by Council	Community Services Manager
					Road Closures licences in place	Community Services Manager
					Emergency Partners involved with operational organisation of the event and offer advice.	Community Services Manager
					Additional staff working hours agreed	Town Clerk
2	Financial implications i.e. insurance claims, fraud	2	3	6	Budget allocations agreed by Council with management undertaken by Town Clerk and Responsible Financial Officer as required by Council	Community Services Manager/Town Clerk
					Internal Audit undertaken yearly as approved by the Council	Responsible Finance Officer
					Appropriate insurance in place with Council Insurance company.	Responsible Finance Officer
					Public Liability and insurance paperwork received and checked from entertainers.	Communications & Events Officer, Community Services Manager
					Media publicity and press releases checked for accuracy to prevent false advertisement.	Communications & Events Officer, Community Services Manager
4	Staff attacked - Personal injury	2	3	6	Communications systems in place.	Communications & Events Officer, Community Services Manager
					Task allocations are reviewed and risks assessed before undertaken by staff or volunteers.	Community Services Manager
					SIA Trained Security Personnel on site during should any potential situations occur.	Community Services Manager
5	Disputes with members of the public	2	3	6	Council Complaints procedures in place	Office Manager/Responsible Finance Officer
					Any difficult confrontational situations managed by Town Clerk.	Town Clerk
					Disputes reported and reviewed at Council meetings.	Communications & Events Officer, Community Services Manager
	Reviewed by: <i>Risk Assessment is reviewed in advance of Christmas Event</i>	Cassie Pinnells			Signature:	
	Town Clerk Approval:	Mandy Sturdy			Signature:	