

**Risk Assessment for Christmas Lights Switch On - Friday 1st December 2023**

**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.

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 staffed at all times by a professional security contractor.		
					A road closure will be enforced from 3pm to 9pm. Lower Car Park, Butter Market, Cornmarket and High Street.		
					Security team/marshals will assist with emergency access requirements.		
					Designated areas will be allocated for event participants and disabled drivers.		
					Barriers will be in place at the entrance of the road closure with a strategically placed vehicle as a second preventative measure.		
					An emergency traffic route along the High Street to be maintained.		
2	Collapse of stage causing injury to performers and spectators	1	4	4	A mobile stage will be employed (Stage Bus). A contingency plan of stackable staging will be available to 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 any 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 gazebo (Band stand)	2	1	2	Gazebo to be inspected for problems prior to start of event by stall holder.		
					All gazebo to be secured down with weighted object by TTC Maintenance Team.		
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.		
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 in 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 organised attractions	2	3	6	Attraction has appropriate risk assessments and Public liability Insurance completed for such risks.		
15	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.		
16	Lack of First Aid cover	1	3	3	Medical contractor employed to provide first aid requirements for the event.		
					Feedback of incidents with serious first aid consequences to Town Clerk.		

					All incidents resulting in injury to be recorded at the Town Hall.		
17	Working with children/vulnerable people	1	3	3	Child/Vulnerable person to be accompanied by parent/guardian at all times.		
					Town Clerk and Community Services Manager hold DBS status.		
18	Preventing the risk of CoVID Transmission	1	3	3	Current Government guidelines to be checked and observed.		
<b>Reviewed By: Cassie Pinnells</b>		<b>Date:</b>		<b>Review Date: <i>In advanced of the next scheduled Christmas Event.</i></b>			
<b>Town Clerk Approval: Mandy Sturdy</b>							
<b>Date</b>							