

2025



WOOTTON PARISH COUNCIL CHRISTMAS TREE RISK ASSESSMENT



3 Longden Close

Haynes

Bedfordshire

MK45 3PJ

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Version History

Version	Reviewed at	Approved at
Version 1.00	Full Council Meeting of Wootton Parish Council on 12 th October 2016	Full Council Meeting of Wootton Parish Council on 12 th October 2016
Version 2.00	Full Council Meeting of Wootton Parish Council on	Full Council Meeting of Wootton Parish Council on 10 th May 2017
Version 3.00	Full Council Meeting of Wootton Parish Council on 8 th November 2017	Full Council Meeting of Wootton Parish Council on 8 th November 2017
Version 3.00	Full Council Meeting of Wootton Parish Council on 14 th November 2018	Full Council Meeting of Wootton Parish Council on 14 th November 2018
Version 3.00	Full Council Meeting of Wootton Parish Council on 14 th October 2020	Full Council Meeting of Wootton Parish Council on 14 th October 2020
Version 3.00	Full Council Meeting of Wootton Parish Council on 13 th October 2021	Full Council Meeting of Wootton Parish Council on 13 th October 2021
Version 3.00	Full Council Meeting of Wootton Parish Council on 12 th October 2022	Full Council Meeting of Wootton Parish Council on 12 th October 2022
Version 3.00	Full Council Meeting of Wootton Parish Council on 13 th November 2024	Full Council Meeting of Wootton Parish Council on 13 th November 2024
Version 3.00	Full Council Meeting of Wootton Parish Council on 12 th November 2025	Full Council Meeting of Wootton Parish Council on 12 th November 2025

To be reviewed annually.

WPC – Risk assessment Christmas Tree November 2025

Version 3.00

Assessed Risk: Christmas Tree, Junction of Cause End Road & Bedford Road Please note the tree is supplied, installed and removed by Bedford Borough Council. A switch on event is no longer hosted, due to the tree location (crowd control/road safety concerns)		Assessed by: Sue Edgar Playford Clerk to the Council and Responsible Financial Officer	Date: 29 th October 2025
SEVERITY OF HARM → LIKELIHOOD OF HARM ↓	NEGLIGIBLE Superficial injuries, minor cuts, and bruises	MODERATE Minor fractures or ill health leading to minor disability	SEVERE Multiple injuries, major fractures, fatalities
IMPROBABLE	SLIGHT	TOLERABLE	MODERATE
POSSIBLE	TOLERABLE	MODERATE	SUBSTANTIAL
FREQUENT	MODERATE	SUBSTANTIAL	INTOLERABLE

Nature of Hazard?	Who might be harmed and how?	Actions already in place	Further actions required to manage this risk?	Action to be taken by whom?	Further actions by when?	Date completed
Christmas tree falls over	General public – risk of injury if hit by tree	Cabling to be used to hold the tree in place when erected by Bedford Borough Council	Regular check of tree stability	BBC initially Members/Clerk to inspect when passing	Ongoing	End of Nov 25 (erection) and until removal
Fall / Trip over support cabling	General public – risk	Cabling to be highlighted	Regular check of cabling	BBC initially	Ongoing	End of Nov

	of injury by tripping	when tree erected		Members/Clerk to inspect when passing		25 (erection) and until removal
Electrocution hazard	General public – risk of injury by electrocution	Circuit breaker to be used on electrical installation of fairy lights	Ensure only qualified/trained electricians perform work on electrical installation	BBC	Annually on installation of tree and ongoing	End of Nov 25 (erection) and until removal