# Ockbrook and Borrowash Parish Council

## Christmas Light Switch On Risk Assessment.

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| Assessor Name: S Kitchener Clerk and RFO | Location: The Royal Oak Ockbrook and The Coop carpark Borrowash, Derbyshire | Date: 07/2024 |
| Activities being assessed: Christmas light switch on | Next Review date: 07/2025 |  |

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| **Activity** | **Potential Hazards** | **Risks posed** | **Control Measures** | **Risk level:**  **High (H)**  **Med (M)**  **Low (L)** | **Additional Measures** |
| Pre-event inspection of the site | Slips, trips and falls | Risk of injury to Councillors, volunteers and members of public | Check surfaces for holes and other potential trip / fall hazards | L |  |
| Carparking | Vehicle contact with pedestrians and other vehicles | Risk of injury to Councillors, volunteers and members of public | Entry and exiting the car park to be under the control of designated wardens wearing high visibility clothing.  Access into the car park to be restricted to stall holders. | L | The COOP car park will be closed to members of public from a designated time which is advertised before the event |
| Temporary Structures (tents and stalls) | Trip hazards | Risk of injury to Councillors, volunteers and members of public | Where practicable access to the sides and rear of tents or stalls to be cordoned off to prevent public access.  Guide ropes to be clearly marked with high visibility tape.Stall holders to ensure their displays are secure and not likely to be displaced during the event | L |  |
| Bar / food outlets | Slips, trips and falls | Risk of injury to Councillors, volunteers and members of public | Where practicable any liquid spillage should be cleaned up as soon as possible by vending providers.  In any case ‘Caution – Wet Slippery Surface’ signs to placed in front of the spillage until the spillage is removed. | L |  |
| Bar | Sharp objects  Underage drinking | Risk of injury to Councillors, volunteers and members of public.  Breaking the law | Drinks are only to be served in shatter proof containers. No glass containers permitted.  Bar personnel are required to request proof of age where deemed necessary. | L |  |
| Food preparation | Safety and hygiene | Injury to food providers and/or people consuming the food | Hot cooking surfaces to be protected so far as is reasonably practicable.  Hot cooking area to be supervised at all times.  A fire extinguisher to be on hand where hot cooking takes place.  All food to be cooked, prepared and stored in line with current best practice hygiene rules. | L |  |
| Use of Electrical Appliances | Electrocution  Trip / fall hazards | Risk of injury to Councillors, volunteers and members of public | All electrical appliances used to be in good condition and tested in compliance with statutory requirements when required by law, i.e. The Electricity at Work Regulations 1989.  All leads to be kept well away from any standing water and to be so positioned so as not to create a potential trip / fall hazard. Where practicable all leads to be covered by a cable tray with high visibility markings. | L |  |
| Funfair | Slips, trips and falls  Falls from a height  Contact with moving parts of a ride | Risk of injury to Councillors, volunteers and members of public | Ride attendants to ensure where all rides are at a height customers are made secure so as not to fall from the ride to the ground below.  The area around all rides to be kept free of potential slip, trip fall hazards by the ride attendant.  Barriers must be positioned at a safe distance to prevent a person being struck by moving parts of a ride. | L | A risk assessment will be provided for each ride by the supplier. |
| Violence / abuse / harassment | Bodily injury | Risk of injury to Councillors, volunteers and members of public | Prior to the event taking place trade providers, stall holders, volunteers and Councillors are to be briefed as to what to do in the event of any violence, abuse or harassment taking place. | L |  |
| Lost children | Possibility of self-harm or 3rd party harm | Risk of injury | A lost child control point will be by Santa’s grotto | L |  |
| Emergency situation | Medical condition, potentially life threatening  Fire  Bomb threat | Risk of injury to Councillors, volunteers and members of public | St Johns Ambulance will be on site at Borrowash. Wardens / Volunteers to be briefed as to what to do in the event of an emergency.  Clear access for emergency services to be established at the earliest convenience.  Sufficient number of fire extinguishers made available for use.  Should there be a need to evacuate the site escape routes will be identified prior to the event taking place and  Councillors / Volunteers briefed as to their duties should the need arise to evacuate | L |  |