

**Risk Assessment for: Event Management -Christmas Light Switch on**

**Responsible Officer: CP / CLR Committee**

	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	Cassie Pinnells
					Safety Management Plan in place- sets out event procedures and defines roles and responsibilities of each partner which is agreed by Council	Cassie Pinnells
					Risk Management procedures agreed by Council	Cassie Pinnells
					Road Closures licences in place	Cassie Pinnells
					Emergency Partners involved with operational organisation of the event and offer advice.	Cassie Pinnells
					Additional staff working hours agreed	Mandy Sturdy
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	Cassie Pinnells/Karen Slater
					Internal Audit undertaken yearly as approved by the Council	Cassie Pinnells
					Appropriate insurance in place with Council Insurance company.	Karen Slater
					Public Liability and insurance paperwork received and checked from stall holders, entertainers and owners of attractions.	Jane Webster
					Media publicity and press releases checked for accuracy to prevent false advertment.	Clare Peacock/Cassie Pinnells/Mandy Sturdy
4	Staff attacked - Personal injury	2	3	6	Communications systems in place.	Cassie Pinnells
					Task allocations are reviewed and risks assessed before undertaken by staff or volunteers.	Cassie Pinnells
					Police on duty during should any potential situations occur.	Cassie Pinnells
5	Disputes with members of the public	2	3	6	Council Complaints procedures in place	Karen Slater
					Any difficult confrontational situations managed by Town Clerk..	Mandy Sturdy
					Disputes reported and reviewed Council meetings.	Cassie Pinnells
<b>Reviewed by:</b>		<b>Cassie Pinnells</b>			<b>Signature:</b>	
<b>Risk Assessment is reviewed in advance of Christmas Event</b>						
<b>Town Clerk Approval:</b>		<b>Mandy Sturdy</b>			<b>Signature:</b>	