MARDEN PARISH COUNCIL – RISK ASSESSMENT
LIBRARY CHRISTMAS TREE

DATE: 3rd November 2026

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.
Severity and Likelihood to be graded 1 – 3 (1 being low, 3 being high), then multiplied to give a Rick Grading out of 9.
Risk Gradings: 1-2 = L 3-5 = M 6-9 = H

No.	Hazard Description	How could harm occur?	Who could be harmed?	Pre-Control Risk Rating S x L = R			Control measures to be implemented	Residual Risk Rating S x L = R		
				S	L	R		S	L	R
1	Trip Hazards	Tree in wrong position Wires across walk through	Library visitors and staff	1	2	M	Ensure tree is in correct location – agreed between MPC and Library staff *(usually located in lobby window)* Ensure tree is stable (using wedges if required) Ensure all lighting cables are away from walk through Ensure no boxes etc are blocking walk through whilst erecting/removing tree	1	1	L
2	Electric shocks	Christmas lights not wired properly	Library visitors and staff	1	2	M	All lighting has been PAT Tested	1	1	L

Office Opening Times:
Mondays, Tuesdays & Fridays 10am - 12 noon
Email: clerk@mardenkent-pc.gov.uk
Website: www.mardenkent-pc.gov.uk
Parish Council

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

							Ensure no wiring is loose/on show – replace if required			
3	Choking hazards	Swallowing of small items of decoration on tree	Library visitors	1	2	M	No small decorations to be used Children to be the responsibility of parents/carers	1	1	L
4	Fire	Lights overheating	Library visitors and staff	1	2	M	Lights will be on a PAT Tested timer (coming on at 4pm and off 11pm – or time previously agreed by the library) MPC staff to monitor	1	2	M
5	Falls	Falling from small step ladder	MPC staff	1	2	M	Ensure only two-step ladder is used Ensure placed on level ground Two people should be in attendance at all times when using the step ladder	1	1	L

MPC staff to ensure area is clean and tidy following erection/removal of tree.