



Longwick cum Ilmer Parish Council Risk Assessment – Christmas Trees

This Risk Assessment was adopted via email on 3rd December 2021

Description	Risk	Action/Notes	Action by who?
Installation / dismantling of Christmas Tree and lights on Longwick Playing Fields	Tree falls over during installation – injury to councillors and members of the public Ladder falls over during installation Lights	Tree to be erected into a fixed log designed to hold an 8ft tree securely should there be any issues with the log then an alternative suitable stand will be purchased. If further issues the tree could be secured to the metal fencing. At all times two Councillors will be present to ensure there is someone to secure the ladder. There is no risk from the lights as the Parish Council have opted to use battery operated timer lights. All staff on site to have adequate insurance	All actions by Longwick cum Ilmer Parish Council
During festive period	Tree becomes loose or falls Vandalism to Christmas Tree	Daily visual inspection by Parish Councillors to ensure security of tree. Issues to be directly reported to the Parish Clerk for immediate action. Regular weather checks to be undertaken by Longwick cum Ilmer Parish Council for high winds. Daily visual inspections by Parish Councillors to ensure security of tree. Issues to be directly reported to the Parish Clerk for action.	All actions by Longwick cum Ilmer Parish Council