

Assessed Risk: 2025 Town Hall Christmas Tree Festival	Approval: To be approved by Community & Environment Committee on 7 October 2025 (agenda item 45b)
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Nature of Hazard?	Who might be harmed and how?	Actions taken to manage risk	Further actions required to manage this risk?	Action to be taken by whom?
Christmas Tree falls over	General public, officers, groups decorating the trees – tree falls	Ensure trees are stable and fixed into position Limit number of trees being decorated at one time	Daily check of tree stability when areas are opened up to the public Clear signage for trees not to be touched Make sure there is ample space to view trees, consider disabled access and prams etc..	Officers
Electrocution hazard – tree lights	General public – risk of injury by electrocution	All lights will be battery operated		
Damage/vandalism	General public in area open to public and not monitored continually	Regular checks during area opening hours Shutters to be closed out of hours to prevent access to the trees by evening/weekend hirers		Officers
Property Damage		Council insurance to cover any potential damage		
Fire	General public and officers	All trees and decorations to be kept away from sources of ignition Lights to be battery operated and turned off each evening No candles/naked flames will be permitted Only fire retardant fabric to be used for backdrop	Fire extinguishers close by and officer's familiar with how to use Trees must not block access to fire extinguishers Trees must not block access or egress routes Trees must not block fire exits	Officers
Slips and trips	General public, officers	Any spills when watering the trees to be cleared up immediately Ensure there are no trips hazards from wires etc		Officers
Crowds	General public	Limit number of people accessing area to prevent overcrowding		Officers