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| **Organisation** | Aldbury Parish Council | Location | Aldbury Village Green | **Ref No.** |  |
| Chair | Steve Webb | **Vice Chair** | Nick de la Bedoyere | Date | 01/11/2023 |
| Activity | Erection of Christmas Tree and lights on the Village Green | | | | |

Risk Assessment

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| Description:  To celebrate Christmas in the village, APC provides a real Christmas tree (Norway Spruce) in the centre of the Village Green, opposite the village shop right next to the lamp post. The tree is typically 5 – 5.5m tall and to secure it in an upright position, it is inserted into a 50 cm sleeve in the ground next to the lamp post. In order to do this, the tree stem is trimmed with a chainsaw to fit the sleeve. Once the tree is upright and inserted into the sleeve, it is solid. A rope tethering the tree to the lamp post is then attached at a height of between 3 and 4m. This gives additional strength and the tree seems to withstand strong winds.  Once the tree is secure, the low voltage lights are wrapped around the tree by a volunteer using a step ladder. The lights are then plugged into the electricity box at the base of the lamp post. There is a standard 13amp plug extension bar inside and the lights are simply plugged into the bar. The Christmas tree lights are illuminated all the time. In November 2022 the plug socket was checked by an electrician where he modified the wiring so that power to the socket is live all the time but power to the streetlight is via the night sensor.  After the Christmas period, the lights are removed and the tree is felled and processed into logs and branches for disposal. To avoid a tripping hazard, the sleeve hole is kept safe by being filled with the stem of the felled tree until the following year.  **All volunteers will be briefed at the start of the work to ensure that everyone understands the risk assessment. Before the works are carried out (put up and take down), the weather conditions will be assessed. If the met office reports wind speed gusts of over 50 mph, the work will be postponed.** |

| Nature of hazard | **Groups at risk** | Current precautions | Estimation of risk | Potential additional precautions |
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| Struck by falling tree | Volunteers, children, the public | The tree is lifted by no less than 6 volunteers and held securely throughout the lift.  Children and bystanders will be kept at a safe distance (two tree lengths).  Once inserted into the ground the tree is roped to the lamp post and secured.  All volunteers involved in lifting the tree are advised to wear suitable clothing.  Daily checks to be carried out by volunteers once the tree is installed. | Severity of hazard :Serious  Likelihood of event :Remote  Adequacy of controls :Good |  |
| Trips, slips | Volunteers, children, the public | All tools and materials will be stored safely or in a vehicle when not in use. | Severity of hazard :Moderate  Likelihood of event :Possible  Adequacy of controls :Good |  |
| Falling from ladder | Volunteers | The ladder is always footed and secured by a volunteer on the ground.  The step ladder condition will be checked before use. | Severity of hazard :Serious  Likelihood of event :Remote  Adequacy of controls :Good |  |
| Noise (chainsaw) | Volunteers, children, the public | All volunteers and children to be kept at a safe distance from the operator. | Severity of hazard :moderate  Likelihood of event :Remote  Adequacy of controls :Good |  |
| Cut/injury from chainsaw | Volunteer, children, bystanders. | Operator is an experienced chainsaw operator, qualified and trained to NPTC standard CS30, CS31, CS32.  The operator is responsible for assessing and providing their own PPE. All personal protective equipment will be worn by the operator – helmet, ear protection, eye protection, gloves, chainsaw trousers and chainsaw boots.  All volunteers and children will be kept at a safe distance from the operator. | Severity of hazard :Serious  Likelihood of event :Remote  Adequacy of controls :Good |  |
| Splinters/cuts from handling the tree | Volunteers, children | All volunteers handling the tree are advised to wear gloves. | Severity of hazard :Moderate  Likelihood of event :Possible  Adequacy of controls :Good |  |
| Electrocution | Volunteers | The lights were purchased in November 2020. A visual inspection of the lights is made annually. The transformer(s) shall have a PAT test no less than every 3 years.  Low voltage lights are used to reduce risk of electrocution. The lights are plugged in and secured. The cover is refitted and locked. | Severity of hazard :Extreme  Likelihood of event :Remote  Adequacy of controls :Good |  |

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| **Assessment carried out by** | Gosia Turczyn | **Position** | Clerk |
| **Reviewed by** | The Council | **Date** | November 2023 |