Risk Assessment - Installation of equipment, decorations and lighting for Santa

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Installation of decorations, equipment and lighting at stations for the Santa trains.

Department: Global
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Installation of Christmas Decorations and Lighting

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	Injury to staff whilst installing decorations Slips, trips, falls or injury caused by use of tools	Volunteers & Staff	1) CRITICAL - Engineering: Great care should be taken so that the poles do not cause a risk or come into contact with anything that could be disturbed and fall. Be aware of any electrical cables in the area. - Effective 2) CRITICAL - Engineering: Ensure that lighting is suitable fixed to buildings, structures or tress so that it can not fall and cause injury. - Effective 3) CRITICAL - Engineering: Use poles and screw eyes to assist with lifting cables and to avoid use of ladders. - Effective 4) CRITICAL - Administrative: Carry out this activity when stations are not open to the public and other volunteers are not present. - Effective 5) CRITICAL - Administrative: Keep work team sizes to a minimum - Effective 6) CRITICAL - Administrative: Avoid causing trip hazards when running out lengths of cables and lighting - Effective 7) CRITICAL - Administrative: Cordon off or use barriers to isolate work areas from other volunteers or visitors. - Effective 8) CRITICAL - Administrative: Ensure that when lifting items suitable precautions are taken so that the load is manageable and there is no risk of back injury. - Effective 9) CRITICAL - Administrative: Beware of working on grass areas and/or slopes in wet/damp weather. - Effective 10) CRITICAL - Administrative: Ensure that all staff have read, understood and follow this risk assessment. - Effective 11) CRITICAL - PPE: Wear gloves, sturdy shoes and suitable clothing. - Effective 12) CRITICAL - PPE: Where a hard hat where there is any risk of items falling from above. - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	1) Engineering: Ensure that lighting has been PAT tested before installation. - Effective 2) Engineering: Ensure that lighting is in good working order before installation. - Effective 3) Engineering: Ensure that the electrical supply to feed the lighting is suitably rated and sufficient. - Effective 4) Engineering: Consider extra protection of lighting supply with RCD equipment. - Effective 5) Administrative: Ensure that all power to the lights is switched off and isolated during installation. - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a
Score and Control Measure Notes. Risk is low if all control measures are followed. Risk remains low with additional control measures which must be followed.							
Health and Safety	Fall from Height Fall from ladders or steps whilst erecting decorations	Volunteers & Staff	1) Engineering: Consider using barriers around ladders so that they can not be knocked by others when in use. - Effective 2) CRITICAL - Engineering: Consider using scaffolding if ladders are not suitable to gain access. - Effective 3) CRITICAL - Engineering: Only use ladders or steps that have been inspected and are 'in ticket'. - Effective 4) CRITICAL - Engineering: When using ladders a second person should 'foot' the ladder. - Effective 5) CRITICAL - Administrative: Follow good practice in the use of ladders. - Effective 6) CRITICAL - Administrative: Do not allow people to walk under ladders - Effective 7) CRITICAL - Administrative: Always use three points of contact when using a ladder - Effective 8) CRITICAL - Administrative: Those working at height should be suitably trained, experienced and to have completed the GWSR Working at Height training.. - Effective	2 x 4 = 8 Medium - Risk to be minimised and controlled so far as is reasonably practical.	None	2 x 4 = 8 Medium - Risk to be minimised and controlled so far as is reasonably practical.	n/a

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	Electrocution Touching Live Wires	Volunteers & Staff	1) CRITICAL - Engineering: Use RCD Device or Low Voltage Cables and Lighting - Effective 2) CRITICAL - Administrative: Inspect Cables and Wires for Damage prior to installation - Effective 3) CRITICAL - Administrative: Use wall switch if installed, switch off prior to plugging in and then switch on - Effective 4) CRITICAL - Administrative: Equipment to be turned off and unplugged when not in use. - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	2 x 1 = 2 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a

COSHH Assessments

There are no COSHH assessments associated with this risk assessment.

Ends