

## LLANFAIR CAEREINION TOWN COUNCIL

### CHRISTMAS LIGHTS SWITCH-ON RISK ASSESSMENT

This risk assessment examines the event to be held by Llanfair Caereinion Town Council on the Market Square Llanfair Caereinion on Friday 1<sup>st</sup> December 2023.

The risk assessment enables the Town Council to assess the risks that it faces and satisfy itself that it has taken all reasonable steps to minimise them. The risk assessment specifies the controls in place that reduce the risk, if necessary. The following organisations are sub-contractors:

- i) Powys County Council – putting up Market Square lights.

RED (not acceptable), AMBER (reasonably acceptable/action may be required), GREEN (reasonable acceptable/no action required).

No	ACTIVITY	RISK	LEVEL	MITIGATION	LEVEL
1	MAIN MARKET SQUARE LIGHTS	Lights at height, powered from a separate power box over a road which is open to traffic.	MEDIUM	Lights being put up by Powys County Council highways department.	LOW
2	OTHER STREET LIGHTS	Lights at low level, transformer with 12/24 volt circuits, powered from streetlights box enclosed.	LOW	No action required.	LOW
3	LIGHTS CERTIFICATION	PAC testing of lights required.	MEDIUM	To be completed before the night.	LOW
4	CHRISTMAS TREES IN BRIDGE STREET	Trees being in holders on front of property up at height. Councils working at height policy applies. Danger of falling from ladders.	MEDIUM	A person to be located at the bottom of the ladder with the ladder firmly against the property.	LOW
5	ENTERTAINERS	Entertainers – carrying own insurance – to hold insurance for its own actions.	LOW	Insurances in place.	LOW

No	ACTIVITY	RISK	LEVEL	MITIGATION	LEVEL
6	STREET SAFETY	People moving about with moving cars on the road.	MEDIUM	Barriers in critical areas to be put in place. 20mph speed limit now in place for the roads concerned.	LOW
4	CROWD CONTROL	Movement of crowds (approx. 200) over a road or being too close to cause danger.	MEDIUM	Marshals in place, barriered off areas to ensure safety.	LOW
	TRAFFIC CONTROL	Danger of car movements causing danger to crowds.	MEDIUM	Marshals to look after traffic with radio control and high viz jackets.	LOW
5	EQUIPMENT	Risk of equipment failing.	MEDIUM	All equipment to be fit for purpose or hired in from a reputable company.	LOW
6	ACCIDENTS	Risk of accidents during the event.	MEDIUM	First aider on site at all times.	LOW
7	PROCESSION	Car procession, slow moving, danger of other vehicles overtaking or getting in the way.	MEDIUM	Lead and rear vehicles. Radio control between different areas, only on main roads when on the move.	LOW
	PROCESSION IN THE MARKET SQUARE	Procession stopping in Square to let Father Christmas off. Danger of trips and other traffic moving.	MEDIUM	Road marshalled. Someone in place to help Father Christmas off vehicle.	LOW
	LIABILITY	Adequate insurance to be in place.	LOW	Council carries all risk insurance.	LOW
	LICENSES	Licences for event required.	MEDIUM	Licenses in place.	LOW
	THE INSTITUTE EVENT	Stalls, children visiting Father Christmas, catering.	MEDIUM	Risk assessment covered by the Institute.	LOW
	FATHER CHRISTMAS	Father Christmas with children – not unsupervised.	MEDIUM	Father Christmas to be DBS checked. Elf (adult) to be with him at all times.	LOW
	GIFTS FOR CHILDREN	Sweets pre-wrapped.	MEDIUM	All sweets to be in wrappers with ingredients and allergies. Sweets to be in date.	LOW
	GRAND DRAW	License to allow the draw to take place to be confirmed before sale of first ticket.	LOW	License in place.	LOW