Risk assessment for Christmas Light Switch on,
Loxley Hall, Hope, Derbyshire
30th November 2026

To ensure that participating volunteers act in a responsible manner the risk assessment will be shared with all volunteers prior to the switch on event.

Hope with Aston Parish Council is organising the event with assistance from volunteers.

The wearing of closed toed sturdy shoes and suitable outdoor clothing is strongly recommended to all volunteers.
All volunteers have an obligation to take reasonable care for their own health and safety, and for that of others.
Volunteers must be aged 18 or over.

Any incidents, near misses or accidents should be reported to Hope with Aston Parish Council Clerk within 24 hours.

Foreseeable hazard	Descriptions of potential accident /injury / loss	Persons affected	Precautions / controls	Risk Level (Low, Med, High)
Adverse weather • Heavy rain – flood, deep puddles or fast flowing water • Ice/snow – difficult walking conditions • High winds – trees to bend/break	Head injuries, fractures, dislocations, sprains, cuts and bruises, fatigue, dehydration, sun burn, exposure	Volunteers, Members of the Public.	Volunteers should be aware of the local weather reports and assess if it is suitable to carry out the outdoor element of the event. In extreme weather it is possible that the event will be cancelled. Clothing worn should be appropriate to the weather conditions.	L
Slip / Trip / Fall • Uneven or slippery ground surfaces, steps, kerbs	Head injuries, fractures, dislocations, sprains, cuts and bruises	Volunteers, Members of the Public.	Area to be cleared of large leaf falls by volunteers prior to event. In date first aid kit held in Loxley Hall.	L

Collisions • Vehicles, cyclists, joggers, dogs, other pedestrians	Death, head injuries, fractures, dislocations, sprains, cuts and bruises	Volunteers, Members of the Public.	Road closure in place for Market Place and School Lane, cones and tape in place and marshals present at closure points. Marshals to wear HV clothing. Marshals to ensure that nobody strays into the main road. Members of the public to take responsibility for their young people.	L
Emergency Service Access • Fast moving vehicles	Death, stress	Volunteers, Members of the Public.	Marshals to keep main road clear at all times.	
Medical emergency:	Death, stress, ill health and allergies	Volunteers, Members of the Public	Call 999. Move members of the public away from the incident. Volunteers aware of the defibrillators at the Sports Club, adjacent to the car park and outside the Cheshire Cheese.	L
Terrorism / Civil unrest	Personal injury, panic, upset	Volunteers, Members of the Public.	Volunteers to keep up to date with current affairs prior to event. If an incident occurs ensure that Run, Hide, Tell strategy is followed.	
Anti Social Behaviour • Verbal and physical abuse	Stress, personal injury, damage to buildings.	Volunteers, Members of the Public	Volunteers should not engage or confront individuals who are threatening or aggressive and should withdraw from the situation.	L
Electrocution	Death	Volunteers, Members of the Public	Lights are low wattage and wired according to safety standards. Cable feeding tree at high level and switch in secure location. No trailing cables.	L

Fire	Death	Volunteers, Members of the Public	Loxley Hall Risk Assessment in place. Ensure that fire exits are not blocked by equipment and are unlocked.	L
Food poisoning	Death	Volunteers, Members of the Public	Volunteers making food items will ensure that good food safety practice is followed.	L
Food allergies	Death, anaphylactic shock	Volunteers, Members of the Public	Members of the public and their wards will take responsibility for checking food for allergens.	L
Hot drinks	Burns, scalds	Volunteers, Members of the Public	Drinks to be served from a secure serving area where children can't run into people serving. Members of the public responsible for safe movement around the building.	L
Wet Floor	Slips, trips	Volunteers, Members of the Public	Any spillages to be mopped up as soon as possible. Children encouraged not to run around.	L
Safeguarding of young people	Kidnap, mental health	Young people	Children to be under the supervision of their parent / guardian. Father Christmas to be DBS checked.	L
Manual Handling	Strains, stresses	Volunteers, band	Manual handling techniques to be used when setting up tables etc, Castleton Silver Band own risk assessment for moving instruments etc.	L

Date: November 2026

Carried out by Alison Wheeler