

REVISED AND APPROVED – NOVEMBER 2025 PARISH COUNCIL MEETING

TALATON PARISH COUNCIL CHRISTMAS TREE
(INCLUDING SWITCH-ON EVENT)

RISK ASSESSMENT



Clerk to Talaton Parish Council

3 Katherine`s Lane

Ottery St Mary

EX11 1FB

E-mail:- clerk.talatonpc@outlook.com

Tel:- 01404 814128

INTRODUCTION TO THE RISK ASSESSMENT

Talaton Parish Council's ('the Council') Christmas tree is installed in the centre of Talaton on private land owned by a parishioner who has consented to his land being used for this purpose.

The tree is placed securely into a hole in the ground which is checked once the tree is installed.

The Christmas tree is installed by a parishioner (the Installer) who has overall responsibility for the safe installation and removal of the Christmas Tree, ensuring compliance with all safety measures during the installation. The Installer has previous experience of installing the tree. He is covered under the Council's Public Liability Insurance as he is classed as a council volunteer. Additional volunteers may be required to assist the Installer with the installation and removal of the tree and they will also ensure compliance with all safety measures. These volunteers will also be covered under the Council's Public Liability Insurance as they will be classed as council volunteers

The Council is not responsible for decorating the tree as this is carried out by parishioners ('the Decorators'). The Decorators or councillors ensure the decorations (which are owned by the Community Shop) are in a good condition, fire resistant; suitable for outside use and are secured to the tree securely, and away from sources of heat and have the benefit of an up to date PAT certificate. The Decorators are covered under the Council's Public Liability Insurance as they will be classed as council volunteers

Should the Installer; the Decorators or any councillor have any concerns about the installation; removal; or the decorating of the tree; then the Installer and/or Decorators will stop work immediately and consult the Clerk or a councillor by telephone.

Nature of Hazard?	Likelihood	Who might be harmed and how?	Actions taken to manage risk	Further actions required to manage this risk?	Action to be taken by whom?
Christmas Tree Permission	Low	Event unable to go ahead if consent not obtained	Consent to be obtained from the landowner for the installation of a Christmas tree on land adjoining the Community Shop site (private land)		The Installer and/or Talaton Parish ('TP') Councillor(s) who purchase the tree
Christmas Tree falling	Low	General public – tree falls	<p>The tree is placed securely into a hole in the ground by the Installer who has previous experience of installing this Christmas tree. He will only carry out the work if he is competent to do so and, if required, shall be assisted by volunteers/councillors</p> <p>The tree is restricted to 12 ft in height which ensures that if it did fall down it wouldn't impact the road or the shop. However members of the public do not access the tree or the private lawn where it is placed at any time</p> <p>Any ladders or equipment used (i.e., saws or hand tools) will be used in accordance with their intended purpose and only used or operated by someone who is competent to do so.</p> <p>If ladders are used someone will be instructed to hold the base of the ladder and care should be taken to ensure that the base of the ladder is on a secure surface.</p> <p>The Installer or volunteers should not climb ladders if they do not feel safe doing so.</p> <p>No-one should lift or handle anything that is not within their physical capabilities</p> <p>A councillor will check the site when installation is complete to ensure that the tree is secure and there is nothing that will present a hazard to members of the public</p>	Weekly check of tree stability. Additional check of tree stability following excessive winds.	*Tree Installer initially and then TP councillor(s) /volunteers

Tree decorations falling off and causing injury	Low	General Public -risk of injury if heavy decorations used	<p>Ensure appropriate equipment is used by the volunteers to trim trees and remove decorations e.g. select appropriate step ladders etc. and use them as per manufacturer's recommendations and in the manner as outlined above for the installation of the Christmas tree</p> <p>The Community Shop as owner, are responsible for the maintenance of the lights and that they are regularly PAT tested</p> <p>Decorators/councillors to ensure decorations are in a good condition, fire resistant, specifically for outdoor use and are secured to the tree securely, and away from sources of heat. In addition to check they have the benefit of an up to date PAT certificate</p>	A visual check of all decorations will be carried out regularly	the Council does not own the Christmas lights or decorations. They are loaned to the Council by the Community Shop. However either a councillor; decorator; volunteer will carry out regular checks of the lights once they are installed
Electrocution hazard – tree lights	Low	General public – risk of injury by electrocution	<p>Low voltage safety transformer to be used with lights and black/rubber cabling.</p> <p>Lighting plugged into weatherproof casing.</p> <p>There is an up to date PAT Test certificate</p>	PAT testing certificate is obtained annually for the lights by the Community Shop	Electrical Contractor and TP Councillor(s)*
Fall / Trip over support cabling	Minimal	General public – risk of injury by tripping but the risk is minimal	The electrical point was installed by a certified electrician and is very close to the tree (approx. a metre away) and it is therefore considered that there is minimal risk to the public. The Public do not have authorized access to the tree	<p>Ensured that only qualified professionals perform work on the existing electrical installation if required.</p> <p>Regular check of electrical point</p>	Electrical Contractor initially and then TP Councillor(s)
Damage/vandalism	Low	General public	Tree located on private land adjacent to community shop site which has a visible boundary from public highway.	Regular checking of tree	TP Councillor(s)/volunteers
Accident due to numbers of general public at Christmas lights switch on	Low	General public, impact by motor vehicle	Members of Talaton Parish Council (wearing Hi-Viz jackets and carrying or wear head torches) act as marshalls slowing down approaching traffic and keeping members of the public safely off the road, whilst the light switch takes place		TP Councillors and/or volunteers

Outside Lighting failing to ensure good visibility for the event	Low	People colliding with objects/persons or tripping up due to poor lighting	Adequate lighting is provided by way of permanent out door lighting attached to the pub.	Ensuring the lighting is kept switched on whilst the event is taking place	Landlord of public house or nominated person

