



5th October 2026

Dear Sir/ Madam

You are hereby summoned to attend the Events Committee Meeting to be held in the Town Hall on Monday 12th October 2026, at 7.00pm for the purpose of transacting the business listed on the agenda below.

Yours faithfully

Doreen Joy – Proper Officer & RFO
Stalham Town Hall
74 High Street, Stalham
Norfolk, NR12 9AS
Tel: 07881 638145
Email: Clerk@stalham-tc.gov.uk

AGENDA

01 Apologies for Absence

02 Declarations of Interest and requests for Dispensations

If a member is not given a dispensation, they must withdraw from the meeting while the item is discussed. (Standing Orders Section 13)

03 Minutes of Previous Meetings

3.1 To **APPROVE** the minutes of the Events Committee meeting held on the 15th June 2026.

ADOPTED by Full Council on the 13th July 2026.

04 Public Participation Time

The meeting will be adjourned for a period of 15 minutes to allow Members of the Public to allow Councillors with prejudicial interests to speak.

Note that only items on this Agenda are to be discussed – for any other item/ subject, please contact the Clerk in writing for submission at a future meeting.

05 MATTERS FROM PREVIOUS MEETINGS

5.1 Minutes filed and placed on the website.

06 Events 2026

- 6.1 Update on the Jobs Fair on the 3rd November and to consider and agree any actions
- 6.2 Update on Remembrance Sunday and to consider and agree any actions
- 6.3 Update on the new Christmas High Street lights and to consider and agree any actions.
- 6.4 Update on the Christmas Light Switch-on and to consider and agree any actions.
- 6.5 Update on Bauble Hunt and to consider and agree any actions.
- 6.6 Update on Reverse Advent Calendar and to consider and agree any actions.
- 6.7 Update on Budgets for events 2026.

07 Events for 2027

- 7.1 Update on the Easter Egg Hunt and to consider and agree any actions.
- 7.2 To consider and agree whether to go ahead with the Festival of Stalham on the budget produced.
- 7.3 Update on the Artisan Market 2027 and to consider and agree any actions.
- 7.4 Update on the Monthly Market and to consider and agree any actions.

08 Policies and Documents

- 8.1 Update on NNDC and new licensing rules and to consider and agree any actions.

09. To Report any other business.

Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council.

10. Date of Next Meeting

MINUTES OF THE EVENTS COMMITTEE
MEETING HELD ON
MONDAY 15th JUNE 2026 AT THE TOWN HALL.

Present: Cllrs: R Hood (Chair), K Bayes, M Green, M Willoughby, S Toone and S Maisey.

Members of Public: – 0

Proper Officer: D Joy
Admin Assistant: J Hodds

MINUTES

01 Apologies for Absence

Cllr McGeary – otherwise engaged
Cllrs P & R Wilmshurst – away
Cllr Taylor – No apologies given
Cllr Scrivner - away.
The motion was proposed,
Members **AGREED** to accept Councillors' apologies for absence.

02 Declarations of Interest and requests for Dispensations

If a member is not given a dispensation, they must withdraw from the meeting while the item is discussed. (Standing Orders Section 13)
None

03 Minutes of Previous Meetings

3.1 To **APPROVE** the minutes of the Events Committee meeting held on the 16th March 2026.
The motion was proposed,
Members **AGREED** the minutes of the Events Committee meeting held on the 16th March 2026.

