TRAWDEN FOREST
PARISH COUNCIL

Risk Assessment

Christmas Lights Switch on 3rd December 2026

Risk Assessor: Adele Waddington/David Barritt

Date of Risk Assessment: 15/10/2026

Activity	Potential Hazards	Risks Posed	Control Measures	Risk Level (High H, Medium M, Low L)	Additional Measures
Members of the public accessing the event	Risk of injury to marshals and participants	Road Traffic Incident	Install barriers to ensure temporary Community Centre car park closure before, during and after the event. Advertise limited parking due to Community Centre car park being closed.	L	Marshals to enforce the temporary car park closure. Ensure Marshals are in place and have been briefed prior to the event. In an incident occurs, halt the event and where necessary, move public and participants into the closed car park until a decision is made as to continue the event or not.
Emergency situation /procedure	Requirement of emergency services whilst the event is in place	Pedestrians not moving to let the emergency services through. Injury to participants by vehicle	All marshals to have a mobile phone and provide contact details to the Clerk. All marshals to be aware of the nearest vehicle access.	L	Emergency services to be notified of the event and the car park closure information beforehand

			First Aider to be present. Knowledge of emergency numbers. All marshals to move participants to pavements.		
Trip or injury	Attendees may slip, trip or fall.	Injury	Check weather forecast. Check conditions underfoot - barrier off any areas of concern. Have a First Aider present	L	When advertising, ensure attendees are asked to wear appropriate clothing and footwear.
Adverse weather conditions	Ice, snow, debris blowing, rain, lightening	Slips and trips, injury	Check conditions Have a First Aider present	L	Review the likely effect of any adverse weather and plan adverse weather and plan - warn participants of the conditions
Care of children	Children attending the event from School, Brownies, Guides, Beavers, Cubs, and children of attendees	General injuries	Clearly identified marshals in place in reflective jackets. Group Leaders present are responsible for their group of children. Parents responsible for non-group children attending.	L	
Vehicle movement from dwelling or parking space	Struck by a reversing / moving vehicle	Injury	Marshals clearly identified by Hi Vis Vests to take charge in the event of an un-expected vehicle movement	L	

Serving hot drinks	Risk of burns/scalds	Injury to participants	Warning signs to be available where any hot surfaces are present. First aiders to be available. Parents/group leaders responsible for children in their care.	L	Community Centre will be open to administer first aid. First aid kits available in Centre.
Walking on path from School to Church Street	Trips/falls	Injury to participants and Marshals	Route is walked 24 hours prior to the event taking place. If deemed suitable, the event will proceed; if not, change venue to meet at the Community Centre only. Ensure all participants are on the footpath.	M	Community Centre will be open where the First Aider will be present. All participants MUST have a torch and are walking the route at their own risk.

Marshals will be on site for the whole duration of the event.

First Aid: Ann Holmes