Christmas Lights and Tree Installation Risk Assessment

Event:	Corfe Mullen Carnival Christmas Lights and Tree Installation
Date:	Saturday 15th November 2025 & Saturday 22nd November 2025
Location:	Windgreen, Corfe Mullen, Wimborne BH21 3HX
Activity:	Installation of Christmas lights in trees, and erection of 15ft Christmas tree with lights
Duration:	08:30 – 16:00 Both Saturdays

HAZARDS

1. Weather: wind, rain, snow, ice, temperature
2. Slips/ trips & falls
3. Working at height
4. First aid
5. Electrical safety
6. Manual handling
7. Traffic

PEOPLE AFFECTED BY THE HAZARDS

1. Organisers & volunteer helpers
2. Public / bystanders

All volunteers and helpers must attend a short safety briefing before starting, covering work areas, hazards, and emergency contacts.

RISKS

Hazard number	Description of significant hazard	Initial Risk Grade		
		High	Medium	Low
1	Weather: wind, rain, snow, ice, temperature		X	
2	Slips, trips & falls		X	
3	Working at height	X		
4	First Aid		X	
5	Electrical Safety	X		
6	Manual handling		X	
7	Traffic		X	

Control Measures:

Hazard number	Control Measure	Residual Risk Grade		
		High	Med	Low
1	**Weather** Weather forecasts to be monitored in lead up to event & reviewed by the Organising committee. Activities to be reviewed by organising committee in light of prevailing weather conditions particularly with strong winds when working at height. Activities likely to be affected by snow or Ice. Organisers & volunteers advised to dress appropriately for the weather conditions.		X	
2	**Slips, Trips & Falls** Durning the winter months grass, pavements and roads can become slippery with wet leaves, ice, or snow. Ensure appropriate footwear is worn for walking on the above surfaces and climbing ladders. Review weather conditions on day of the event. May be necessary to cancel the event due to the impact of weather. Work area to be kept clear of cables and debris. Adequate lighting to be used if working in low light conditions. Volunteers to be briefed on avoiding uneven or slippery ground.		X	
3	**Working at Height** A risk assessment must be carried out prior to work. Only **competent and capable volunteers** to use ladders and scaffold tower. Equipment must be **inspected before use,** scaffold erected by a competent person. Maintain **three points of contact** when on ladders. No overreaching; reposition ladders/towers as required.	X		

	Work to be supervised at all times. **Spotters** to be used to steady ladders and restrict public access. Ladders/scaffold not to be used in high winds or icy conditions.			
4	**First Aid** Mobile phone available for emergency contact First Aid kit to be available on site. At least one trained first aider to be present. (Where possible)		**X**	
5	**Electrical Safety** All electrical equipment and lights to be PAT tested before use. Lights must remain OFF during installation, unless low-voltage sets are used. Power pole to be visually inspected for damage, and RCD tested prior to first use. All electrical connections to be weatherproof and elevated off the ground. Cables to be properly secured and protected from vehicles and pedestrians.		**X**	
6	**Manual Handling** Team lifting to be used for heavy or awkward items (tree, lighting reels, etc.). Avoid twisting or overreaching when carrying or placing items. Use mechanical aids (trolleys, supports) where possible.		**X**	
7	**Traffic** All work takes place off-road no operations will impact or obstruct the public roadway or footpaths. Vehicle movements are limited to essential deliveries and setup only. Drivers and spotters must observe all site speed restrictions and always give priority to pedestrians. After unloading, vehicles must be moved to approved parking areas away from the work zone.		**X**	

Committee members and volunteers will be briefed before the start of the event. This risk assessment will be reviewed after each installation day, or sooner if any incident or near miss occurs.

Residual Risks

Have all remaining residual risks been reduced as far as reasonably practicable	YES	✓	NO	
Assessor/Author: Dean Kidd Signature: Date:12th November 2025				