04 Public Participation Time

The meeting will be adjourned for a period of 15 minutes to allow Members of the Public to allow Councillors with prejudicial interests to speak.
Note that only items on this Agenda are to be discussed – for any other item/ subject, please contact the Clerk in writing for submission at a future meeting.
The motion was proposed,
Members **AGREED** to adjourn the meeting to allow all members of the public present to speak.
The motion was proposed,
Members **AGREED** to resume the meeting

05 MATTERS FROM PREVIOUS MEETINGS

5.1 Easter egg hunt completed
5.2 Event Dates for 2027 in diary.

- 06** Review of the Easter Egg Hunt and to consider and agree on any actions.
The motion was proposed,
Members **AGREED** to repeat this event in 2027 with a Dinosaur Egg Hunt with a Dino fact sheet.
- 07** Update on the Artisan Market and to consider and agree any actions.
The motion was proposed,
Members **AGREED** the following:
To have Barrington Farm exhibiting.
The Clerk to email the steward schedule to members and for members to let the Clerk know what times they can steward.
For the Clerk, under delegated authority, to update Council regarding the license fees for 2027 from NNDC.
- 08** Update on Remembrance Sunday and to consider and agree any actions
The motion was proposed,
Members **AGREED** the following:
To provide a buffet at the Swan with the value of £200 for after the service.
To request Alan Brace to carry his standard and, if he has one, a standard-bearer for Stalham's Standard.
To locate Stalham's Standard.
To place the flags in the High Street 2 weeks before and 2 weeks after.
To locate someone to lead the parade.
A budget of £250.
- 09** Update on the Christmas Light Switch-on and to consider and agree any actions.
The motion was proposed,
Members **AGREED** the following:
To keep the format the same as 2026.
For the Clerk to approach various sponsors for the new High Street Lights.
To hold the bauble hunt with 300 hidden and only placed in Stalham.
- 10** **Event for 2027**
- 10.1** Update on the Makers Markets and to consider and agree any actions.
The motion was proposed,
Members **AGREED** the following:
Clarify with Rev Platin the date of the Church's coffee morning and hold it on this date.
For any monies raised to go to the improvements of the High Street.
- 11.** **To report any other business.**
Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council.
The Clerk raised having a Summer Activity. This will be placed on the next Full Council agenda.
MOTB have offered a boat tour to Council. The Clerk will investigate this and report back.
To place an update on the World Cup events on the next agenda.
- 12** **Date of Next Meeting**
TBA

MEETING CLOSED: 8:09 pm



Risk Assessment: Light Switch-on Event 27th November 2026

Assessment Prepared By:	Clerk on behalf of Stalham Town Council (STC)	Document Reference:	Christmas Set-up and Light Switch-on Event 27th November 2026
Date of Assessment:	21 st September 2026	Document Status:	Public
Date of Review:	To be reviewed no later than one week before the event, immediately following any significant change to the event layout, activities, suppliers, weather forecast or traffic management arrangements, and after the event to capture lessons learned.	Scope:	Council-hosted event along the High Street

