



**NASH MILLS**  
PARISH COUNCIL

## Christmas Lights at The Denes V2

<b>Adopted</b>	<b>11/10/2021</b>
<b>Agenda Reference</b>	<b>21/146/FPC</b>
<b>Review Date</b>	<b>Oct 2022</b>

### Introduction

NMPC are installing lights at The Denes for the second time in Winter 201 A qualified contractor has been chosen and licenses will be signed off by HCC once they have checked that the installation, products, and contractor all confirm to required standards. Our Insurance broker has confirmed that our policy covers us but that the contractor (under their own insurance) will be liable for any claim resulting from their actions.

Risk Assessments undertaken by the Clerk and conclusions agreed by councillors. Oct 2021

Herts County Council license received 11/8/2021 and circulated.

## Details to complete the Risk Assessment

STEP 1: Rate hazard - assign a letter from A to C to denote the SEVERITY of harm or consequence of the hazard

A death major injury major damage or major loss to property/equipment/corporate reputation	B serious over-3-day injury damage to property/equipment	C minor injury minor damage to property/equipment
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STEP 2: Rate risk/Likelihood - assign a number from 1 to 3 to denote the LIKELIHOOD of the event causing the risk to be realised

1 extremely likely to occur	2 frequent/often/likely to occur	3 slight chance of occurring
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STEP 3: Use the combination in the risk rating chart to link to the action criteria

Likelihood	Severity		
	Major = A	Serious = B	Slight = C
Extremely likely to occur = 1	A1	B1	C1
Likely to occur = 2	A2	B2	C2
Unlikely to occur = 3	A3	B3	C3

Action criteria:

VERY HIGH	Very high priority – Unacceptable risk: must receive attention - stop work activity or remove/reduce risk immediately
HIGH PRIORITY	High priority - Urgent: must receive attention as soon as possible to remove/reduce hazard or risk
MEDIUM / HIGH	Medium/high priority: Must receive attention to remove/reduce hazard or risk
MEDIUM	Medium priority: Should receive attention to remove/reduce hazard or risk
LOW	Low priority - remove/reduce hazard or risk after other priorities
VERY LOW	Very low priority - remove/reduce hazard or risk after other priorities

Hazard	Rate Hazard	Rate Risk /Likelihood	Action Criteria		Precautions- Preventive Measures Required / Actions Required / Controls in place
Installation Accident	A	3	A3		<ul style="list-style-type: none"> <li>• Qualified contractor to be used</li> <li>• No staff or Cllrs undertaking works in relation to installation</li> <li>• Risk asses/licences/method statement/insurance cover all to be received from contractor</li> </ul>
Electricity & Electrocutation	A	3	A3		<ul style="list-style-type: none"> <li>• Qualified contractor to be used</li> <li>• Risk asses/licences/method statement/insurance cover all to be received from contractor</li> <li>• Cables/connectors will all be out of reach of public</li> <li>• Appropriate circuit breakers installed externally as per HCC instructions.</li> <li>• Licences to be approved by Herts County Council (submitted 20/9/2021)</li> <li>• Electrical installation Certificate Number (contractor) 21773824</li> </ul>
Damage Caused to Infrastructure By Installation	C	3	C3		<ul style="list-style-type: none"> <li>• Guidance sought from DBC</li> <li>• Contractor method statement verified</li> <li>• Insurance cover provided by installer</li> </ul>
Awnings/Risk of Impact	C	3	C3		<ul style="list-style-type: none"> <li>• Liaise with café owner to request that clearance is checked prior to operation of awning.</li> </ul>
Light Fixings Failing	B	3	B3		<ul style="list-style-type: none"> <li>• Qualified contractor to be used</li> <li>• Risk asses/licences/method statement/insurance cover all to be received from contractor</li> <li>• Certificate of conformity for fittings received</li> <li>• Fixing Type: M6, Concrete Anchor with eyelet, Zinc plated 6mm drilled hole to 40mm depth with wedge anchor</li> </ul>
Risk to Pedestrians (Lights Falling on them/Item Being Carried Becoming Tangled in Lights)	A	3	A3		<ul style="list-style-type: none"> <li>• Qualified contractor to be used</li> <li>• Risk asses/licences/method statement/insurance cover all to be received from contractor</li> <li>• Suitable fixings for load to be used (see above)</li> <li>• Decorations placed at sufficient height to avoid obstruction</li> </ul>
Nuisance to residents	C	3	C3		<ul style="list-style-type: none"> <li>• Installation and removal to take place during normal working hours</li> <li>• Lights to be switched off by 11pm</li> <li>• Residents and wider community notified by Facebook communications and parish newsletter               <ul style="list-style-type: none"> <li>• Out of Hours contact Lamps&amp; Tubes <b>Matt Taylor on 07798 705605 Or Duty Engineer 07896 211737</b></li> </ul> </li> </ul> <p>Normal working hours (Monday – Friday 9am – 5pm) Any faults will be passed on to the nearest engineer for attendance. All call-outs or faults can be reported to our administration team via: Phone: 01494 783541 or Email: admin@ltilluminations.co.uk</p>
Social Gatherings	C	3	C3		<ul style="list-style-type: none"> <li>• NMPC are closely monitoring current Govt Guidelines relating to Covid-19, if gatherings are not permitted then no formal 'switch on event' will take place.</li> <li>• If gatherings are permitted NMPC will undertake a Covid-19 risk assessment and will follow the prevailing Govt. guidance at that time.</li> <li>• 2021 NMPC have decided no formal event to take place due to Covid-19 uncertainty</li> </ul>