Risk Assessment – Christmas Tree on Village Green – 2026

For Leafield Parish Council

To be used in conjunction with Leafield Parish Risk Assessment approved 11 August 2026

Risk Assessment Completed by: Anne Ogilvie, Clerk to the Parish Council
Date Completed: 21.10.26 Risk Assessment Review Date: 01.12.2027

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	• 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	• 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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Description of Hazard	Who might be harmed and how, or issue	Existing Control Measures	Risk Rating	Further Actions	Date Actions Complete	Residual Risk Rating
		• Manual handling controls in Leafield 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	• 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 Leafield 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	• 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 Leafield 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 • Leafield 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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Description of Hazard	Who might be harmed and how, or issue	Existing Control Measures	Risk Rating	Further Actions	Date Actions Complete	Residual Risk Rating
		• 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	• 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	• 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	• 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 Leafield 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	• 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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Description of Hazard	Who might be harmed and how, or issue	Existing Control Measures	Risk Rating	Further Actions	Date Actions Complete	Residual Risk Rating
Unauthorised climbing of tree	Members of the public	• 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	• 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
	21.10.26	Anne Ogilvie	Parish Clerk and RFO

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