HIGH STREET CHRISTMAS SET-UP

What are the Hazards	Who might be harmed	Controls	Residual Score	Risk Status	Further Actions Required?	Action by Whom?	Action by When?	Action Completed Date
Accident during installation or removal of the tree and decorations	Person falling from height, tripping or otherwise injuring themselves whilst the tree is lifted into place. Person injured using tools during installation.	Any volunteer assisting will only carry out work that they are competent to do and will do this under Council's instruction. Any ladders or equipment used (i.e., saws or hand tools) will be used in accordance with their intended purpose and only used or operated by someone who is competent to do so. If ladders are used, someone will be instructed to hold the base of the ladder, and care should be taken to ensure that the base of the ladder is on a secure surface. No volunteers are to climb ladders if they do not feel safe doing so. No one should lift or handle anything that is not within their physical capabilities. Town Council to check the site when installation and removal are complete to ensure that the tree and decorations are secure and there is nothing that will present a hazard to members of the public.	L	Tolerate	Dynamic checks during event to ensure the risk remains well controlled, so far as reasonably practicable.	STC	During event	27 November 2026
Member of the public injured during installation and dismantling	Risk to all persons: injury	The tree will be installed and removed at a time when pedestrian movement is low. The Council will ensure that members of the public are not in the vicinity of any moving vehicle.	L	Tolerate	Dynamic checks during event to ensure the risk remains well controlled, so far as reasonably practicable	STC	During event	27 November 2026
Increased risk of installation accidents due to adverse weather	Risk to all	In the case of high winds, ice, or other adverse weather conditions, the lead Councillor is to assess the safety of operations and, if necessary, consult with the town clerk before continuing.	L	Tolerate	Weather forecast to be checked before installation and removal. Installation/removal to be postponed if high winds, ice, poor visibility or other unsafe conditions are present.	Lead Councillor / Town Clerk	Before installation/removal	
Tree falling over after installation.	Risk to all	The tree stand has been securely fitted into the hole and secured with wedges. The Councillor will ensure that this is secure before the tree is placed into the stand. The Town Clerk will be responsible for checking the tree once a week until this is removed. Additional checks will take place if high winds are forecast, and if there are any safety concerns, the clerk will liaise with councillors to decide if the tree should be taken down.	L	Tolerate	Tree fixings and stability to be checked after installation, weekly thereafter, before the event, and following high winds or adverse weather. If movement, damage or instability is identified, the area will be made safe and the tree removed or secured before public access continues.	STC	During event	27 November 2026
Electrocution	Risk to all	Christmas lights used as part of the event will be LED, low voltage and battery-operated wherever practicable. All lights, battery packs and associated equipment must be visually checked before use for damage, exposed wiring, loose connections or signs of overheating. Damaged equipment must not be used. Any lights or electrical equipment provided by businesses, stallholders or third parties remain the responsibility of the provider and must be suitable for outdoor/event use. Cables, where used, must be routed away from pedestrian routes or suitably covered/protected to prevent trip hazards and damage. Equipment must not be used in wet conditions unless confirmed as suitable for outdoor use.	L	Tolerate	Confirm with participating businesses/stallholders that any lighting or electrical equipment they provide is suitable, undamaged and checked before use.	STC / participating businesses / stallholders	Before event	25 November 2027

LIGHT SWITCH ON EVENT

What are the Hazards	Who might be harmed	Controls	Residual Score	Risk Status	Further Actions Required?	Action by Whom?	Action by When?	Action Completed Date
Slips and trips	Anyone may suffer personal injury due to a slip or trip caused by uneven ground, tripping over tent pegs or marquee ties or obstructions.	The event area will be inspected before opening to identify uneven surfaces, obstructions, trailing cables, temporary equipment, tent pegs, marquee ties or other trip hazards. Obstructions that cannot be removed will be clearly marked, protected or barriered. Cables must be routed away from pedestrian routes where possible or covered with suitable cable protection. Stewards will monitor the event area during the event and arrange for hazards to be removed, marked or reported promptly. Adequate lighting will be maintained where practicable.	L	Tolerate	Complete a pre-event site walk-through and continue periodic checks during the event.	STC	During event	27 November 2026
Fire	Risk of personal injury, potentially fatal, from poor fire safety procedures or poorly maintained fire equipment (extinguishers and alarm system). Use of bottled gas.	All equipment and monitoring systems are maintained in accordance with legal and regulatory standards. Fire exits and evacuation points are clearly marked. The event is predominantly outdoors. Use of bottled gas onsite is not permitted.	L	Tolerate	Dynamic checks during event to ensure the risk remains well controlled, so far as reasonably practicable	STC	During event	27 November 2026
First Aid	Risk to all of increased severity of personal injury due to lack of adequate First Aid provision onsite	First aid provision will be available during the event through the appointed First Responder Team. The first aid point will be identified before the event and communicated to stewards, volunteers and organisers. Stewards and volunteers will be briefed on how to contact first aid support and how to escalate to emergency services if required. Clear access will be maintained for emergency vehicles and first aid responders. Any accident, incident or near miss will be reported to the event organiser and recorded in accordance with the accident, incident or occurrence procedure.	L	Tolerate	Confirm first aid provider, first aid location, communication route and emergency access arrangements before the event.	STC	Before event	
Vehicular Movement	Risk of personal injury, potentially severe, from moving vehicles on and around site.	Road closure and traffic management arrangements will be agreed and implemented before the event. Suitable barriers, cones and signage will be positioned to clearly separate vehicles from pedestrians. Marshals will be briefed on their roles, vehicle access points, emergency access arrangements and communication procedure. Vehicle movements within or near the event area will be restricted to essential access only and controlled by marshals. Emergency vehicle access must be maintained at all times.	L	Tolerate	Confirm approved road closure/traffic management arrangements, marshal briefing and emergency access route before the event.	STC / traffic management provider / marshals	Before event	27 November 2026
Communicable Disease (e.g. COVID-19)	Risk to all from communicable disease, respiratory infection or general ill health.	Current guidance on outdoor events from the NHS is to be followed. Handwashing facilities are available. Stalls are encouraged to provide hand gel to users. Masks may be worn.	L	Tolerate	None required			

