

**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 PersonsP = Public C = ContractorsV = VisitorsEM = 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).
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| 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.
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| 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
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| 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).
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| 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
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