

Christmas lights risk assessment

Broomfleet Parish Council

Location: Broomfleet Village Hall and the 20ft tree in the corner of the park.

Activity: Installing, displaying and removing Christmas lights.

Display dates: 29/11/26 – 10/01/27 Assessment date: 14/10/26

Person responsible and phone: James Hutchinson 07599427353

People at risk: installers, volunteers, hall users and park visitors, including children.

Main risk	Precautions to take	Risk after checks
Falls when fitting lights	Use competent people and suitable access equipment. Secure ladders and do not overreach. For the 20ft tree, arrange a safe access method; do not climb the tree. Keep the public out of the work area.	Medium
Electric shock or fire	Use outdoor rated lights, cables and connections, preferably low voltage LED lights. Protect the supply with a suitable 30 mA RCD. Have a competent electrician check the supply and installation. Keep connections dry and inaccessible; do not overload sockets. Switch off before working on lights.	Low
Tree or lights falling	Check the tree, building fixings and lights are sound and secure. If the tree is temporary, have a competent person check its base and anchorage for its height and wind exposure. Protect supports from public access.	Medium
Trips and blocked access	Keep cables and supports away from paths, doors and exits. Secure cables and use suitable cable covers where a crossing is unavoidable. Keep accessible routes clear.	Low
Lifting and delivery	Use suitable equipment and competent people to move or erect a temporary 20ft tree. Keep visitors away from vehicles and lifting work. Check for services before putting anchors into the ground.	Low
Bad weather or damage	Stop installation in unsafe wind, ice or rain. Check lights, cables and tree before each daily use and after bad weather. Follow agreed tree and equipment weather limits. Switch off faulty lights and close off any unsafe tree area until made safe.	Medium
Public interference	Secure electrical controls and use barriers where needed to keep children and visitors away from cables, supports and vulnerable equipment.	Low

Ratings assume these precautions are in place. Check them against the actual site before use. Stop if anything is unsafe. Keep a brief dated record of checks and faults.

Before switching on: obtain the hall and park owner's permission and confirm with the insurer that the display, installation and removal are covered. This assessment alone does not guarantee insurance cover.

Emergency: isolate the power if safe, keep people away and call 999 if needed. A switch on event needs its own assessment.

Checked and approved by: Broomfleet Parish Council Date: 14/10/26

Review if the installation changes, after damage or before next year's display.