Risk Assessment

Oakham Town Council Christmas Lights Switch-On Event

Event: Christmas Lights Switch-On
Organiser: Oakham Town Council
Location: Town Centre / Market Place

Risk Rating Matrix

Likelihood	Score
Rare	1
Unlikely	2
Possible	3
Likely	4
Almost Certain	5

Severity	Score
Minor Injury	1
Moderate Injury	2
Major Injury	3
Serious Injury	4
Fatality	5

Risk Score = Likelihood × Severity

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Risk Assessment

Hazard	Persons at Risk	Initial Risk	Control Measures	Residual Risk
Large crowds causing slips, trips, falls	Public, staff, volunteers	12	Clear walkways maintained; barriers where required; regular inspections; adequate stewarding	4

Vehicle and pedestrian conflict during event setup, operation and breakdown	Public, contractors, staff	12	Traffic management plan; road closures where authorised; marshals in place; delivery vehicles supervised	4
Electrical equipment failure (lights, PA systems, generators)	Public, contractors, staff	15	All equipment PAT tested; installed by competent persons; cables secured and protected; weatherproof equipment used	5
Use of Temporary stage	Radio presenter performers, staff	12	Structures supplied by competent contractors; weather monitoring; exclusion zones maintained	4
Adverse weather (ice, snow, rain, high winds)	Everyone	16	Weather monitored before and during event; gritting where required; contingency plan for cancellation; structures secured	6
Fire from electrical equipment, stalls or generators	Public, stallholders, staff	15	Fire extinguishers available; no smoking policy near fuel sources; safe fuel storage; emergency procedures communicated. Safety certificates from Stall Holders	5
Medical emergency involving member of public	Public	12	First aid provision on site; emergency services access maintained; incident reporting procedures in place	4
Lost or separated children	Children, parents	12	Designated lost child point; stewards briefed; safeguarding procedures in	4

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			place; announcements managed appropriately	
Food safety issues from catering stalls	Public	9	Food vendors provide evidence of food hygiene rating, insurance and risk assessments; handwashing facilities available	3
Manual handling injuries during setup and breakdown	Staff, volunteers, contractors	9	Manual handling training; team lifting for heavy items; suitable equipment available	3
Generator hazards (fuel, fumes, noise)	Public, contractors	12	Generators fenced off; fuel stored safely; positioned away from crowds; carbon monoxide risks controlled	4
Terrorism or hostile acts	Everyone	10	Staff vigilance; emergency procedures; vehicle mitigation measures where possible; report suspicious behaviour	5
Anti-social behaviour/alcohol-related incidents	Public, staff	9	Stewarding presence; liaison with police; incident reporting procedures; refuse management	3
Trips from trailing cables, stall equipment and temporary infrastructure	Public, staff	12	Cable ramps and covers used; walkways kept clear; regular inspections	4
Emergency evacuation required	Everyone	15	Written emergency plan; trained stewards; clearly identified exits and assembly points; public address system available	5

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Event-Specific Control Measures

Stewarding

- Adequate number of trained stewards deployed.
- Stewards briefed on emergency procedures, safeguarding and crowd management.
- High-visibility clothing worn.

First Aid

- Qualified first aiders on site throughout the event.
- First aid point clearly signed.
- Emergency contact list available.

Communications

- Event management team equipped with radios/mobile phones.
- Emergency contact numbers distributed to key personnel.
- Public address system available for announcements.

Safeguarding

- All volunteers and staff briefed on safeguarding procedures.
- Lost child procedure implemented.
- Any safeguarding concerns immediately reported to the Event Manager.

Fire Safety

- Appropriate fire extinguishers provided at stage, generator and catering locations.
- Emergency access routes kept clear at all times.
- Fuel storage managed in accordance with safety guidance.

Weather Contingency

- Weather forecasts monitored in the days leading up to the event.
- Event Manager authorised to postpone or cancel if conditions become unsafe.
- Procedures in place for safe evacuation should weather deteriorate.

Emergency Contacts

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Service	Contact Number
Emergency Services	999
Event Manager	TBC
First Aid Provider/Lost Child	Steve Tummon TBC
Traffic Management	Amber Event Traffic Management TBC

Assessment Approval

Assessor Name: _____

Signature: _____

Date: _____

Event Manager Approval: _____

Date: _____

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