

Risk Assessment – Christmas Tree on Village Green – October 2023

For Leaffield Parish Council

To be used in conjunction with Leaffield Parish Risk Assessment approved 07 November 2022

Risk Assessment Completed by: Anne Ogilvie, Clerk to the Parish Council

Date Completed: 15.10.23 Risk Assessment Review Date: 15.10.24

| Description of Hazard | Who might be harmed and how, or issue | Existing Control Measures | Risk Rating | Further Actions | Date Actions Complete | Residual Risk Rating |
|---|---------------------------------------|---|-------------|-----------------|-----------------------|----------------------|
| Machinery and equipment accidents, including chainsaw and telehandler | Volunteers Members of the public | <ul style="list-style-type: none"> Chainsaw to be used by trained, suitably certified and competent persons Telehandler to be used by trained, suitably certified and competent persons Machinery well maintained and fully certified All operations to be undertaken on suitable stable ground conditions and footing All machinery to be used by suitably competent persons All equipment to be used by suitably competent persons All hand tools to be used by suitably competent persons Appropriate PPE to be worn Working areas to be cordoned off as appropriate to prevent access by volunteers or members of the public Only to be used in appropriate weather conditions | Medium | | | |
| Installation accident – erecting tree | Volunteers Members of the public | <ul style="list-style-type: none"> Minimum of 8 able bodied people used to erect tree Lead installer to ensure that all volunteers read the risk assessment and method statement prior to installation. Lead installer assigned to supervise and manage the process Suitable instruction given to all installers prior to work commencing, and during installation Appropriate PPE to be worn by volunteers Telehandler forklift used by suitably qualified person to assist in offloading, placement and erection of tree No person to be permitted to be underneath tree Tree hole to be checked for stability before installation Guide ropes to be used to control tree during lift and placement into hole Wedges and gavel to be used to secure tree into hole after tree has been slotted in place Ladder use minimised. If required, Appendix A of Method Statement will be followed Method Statement will be followed Working at height controls to be followed | Medium | | | |

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| | | <ul style="list-style-type: none"> • Manual handling controls in Leaffield Parish Council risk assessment to be followed • Cordon placed around working area to prevent members of the public accessing the area • Installation to take place in appropriate weather conditions | | | | |
| Installation accident – fitting and removing lights | Volunteers Members of the public | <ul style="list-style-type: none"> • Light placement to be in accordance with approved Method Statement • Lead installer assigned to supervise and manage the process • Lead installer to ensure that all volunteers read the risk assessment and method statement prior to installation. • Appropriate PPE to be worn by volunteers • Light placement and removal are reached from ground level via long stick • Working at height controls to be followed • Manual handling controls in Leaffield Parish Council risk assessment to be followed • Ladder use minimised. If required, Appendix A of Method Statement will be followed • Method statement will be followed • No lone working • Cordon placed around tree to prevent members of the public accessing the area • Lights not be fitted or removed whilst connected to the electric connection • Installation to take place in appropriate weather conditions | Medium | | | |
| Electrocution | Volunteers Members of the public | <ul style="list-style-type: none"> • Electrical connections to be in accordance with approved Method Statement • Installation including fitting and removing plugs to be carried out by competent persons • Cables and connectors to be secured to branches out of reach of the public • Mains connection is in a weatherproof and locked box • Mains power connects back to Leaffield Primary School's external weatherproofed and lockable socket with circuit breaker built in • Connection cable between the tree and the school power socket is armour cabling and buried underground • Lights are PAT tested annually • Leaffield Primary School public liability insurance cover and safety controls in place for supply of electricity • All cabling, connections and light fittings are lower voltage 240V standard electrical equipment • No trailing leads or unsecured cables are permitted | Medium | | | |

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| | | <ul style="list-style-type: none"> Electrical plugs to include 13 amp fuses Circuit breaker to be fitted to power end of supply Keys for lockable boxes to be kept in a secure location Installation and removal to take place in suitable weather conditions Method statement will be followed | | | | |
| Working at height | Volunteers Injury from fall from height | <ul style="list-style-type: none"> Working at height to be minimised Working at height to be undertaken by competent persons Appropriate PPE to be worn Ladder Rule section of Method Statement will be followed No lone working Appropriate, well maintained equipment to be used Only undertaken in appropriate weather conditions Suitable, stable ground to be selected | Medium | | | |
| Tree falling over when in position | Volunteers Members of the public | <ul style="list-style-type: none"> Concrete tube base for tree professionally installed to suitable depth Wedges used to secure tree footing and gravel packed around to secure movement and sway Tree checked before installation to ensure no splits present Maximum height of tree 6m, and maximum girth 300mm Area around tree free of obstructions Cordon placed around tree to prevent unauthorised access Tree to be checked daily for stability and safety, and rectifying action(s) taken if required | Medium | | | |
| Tree removal accident | Volunteers Members of the public | <ul style="list-style-type: none"> Tree to be felled by suitably qualified person Lead person to supervise and manage process Lead person to ensure that all volunteers read the risk assessment and method statement prior to commencing activity. Cordon to be placed around area to prevent unauthorised access All volunteers to be out of vicinity when tree is felled Prior to felling, branches to be removed by handsaw to improve access Trunk to be cut into small handable pieces for safe removal All material to be manually collected and removed offsite Manual handling controls in Leaffield Parish Council risk assessment to be followed Removal to be undertaken in appropriate weather conditions | Medium | | | |
| Damage to tree | Damage caused by vehicles or members of the public could make tree unsafe | <ul style="list-style-type: none"> Tree is 10 yards from the northern edge of the Green Village Green has bollards on the northern side to prevent vehicle access Cordon to be placed around tree Warning signs – Do not climb – to be erected | Low | | | |

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| Unauthorised climbing of tree | Members of the public | <ul style="list-style-type: none"> • Cordon to be place around tree • Warning signs – Do not climb – to be erected • Tree is overlooked by housing, school and pub | Medium | | | |
| Lights distract road users | Members of the public | <ul style="list-style-type: none"> • Lights are low voltage and fixed • Luminance is minimal and outwith direct line of vision | Medium | | | |

Key to Risk Ratings

Low or Very Low Risk

Continue with existing control measures

Medium Risk

Proceed with caution. Review whether task can be carried out another way or whether additional control measures are required

High or Very High Risk

Do not proceed until an alternative safe system of work or other control measures are put into place

Risk Matrix

| | | | |
|----------------------|---------------------|-------------------|----------------------|
| Likelihood | | | |
| Highly likely (3) | Medium (3 x 1) | High (3 x 2) | Very High (3 x 3) |
| Possible (2) | Low (2 x 1) | Medium (2 x 2) | High (2 x 3) |
| Unlikely (1) | Very Low (1 x 1) | Low (1 x 2) | Medium (1 x 3) |
| Impact | Negligible (1) | Moderate (2) | Severe (3) |

| ¹³ | Date created | Carried out by (Name) | Job Title |
|---------------|--------------|--------------------------|----------------------|
| | 15.10.23 | Anne Ogilvie | Parish Clerk and RFO |