What are the Hazards	Who might be harmed	Controls	Residual Score	Risk Status	Further Actions Required?	Action by Whom?	Action by When?	Action Completed Date
Food Safety and Hygiene	Risk to all from poorly prepared or cooked food	All providers providing food must provide a copy of their Food Safety Certification in advance, and a copy of their risk assessment.	L	Tolerate	Food providers must provide details of their Food Safety Certification and any other relevant information in advance.	STC	Pre Event	20 November 2026
Waste and litter	Overflowing bins attracting rodents and trip hazards	Additional bins are in place for the event, litter picking throughout by volunteers.	L	Tolerate	Stewards and volunteers to monitor bins and litter throughout the event. Overflowing bins, broken glass, food waste or other hazards to be reported and dealt with promptly. Final litter pick and site check to be completed after the event before the area is returned to normal public use.	STC	During event	27 November 2026
Inclement or Severe weather	Risk of personal injury from severe weather e.g., high winds/severe flooding. Risk to buildings/equipment and belongings.	Weather in advance of the event is to be monitored, and the event will be cancelled by the STC if the risk is deemed to be too high. If the weather deteriorates during the event, the STC will make any decision to close the event early, close rides, or ask for gazebos to be taken down to ensure safety for all.	L	Tolerate	Check before the event and take any action necessary (e.g., event cancellation)	STC	Morning of event	25 November 2026
Public Disorder	Risk to all of personal injury from physical abuse or attack, including behaviour due to drug or alcohol misuse.	STC will be present on-site and will take any necessary action, including contacting the emergency services if required. Local police are aware that the event is taking place.	L	Tolerate	Dynamic checks during event to ensure the risk remains well controlled, so far as reasonably practicable	STC	During event	27 November 2026
Financial	Risk to STC of financial loss due to event cancellation	STC have invested funds to a safe risk level and has attracted grant funding as far as possible.	L	Tolerate	None required			
Reputation	Risk to STC reputation if event is not adequately risk assessed or safe	Risk Assessment completed and circulated to all stakeholders. Dynamic monitoring during the event to deal with any issues which may arise.	L	Tolerate	Dynamic checks during event to ensure the risk remains well controlled, so far as reasonably practicable	STC	During event	27 November 2026
Safeguarding children; lost/unsupervised children	Risk of children being lost or injured	This is a family event and children remain the responsibility of their parents/carers at all times. A clearly identified lost child point will be agreed before the event and communicated to stewards, volunteers and organisers. Stewards and volunteers will wear high-visibility clothing so they can be easily identified. If a child is found, two responsible adults should remain present wherever practicable and the child should not be left alone with one adult. Announcements may be made via the PA system where appropriate, avoiding unnecessary personal details. If a child is not reunited with a parent/carer within a reasonable time, or if there are safeguarding concerns, the police will be contacted.	L	Tolerate	Confirm the location of the lost child point and brief stewards/volunteers on the lost child procedure before the event.	STC	Before event	27 November 2026

