

Risk Assessment for Christmas Lights Switch-on Event at The Cross, Neston

For approval by the Community & Environment Committee on 06.10.26

What is the hazard?	Who might be harmed and how?	What can you do to prevent/manage this risk?	Is any further action needed	Further action by whom?
Adverse weather – high winds	Who: attendees, performers, volunteers & staff. How: flying debris causing injury. People being blown over and a resulting crush as attendees try to exit the event en masse.	Monitoring and assessment of severe weather warnings prior to the event and also wind speed measurement on the morning of the event. If the risk is assessed as high, the event will be postponed.	Ensure that the anemometer is available on the 28 th . Pre-event meeting to be held.	Officers & Mayor. Final decision to cancel to be taken by Chief Officer
Adverse weather – extreme cold/freezing temperatures	Who: attendees, performers, volunteers & staff. How: ground slippery underfoot causing falls. Danger of cold stress/cold injury.	The condition of the switch-on area to be assessed and, if needed, to be gritted when the road is closed but before the event begins. Advise performers, volunteers and staff to: • wear sufficient clothing and remind them that several layers of clothing are warmer than one thick layer, as the layers trap warm air; • wear waterproof footwear with good grip for icy conditions; • wear a hat which will help to reduce the loss of heat from the body; • protect hands, feet, ears and face from exposure to the cold (if they get cold, they can trigger a rise in blood pressure which puts them at increased risk of a heart attack); • consume hot drinks/soups and foods containing fats and carbohydrates for energy and warmth. If the weather is extremely cold, volunteers and staff should operate a rota to limit time outside. Warm drinks to be provided for volunteers and staff in extremely cold conditions.	Ensure sufficient grit available. Pre-event advice to be provided to performers, volunteers and staff. Supplies to be purchased prior to event.	TH&M Manager C&E Manager C&E Manager

Adverse weather – excessively wet conditions	Who: attendees, performers, volunteers & staff How: organisers and performers could get soaked for prolonged periods. Surface flooding could endanger attendees.	Advise performers, volunteers and staff to: • wear waterproof clothes and shoes; • bring spare clothing to change into if necessary. Provide shelter for organisers and performers and rotas to allow time to change out of wet clothes. Severe weather warnings to be monitored prior to the event (day before and morning of the event). If the forecast is for torrential rain and surface flooding, the event will be postponed.	Pre-event advice to be provided to performers, volunteers and staff. Pre-event meeting to be held.	C&E Manager Officers & Mayor. Final decision to cancel to be taken by Chief Officer
Adverse weather – severe snow	Who: attendees, performers, volunteers & staff How: dangerous underfoot. Large numbers of people walking around The Cross will cause the snow to turn to sludge and increase the likelihood of slipping. Snowfall will decrease visibility.	Severe weather warnings to be monitored prior to the event (day before and morning of the event). If the forecast is for heavy snow, the event will be postponed.	Pre-event meeting to be held.	Officers & Mayor. Final decision to cancel to be taken by Chief Officer.
Adverse weather - lightning	Who: attendees, performers, volunteers & staff How: danger of being struck by lightning.	Weather to be monitored. If the time between the flash and the rumble of thunder is 30 seconds or less (i.e. less than 6 miles away) it is time to act as lightning can travel up to 10 miles through the air. Shelter to be sought in the Town Hall and maintained until 30 minutes after the last thunder clap.		
Traffic ingress into crowds during the event	Who: attendees, performers, volunteers & staff. How: injury by traffic directly or being crushed as people try to get out of the way.	NTC to engage a traffic management company to create and implement a road closure scheme. Traffic management company to provide professional stewards to monitor the closure points for the duration of the event. Bus companies to be informed in advance of the road closure and advise to reroute buses for the duration.	Details to be sent to bus companies (Liverpool route)	C&E Manager
Large number of people in one area (estimate between	Who: attendees, performers, volunteers & staff.	Professional first aid employed and a first aid station established in the Lower Community Office, Brook Street.		

500-600) - potential for injury	How: jostling, falling and crushing.	Marshals and volunteer stewards in hi-vis at The Cross communicating via walkie-talkies/mobile phones and ensuring there are no bottle-necks, that adequate spacing is maintained and that any attendees who slip or fall are assisted and taken promptly to the first aid station. The four roads leading from The Cross will be kept clear to ensure that there are plenty of open exit routes. Crowd control barriers and cones will be used to create an area around The Cross for the duration of the event to ensure the safety of performers.	Information to be provided to marshals/stewards in advance Ensure sufficient barriers/cones/chains are purchased prior to the event.	C&E Manager C&E Manager
Fire	Who: attendees, performers, volunteers & staff. How: Faulty equipment causing a fire.	No electrical equipment will be used at The Cross during the event.		
Slips, trips or falls	Who: attendees, performers, volunteers & staff. How: tripping over obstacles or slipping	Ensure walkways kept clear of rubbish etc. and warning signs installed if required. Monitor weather as above and grit where necessary. Professional first aiders to be present for the duration of the event.		
Manual handling	Who: volunteers & staff. How: injury caused by incorrect lifting technique.	Staff trained in manual handling techniques and will supervise any manual handling and ensure safe lifting techniques. Dynamic risk assessment carried out on day.		
Lost children/ vulnerable adults	Who: attendees How: children/vulnerable adults become separated from parents/carers.	An area for lost children and vulnerable adults will be provided within the Lower Community Office at the same location as the St John Ambulance base. A DBS-checked Town Council officer will be responsible for co-ordinating this location. A second DBS-checked Town Council officer will be located at The Cross for the duration of the event and will co-ordinate volunteers. Both officers will be in mobile phone/radio contact at all times.		

		Volunteer stewards will be briefed to contact a Town Council officer if they become aware of a lost child or vulnerable adult. They should remain at the event location for 10 minutes. Any lost child or vulnerable adults not reunited with a parent/carer within 10 minutes to be escorted to the Town Hall where they will remain with a DBS-checked Town Council officer and St John Ambulance officer while attempts are made to contact a parent/carer. If contact cannot be established, a Town Council officer will contact the police on 101 or 999 depending on the situation. Volunteers to wear hi-vis jackets and to be made aware of above procedure for lost children.		
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