

**RISK ASSESSMENT FINDINGS**

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| **Department/Service** |  |
| **Date** |  |
| **Assessor** |  |
| **Approved By** |  |
| **Review Date** |  |

**Relevant Legislation:**

The Management of Health and Safety at Work Regulations 1999

**RISK ASSESSMENT RECORD**

**ACTIVITY and/or ENVIRONMENT TO BE ASSESSED: Seasonal Decorations**

**DATE:**

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| **KEY (People at risk)** | **Likelihood (L)** | **Severity (S)** | **Risk Calculation** | **Risk Rating** |
| E = Employee YP = Young Persons  P = Public  C = Contractors  V = Visitors  EM = Expectant Mothers | 1. Very Low (rare/very unlikely)  2. Low (unlikely)  3. Medium (could occur/possible)  4. High (likely to occur/probable)  5. Very High (near certain to occur) | 1. Insignificant (nuisance/discomfort)  2. Minor (no lost time)  3. Moderate (time loss)  4. Significant (serious/incapacity to work)  5. Major (Death) | Likelihood x Severity  =  Rating | **1- 6** **LOW RISK** Monitor   * 1. **MEDIUM RISK** Monitor, review & reduce risk where possible   **14-25** **HIGH RISK** Further Action Required |

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| **1.Hazards Identified and potential harm it could cause** | **2. People**  **At Risk** | **3.Controls in Place** | **4.Risk Rating** | | | | **5. Further Action Required/ Recommendations** | **6.Target Date for Completion** |
| **L** | **S** | **Score** | **Risk** |

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| Tree – unstable causing it to fall, setting fire, causing an obstruction |  | * Ensure tree is sturdy and set in a stable position using any stabilising accessories provided. * Ensure tree is of a sensible height to reduce the risks from working at height. * Ensure tree does not obstruct main access / egress routes (particularly fire routes). |  |  |  |  |  |  |
| Decorations – causing injury / fire. |  | Ensure decorations are in a good condition, fire resistant and are secured to the tree etc. securely, and away from sources of heat. |  |  |  |  |  |  |
| Decorative lights. |  | * Ensure decorative lights conform to British Safety Standards (BSS / CE mark). * Ensure lights are secured to the tree safely. * Ensure lights are either new or recently PAT tested. * Ensure lights are switched off at plug socket when not required. |  |  |  |  |  |  |
| Cables – trip hazard, fire risks. |  | * Ensure cables are not placed in a position where they are likely to create a trip hazard. * Ensure cables are not damaged. * Ensure all equipment is PAT tested |  |  |  |  |  |  |
| Decorating – trimming of tree. |  | * Ensure appropriate equipment is used to trim trees e.g. select appropriate step ladders etc. and use them as per manufacturer’s recommendations. * When decorating tree etc. using steps ensure a second person is on hand / assisting. (See model working at height risk assessment for more information). |  |  |  |  |  |  |
| Use of Christmas crackers at school parties. |  | * Ensure Christmas crackers are ‘age appropriate’ for pupils in relation to content e.g. small toys etc. * Ensure crackers are purchased from a reputable company / retailer. * Ensure pupils are adequately supervised. * Should the ‘cracker strip’ potentially disturb / upset a child (eg medical condition etc. this should be removed prior to use |  |  |  |  |  |  |