



# Some helpful risk management hints when preparing for off-site Christmas Carol events



<i>What are the risks?</i>	<i>Risk treatment options</i>
<ul style="list-style-type: none"> <li>✗ Slips, trips &amp; falls (e.g., electrical cabling, adequate lighting etc)</li> <li>✗ Unprotected electrical equipment in wet weather (electrocution)</li> <li>✗ Security - crowd control, unwelcome visitors</li> <li>✗ Traffic control, parking - mix of cars and children</li> <li>✗ Lost children in large crowds</li> <li>✗ Food safety considerations if providing refreshments</li> <li>✗ Fire and burns if using candles or sparklers</li> <li>✗ Manual handling - set up and packing up</li> <li>✗ General noise</li> <li>✗ Waste disposal - glass bottles, needles</li> </ul>	<ul style="list-style-type: none"> <li>✓ STOP, THINK, PLAN</li> <li>✓ Appoint a risk management coordinator for the event</li> <li>✓ Check council requirements for use of site</li> <li>✓ Check for public liability indemnity clauses in any documents signed *</li> <li>✓ Advise police and immediate neighbours</li> <li>✓ Appoint car parking attendants and “ushers” (provide safety vests, torches etc where necessary)</li> <li>✓ Appoint trained first aid officers (make sure clearly visible, e.g., coloured hat or t-shirt) or arrange for St John’s Ambulance to be present.</li> <li>✓ Secure all electrical cabling - what is contingency plan if wet weather?</li> <li>✓ Scope the site prior to the event - identify potential trip hazards, parking facilities, safe access and egress points.</li> <li>✓ Manual handling - ensure appropriately skilled and able people are involved in setting up and packing up. Provide suitable equipment.</li> </ul>

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