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: 09.11.26 Risk Assessment Review Date: 01.11.27

Description of Hazard	Who might be harmed and how, or issue	Existing Control Measures	Risk Rating	Further Actions	Date Actions Complete	Residual Risk Rating
Hand tool and equipment accidents, including use of bill hooks, loppers, bow saws, mallets	Councillors Volunteers Members of the public	• Tools to be well-maintained and in good condition • All operations to be undertaken on suitable stable ground conditions and footing • 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 as appropriate • Only to be used in appropriate weather conditions	Medium			
Working at height	Councillors 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 • No lone working • Appropriate, well maintained equipment to be used • Only undertaken in appropriate weather conditions • Suitable, stable ground to be selected	Medium			
Weather, eg high winds, cold	Councillors Volunteers	• Suitable clothing to be worn • Organiser to check weather forecast before event, and cancel or cease activity if conditions are not suitable for the activity	Medium			
Microorganism infection	Councillors Volunteers	• Cuts and broken skin to be kept covered • Gloves to be work when handling soil/plants • Good personal hygiene	Medium			
Activities which could damage health	Councillors Volunteers	• Adequate breaks to be taken • Manual handling to be carried out as per LPC Risk assessment • Good hygiene standards to be maintained • Volunteers to be advised of risk of blackthorn and actions to be taken if required	Medium			

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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
	09.11.26	Anne Ogilvie	Parish Clerk and RFO

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