Terrorism	All attendees, exhibitors and workers are at risk of a terrorist attack	Event organiser considers the local security context as part of event planning. Stewards to be briefed to remain alert, report suspicious behaviour or items promptly, and support instructions from emergency services. Emergency arrangements to include how stewards will raise the alarm, contact 999 when safe, and direct participants and the public away from danger. Public safety messaging may refer to current official guidance, including Run, Hide, Tell, where appropriate.	L	Tolerate	Share emergency arrangements with stewards and parade participants before the event.	STC	Before event	27 November 2026
Crowd Congestion / Overcrowding	Attendees, volunteers, stewards, stallholders and members of the public may be injured due to crowd pressure, restricted movement, slips/trips or difficulty leaving the area.	Expected attendance and likely pinch points will be considered during event planning. Stewards will monitor crowd movement and identify areas where congestion is developing. Access routes, emergency routes and pedestrian walkways will be kept clear wherever practicable. Queues for stalls, attractions or activities will be managed to avoid blocking roads, pavements, shop entrances or emergency access. The PA system may be used to give public safety instructions if required.	L	Tolerate	Steward positions and crowd management arrangements to be confirmed before the event.	STC	Before event / during event	27 November 2026
Temporary Structures, gazebos and stalls	Attendees, stallholders, volunteers and members of the public may be injured by unstable temporary structures, collapsing equipment or wind-blown items.	Stallholders and suppliers are responsible for ensuring their gazebos, stalls, tables and temporary structures are suitable, stable and safely erected. Gazebos must be adequately weighted or secured and must not obstruct pedestrian routes, emergency access or sightlines. Temporary structures should be checked before opening and monitored during the event. If weather conditions deteriorate or structures become unstable, STC may require structures to be secured, closed or removed.	L	Tolerate	Confirm stallholder requirements before the event and inspect temporary structures before opening.	STC / stallholders	Before event / during event	27 November 2026
Event communication failure - Communication failure between organisers, stewards and volunteers	Attendees, volunteers, stewards, stallholders and members of the public may be harmed if incidents are not communicated or escalated promptly.	A communication method will be agreed before the event, such as mobile phone contact list, radios or nominated contact points. Stewards, volunteers and key organisers will be briefed on who to contact in the event of an incident, lost child, medical issue, fire, public disorder, severe weather or emergency. Emergency contact details will be available to the event organiser and key stewards. The PA system may be used to communicate public safety messages if required.	L	Tolerate	Prepare and share contact list and escalation procedure before the event.	STC	Before event	25 November 2026

Accessibility and vulnerable attendees	Disabled attendees, older people, children, people with mobility issues, sensory needs or other vulnerabilities may be placed at increased risk if routes, facilities or emergency arrangements are not accessible.	Event layout will consider accessible routes, clear walkways, seating/rest points where practicable, lighting, uneven surfaces and access to key areas. Stewards will be briefed to provide directions and assistance where appropriate. Emergency arrangements will consider attendees who may need additional support to move away from danger. Obstructions should not block dropped kerbs, pavements or accessible routes.	L	Tolerate	Include accessibility considerations in the pre-event site walk-through.	STC	Before/during event	27 November 2026
Post-event dismantling and site close-down	Volunteers, stallholders, contractors, attendees and members of the public may be injured during dismantling, vehicle movement, lifting, waste removal or removal of temporary structures.	Dismantling will be controlled by STC or the appointed event lead. Vehicle access will be managed and kept separate from pedestrians wherever practicable. Volunteers and stallholders must only move or lift items within their capability and should use team lifts where required. Temporary structures, cables, bins, barriers and equipment will be removed safely. A final site inspection will be completed to ensure the area is clear of waste, obstructions, trip hazards and unsafe items before normal public use resumes.	L	Tolerate	Complete final post-event site inspection and record any issues for future events.	STC	After event	TBC

Accident, Incident or Occurrence Procedure:

