

RISK ASSESSMENT - CHRISTMAS LIGHTS EVENT

To be held at Manchester Road/Hall lane crossroads and Lostock Gralam Church Hall

No.	ITEM	ACTIVITY	ACTIONS	ASSESSMENT
1	Lights	Putting up and maintaining lights	Carried out by Cheshire West and Chester Council	LOW
2	Electrical	Electrical testing and safety	Carried out by Cheshire West and Chester Council	LOW
3	Road and traffic	Adjacent to busy main road	Marshalled at all times. Pavement boundary used	LOW
4	Crowd control/marshals	Marshals for crowd control	Marshals/Councilors in place with high visibility jackets. PCSO's from Local Constabulary present. Each event requires one marshal per 50 people.	LOW
5	Sound	Announcements, music, and safety	Professional sound person used. Announcements for safety use this system	LOW
6	Other entertainment	Entertainers on the street/hall	General safety ensuring area around them is clear	LOW
7	Is any topic of the event likely to attract protest or serious disagreement?	Is the speaker likely to attract protest or disruption? And/or has there been disruption at previous events the speaker has spoken at?	Have similar events in the past attracted media attention? Yes/No Is any topic of the event likely to attract protest or serious disagreement? Yes/No If yes, please provide details: No	LOW
8	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 Safe Guarding person to be Identified	LOW
9	First Aid	Accidents/injury.	A dedicated person who holds a current first aid certificate is on duty and is identified with the 'Go To' person.	LOW

10	Insurances	Cover required for all events	All risks insurance in place by Council.	LOW
11	Communications	All marshals in contact with organiser	Verbal communication with 'Go to' person	LOW
12	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
13	Food hygiene and handling	Serving of food and beverages	All food to be labeled where possible with contents. Allergy signs to be posted around food stands	LOW
14	Car Parking	Parking of Vehicles	Use of local parking amenities or roadway	LOW
15	COVID-19	Minimise transmission amongst visitors	Follow latest Government guidelines. Provide hand-sanitiser	MEDIUM
16	Venue Capacity	Maximum occupancy of Venue - 200	Monitor and assess	LOW
17	Kitchen and Kitchen Users	Adequate Fire Protection in place and First Aid in place. Use of Gas/Electric Cooking Appliances.	Fire Blanket. Extinguisher in place Users familiarized in the use of equipment Users know where cut off valves etc. are in case of Emergency	MEDIUM

Parish Council Clerk and 2 Parish Council Members to sign this risk Assessment prior to the event.

Clerk Signed.....

Date.....

PC Member 1 Signed.....

Date.....

PC Member 2 Signed.....

Date.....

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