

Bilbrook Christmas Lights Switch On - Health & Safety Assessment - 29th November 2019

Christmas Lights - Designated Health & Safety Officers - Adrian Hill & Dennis Hutchison

Marshalls - Other Parish Councillors (3) and members of the ATC (approx 20)

Insurance : Public Liability Insurance for £10,000,000 with Came & Company. Informed them of the event on 27th September 2019

No.	Risk	Likelihood	Potential impact	Mitigating or planned action
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Weather				
S1.1	Lightning causing danger	Low	High	Assess weather. Delay or cancel if lightening.
S1.2	High wind causing possible falling branches/trees	Medium	High	Prior to start area assessed by the Health & Safety Officers who will make the decision to proceed, postpone or cancel.
S1.3	Hazardous conditions underfoot	Low	Medium	As S1.2. If event goes ahead remind all participants of hazards e.g. icy roads & pavements. If needed make event area amendments to avoid hazard areas. Parish Operatives to use the Leaf Vacuum to clear leaves on the day if necessary.
S1.4	Other significant weather conditions i.e. rain or snow.	Medium	Medium	As S1.2 If event goes ahead at start of the Carols remind participants of the hazards. Where appropriate implement area amendments to manage or avoid hazards/areas.

Event Area obstacles				
S2.1	All participants with dogs causing potential danger within the event area.	Low	Medium	All participants/spectators with dogs to keep their dogs on short leads at all times.
S2.2	Motor vehicles on event area cause danger.	Low	Low	All vehicles entering the Village Green will be marshalled by Councillors. PCSO also asked to attend. Hazrd warning lights to kept on while vehicle is moving. Village Green inspected and cleared by Parish Operatives in week prior to eveny.
S2.3	Debris or other items on event area (e.g. branches, potholes, benches)	Medium	Medium	Prior to start area assessed by the Health & Safety Officers who will make the decision to proceed, postpone or cancel. Where appropriate implement event area amendments to avoid hazardous areas.

Participants / Spectator Risks				
S3.1	A participant has sudden serious health problem (e.g. heart attack, stroke, asthma attack, chocking, epilepsy attack)	Low	High	Try to isolate problem. St John's Ambulance to be called from the first Aider Tent. Health & Safety Officers to ensure they have their mobile phones phones available and that emergency services called with clear information as soon as possible. Request for specialist help can be made to other participants if required. The nearest hospital is New Cross Hospital. The nearest defibrillator is at Holy Cross Church Hall, Bilbrook Road (approx 100m away)
S3.2	Participant has serious injury during event	Low	High	As S3.1. Accident form to be completed.

Stage Risk				
S4.1	Risk of injury when the stage is put up and taken down	Low	High	Follow the stage Hire company's procedures. Ensure general public is kept away from the set up area
S4.2	Trip or Slip on on the stage or steps up to the stage.	Low	High	2 Councillors assigned to look after the stage. Helping performers up and down the steps and making sure they do not get too close to the edge. Map to be placed at foot of steps for perfromers to wipe thir shoes on. Stage hire company will also try to keep the stage and steps dry. As S3.1
S4.3	Fire on the Stage	Low	High	Evacuate Stage to evacuation area beyond the War Memorial on Lane Green Road. Ensure all groups using the stage have a list of members to ensure everyone is accounted for. Fire Extinguishers are on stage. Stage Hire Company also have procedures in place. Call Fire Brigade.

Risks to staging the event				
No	Risk	Likelihood	Potential impact	Mitigating or planned action
E1	Very bad weather	Low	High	Event organiser to postpone or cancel event.
E2	Event blocked (e.g. broken down vehicle)	Low	Medium	Event organiser to remove hazard or change event area with explanation, or postpone or cancel event
E3	Emergency vehicle needs access to event area for injured participant	Low	High	Cones to be placed in front of access to the green to facilitate emergency vehicle access to area during event.
E4	Public address systems fail or unusable (e.g. due to weather or failure)	Low	Medium	Use the Parish Operatives PA as a back-up
E5	Large attendance by spectators/participants at the same time	Medium	Medium	Event organiser to use Public Address System to advise spectators if required. Ask marshalls to prevent more people accessing the Village Green

IP67 Power Socket for the PA System				
No	Risk	Likelihood	Potential impact	Mitigating or planned action
B1	Risk of injury from IP67 Power Socket	Low	High	Ensure that the power to the socket is switched on with the key before it is needed and switch off after the plug is removed. RCD is fitted so the plug will trip if a cable gets damaged to water gets in the socket
B2	Risk of tripping over the cable from the socket	Low	High	Use rubber cable protector

Additional risks specific to this event				
No	Risk	Likelihood	Potential impact	Mitigating or planned action
A2	Potential conflict with other users during the event.	Low	High	Adopt none confrontational approach, withdraw from conflict situations and call police only if threatened /required.