- Assess the situation, observing what has happened quickly and calmly; look for dangers to yourself and the casualty, DO NOT put yourself at risk. If you are the casualty, then summon assistance as quickly as possible.
- Make the area safe, protect the casualty from further danger, and be aware of your limitations. DO NOT move the casualty unless their life is in immediate danger.
- Contact the onsite first aid personnel or emergency services as appropriate. DO NOT attempt any first aid unless you are trained to do so.
- If needed, the **what3words location** details are: scrambles. sleepless. lateral
- If emergency medical assistance has been arranged, report the occurrence to the event organiser; pay particular attention to recording the following details:
 1. Full name, address and occupation of the casualty.
 2. Date and time of occurrence.
 3. Place and circumstances of the incident (give as much detail as possible as to what activities were being carried out, details of the location and any other conditions that may have influenced the occurrence).
 4. Details of any injury and treatment given.
 5. Full names and contact details of any witnesses



RISK ASSESSMENT

HIGH STREET FLAGS

This document has been produced to enable Stalham Town Council to assess the risks of this activity and satisfy itself that it has taken adequate steps to minimise them.

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Town Council to identify all potential hazards and their associated risks.

IMPORTANT: The flags and flag holders do not belong to Stalham Town Council. Councillors are only undertaking the erection and removal of flags. Ownership, maintenance and structural integrity of the flags and flag holders remain the responsibility of their owner(s). A visual inspection must be carried out before each use and any defects reported immediately.

Risk Assessment carried out by: _____

Agreed by Full Council: _____

Hazard	Risk	Risk pre-controls HML	Management/control of Risk	Further Action Required	Risk post-controls HML	Responsibility of whom?	Date/frequency of action
Working at heights	Fall from ladder causing serious injury	M	Appropriate ladder used; two-person operation; ladder inspected before use; maintain three points of contact.	Maintain inspection record and provide ladder safety briefing.	L	Clerk / Lead Councillor	Before each use
Third-party flags and holders	Failure of fittings causing injury or damage	M	Visual inspection before use. Defective, loose or corroded fittings not to be used. Council does not own the flags or holders.	Report defects to owner and suspend activity until repaired.	L	Lead Councillor	Before each use
Falling objects	Injury to public, councillors or vehicles	M	Exclusion zone below work area; secure tools and fittings.	Use cones/signage when necessary.	L	Lead Councillor	Each occasion
Traffic on High Street	Collision with vehicles	M	Hi-vis clothing worn; awareness of traffic maintained.	Review need for traffic management for special events.	L	Lead Councillor	Each occasion
Pedestrians	Members of public entering work area	M	Work area supervised and temporarily segregated.	Monitor pedestrian movements.	L	Lead Councillor	Each occasion
Manual handling	Strains and sprains	M	Team lifting where required; use correct lifting techniques.	Provide manual handling guidance.	L	All participants	Each occasion
Adverse weather	Falls or loss of control of flag	M	Do not work during strong winds, heavy rain, ice or storms.	Check forecast before work commences.	L	Lead Councillor	Before each use
Injury during activity	Injury to councillors or public	M	First aid arrangements available; incidents reported to Clerk.	Maintain accident records.	L	Clerk	Ongoing

Emergency Procedures

- Contact emergency services where required.
- Do not administer first aid unless trained.
- Stop work immediately if any flag holder, fixing or ladder is unsafe.
- Record all accidents, incidents and near misses.



