

WELSHPOOL TOWN COUNCIL

CHRISTMAS LIGHTS EVENT 2018

TOWN CENTRE WELSHPOOL

No	Item	Actions	Risk
1	Event – Event as per usual (see risk assessments below) with the following additions: a) Lighting of Town Hall with floodlighting. b) Christmas showing of Firefighters DVD.	See below	
2	Lighting of Town Hall to Music	Professional company used with own risk assessments.	LOW
3	Screens for showing DVD of Firefighters DVD	Tower for screens to be fixed back to Town Hall. Barriers around screens for safety. Sound and wiring by professionals.	LOW
4	Numbers of persons attending maybe high.	Extra marshals on duty and a separate plan in place to cover control of crowds.	LOW
5	Larger numbers and first aid cover.	First Aid point to be provided well signposted.	LOW

All other aspects are covered by the risk assessment below.

24.11.2018

WELSHPOOL TOWN COUNCIL

RISK ASSESSMENT - CHRISTMAS LIGHTS EVENT

NO	ITEM	ACTIVITY	ACTIONS	ASSESSMENT
1	Lights	Putting up and maintaining lights.	Professional company used for all aspects.	LOW
2	Electrical	Electrical testing and safety.	Professional qualified electrician used.	LOW
3	Road and traffic	Single line working	Signage and barriers put out to reduce traffic to one line within set rules. Marshalled at all times.	LOW
4	Crowd control/marshals	Barriers for crowd control. Marshals for crowd control.	Metal barriers used to protect public from road. Marshals in place with high viz jackets.	LOW LOW
5	Parade	As per normal parades.	See normal parades risk assessment.	LOW
6	Rheindeers	Welfare and protection of both animals and public.	Professional company used.	LOW
7	Sound	Announcements, music and safety.	Professional sound person used. Announcements for safety use this system.	LOW LOW
8	Other entertainment	Entertainers on the street.	General safety ensuring area around them is clear.	LOW
09	Sleigh	Towed by car in dark.	Driver license to be checked. Car insurance and mot to be checked. Any exposed sharp edges to be protected. Ensure all cables and ropes are tied away. When the sleigh/trailer is reversing someone must act as banksman. Proper lighting on the vehicle to be in place at all times. An adult must be by the trailer if any children are around it.	LOW LOW LOW LOW LOW LOW LOW
10	Father Christmas and sleigh	Arrival in sleigh and access to it.	An extra person to be available when Santa enters and exits sleigh.	LOW
11	Grotto and winter wonderland	Lighting, layout, safety.	All wires to be taped down and trip hazards removed. Lighting to be adequate for people to move safely through winter wonderland.	LOW

12	Children to see Father Christmas	Sweets issued. Child protection.	Sweets issued in bags with parent present. Santa to have an adult elve by him at all times.	LOW LOW
13	Craft	Pens, paper, working with children.	Equipment available for parents with children to use. No sharp equipment to be used. Glues to be supervised.	LOW
14	Open top bus	Open top bus touring town.	Professional company used.	LOW
15	Child protection	Children present at event.	No children are allowed to be left alone with an adult at any time except in the case of parent with child.	LOW
16	First Aid	Accidents/injury.	A dedicated person who holds a current first aid certificate is on duty.	LOW
17	Communications	All marshals in contact with organiser.	Radios to be used and issued to all marshals and organisers.	LOW
18	Insurances	Cover required for all events.	All risks insurance in place by Council.	LOW
19	Identification	Appropriate high viz kit	Responsible person to wear appropriate identification. Marshals to all wear high viz jackets.	