

PRUDHOE TOWN COUNCIL

CHRISTMAS LIGHTS SWITCH-ON RISK ASSESSMENT

This risk assessment examines the event to be held by Prudhoe Town Council on The Glade, Front Street, Prudhoe, Northumberland, NE42 5AA on **Friday 26th November 2021**

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-contracted and will provide their own PLI and Risk Assessment:

John Robson, Party Piece Entertainment – Music and Entertainment

Party Stars North East – Novelty Characters

Mid-Tyne Lions – Santa Claus

Co-op Foodstore – Refreshments

Hi-Lights Staging and Lighting

Northumberland County Council – traffic management/road closure

The risk rating balances the likelihood of a given risk with impact of the risk in question and results in an overall risk rating, as well as a RED (not acceptable), AMBER (reasonably acceptable/action may be required), GREEN (reasonable acceptable/no action required, review) colour indication.

		Likelihood			
		1 Unlikely	2 Possible	3 Probable	4 Highly Probable
Impact	1 Minor				
	2 Moderate				
	3 Serious				
	4 Major				



SUBJECT	Impact	Likelihood	Risk Rating	Controls in Place	Additional Controls required
Vehicle Movement – collisions with other vehicles or pedestrians	3	1	3	Road Closure in place Event Marshals	
Difficult access for emergency services	3	1	3	The road closure would be opened easily for emergency vehicles. This has been tested in previous years. Marshals would execute reopening.	
Slips, trips and falls	2	2	4	Tricky steps are cordoned off. Area is well lit by professionals. Marshal ensuring that people move freely. First Aid in attendance	
Disposal of waste	1	2	2	Additional bins are in place for the event, litter picking throughout by volunteers.	
Electrical equipment and generators	4	3	12	All power cables securely anchored, all cables clearly marked and covered, with access to power supply restricted to operators of event services. No access to stage unless accompanied. Stage could only be erected with sides/roof due to weather warning of 40mph winds, therefore electrical equipment cannot be protected from elements.	
Manual Handling	3	2	6	Volunteers and TC Staff instructed not to lift heavy loads alone and to lift any loads keeping knees bent and back straight.	Volunteers will be asked if they are fit enough to lift before being asked to help with heavy work.
Hot Food and Drink; scalding, choking, allergic reaction, food poisoning	2	1	2	Prudhoe Co-op serving refreshments which includes gently warmed mulled wine. First Aid in attendance Refreshments served only to adults or children accompanied by adults. Prudhoe Co-op ensure all boxes and/or packaging is available for inspection in regards allergies.	

Safeguarding children; lost/unsupervised children	2	4	4	PA system in use and all marshals and volunteers wearing hi-vis vests so they can be easily identified. This is a family event so young children will be under the supervision of parents/carers. Lost children gazebo.	Volunteers to be extra vigilant regarding unsupervised children.
Extreme weather warning	4	4	16	Gazebos cannot be securely tethered sufficiently for such extreme wind. Systems on stage could be blown onto crowds below. Roof and sides cannot be installed onto staging. Event has been cancelled as weather conditions are considered prohibitive in advance.	
Crowd Management; danger of overcrowding	3	1	3	Capacity not expected to be exceed 500 as the event has been held since 2011 without cause for concern. Road closure allows for lots of space to attend event safely.	
Public disorder; violent, aggressive or antisocial behaviour	2	3	6	Alcohol consumed at the event is very limited – one small glass per visitor. Marshals in place and visible. Mixed family groups attending. Police aware of the event.	Volunteers to be extra vigilant regarding potential situations and to be advised to diffuse situation or call police.
Lack of Welfare arrangements available	2	2	4	Public toilets and accessible toilets available in Spetchells Centre	
Change to government guidance, restricting numbers at outdoor events and/or requiring social distancing	4	2	8	The event would be cancelled, and details would be communicated locally. This could be achieved at short notice.	
Person attending requiring First Aid	2	2	4	First Aid in attendance to deliver first aid. Either in covered gazebo or Town Council office is available in Spetchells Centre which is part of the event.	

Risk assessment conducted by Sarah Eden (Town Clerk) with 9 years' experience of organizing the event.