Risk Assessment: Light Switch-on Event 27th November 2026

Assessment Prepared By:	Clerk on behalf of Stalham Town Council (STC)	Document Reference:	Christmas Set-up and Light Switch-on Event 27th November 2026
Date of Assessment:	21 st September 2026	Document Status:	Public
Date of Review:	To be reviewed no later than one week before the event, immediately following any significant change to the event layout, activities, suppliers, weather forecast or traffic management arrangements, and after the event to capture lessons learned.	Scope:	Council-hosted event along the High Street

HIGH STREET CHRISTMAS SET-UP

What are the Hazards	Who might be harmed	Controls	Residual Score	Risk Status	Further Actions Required?	Action by Whom?	Action by When?	Action Completed Date
Accident during installation or removal of the tree and decorations	Person falling from height, tripping or otherwise injuring themselves whilst the tree is lifted into place. Person injured using tools during installation.	Any volunteer assisting will only carry out work that they are competent to do and will do this under Council's instruction. Any ladders or equipment used (i.e., saws or hand tools) will be used in accordance with their intended purpose and only used or operated by someone who is competent to do so. If ladders are used, someone will be instructed to hold the base of the ladder, and care should be taken to ensure that the base of the ladder is on a secure surface. No volunteers are to climb ladders if they do not feel safe doing so. No one should lift or handle anything that is not within their physical capabilities. Town Council to check the site when installation and removal are complete to ensure that the tree and decorations are secure and there is nothing that will present a hazard to members of the public.	L	Tolerate	Dynamic checks during event to ensure the risk remains well controlled, so far as reasonably practicable.	STC	During event	27 November 2026
Member of the public injured during installation and dismantling	Risk to all persons: injury	The tree will be installed and removed at a time when pedestrian movement is low. The Council will ensure that members of the public are not in the vicinity of any moving vehicle.	L	Tolerate	Dynamic checks during event to ensure the risk remains well controlled, so far as reasonably practicable	STC	During event	27 November 2026
Increased risk of installation accidents due to adverse weather	Risk to all	In the case of high winds, ice, or other adverse weather conditions, the lead Councillor is to assess the safety of operations and, if necessary, consult with the town clerk before continuing.	L	Tolerate	Weather forecast to be checked before installation and removal. Installation/removal to be postponed if high winds, ice, poor visibility or other unsafe conditions are present.	Lead Councillor / Town Clerk	Before installation/removal	
Tree falling over after installation.	Risk to all	The tree stand has been securely fitted into the hole and secured with wedges. The Councillor will ensure that this is secure before the tree is placed into the stand. The Town Clerk will be responsible for checking the tree once a week until this is removed. Additional checks will take place if high winds are forecast, and if there are any safety concerns, the clerk will liaise with councillors to decide if the tree should be taken down.	L	Tolerate	Tree fixings and stability to be checked after installation, weekly thereafter, before the event, and following high winds or adverse weather. If movement, damage or instability is identified, the area will be made safe and the tree removed or secured before public access continues.	STC	During event	27 November 2026
Electrocution	Risk to all	Christmas lights used as part of the event will be LED, low voltage and battery-operated wherever practicable. All lights, battery packs and associated equipment must be visually checked before use for damage, exposed wiring, loose connections or signs of overheating. Damaged equipment must not be used. Any lights or electrical equipment provided by businesses, stallholders or third parties remain the responsibility of the provider and must be suitable for outdoor/event use. Cables, where used, must be routed away from pedestrian routes or suitably covered/protected to prevent trip hazards and damage. Equipment must not be used in wet conditions unless confirmed as suitable for outdoor use.	L	Tolerate	Confirm with participating businesses/stallholders that any lighting or electrical equipment they provide is suitable, undamaged and checked before use.	STC / participating businesses / stallholders	Before event	25 November 2027

LIGHT SWITCH ON EVENT

What are the Hazards	Who might be harmed	Controls	Residual Score	Risk Status	Further Actions Required?	Action by Whom?	Action by When?	Action Completed Date
Slips and trips	Anyone may suffer personal injury due to a slip or trip caused by uneven ground, tripping over tent pegs or marquee ties or obstructions.	The event area will be inspected before opening to identify uneven surfaces, obstructions, trailing cables, temporary equipment, tent pegs, marquee ties or other trip hazards. Obstructions that cannot be removed will be clearly marked, protected or barriered. Cables must be routed away from pedestrian routes where possible or covered with suitable cable protection. Stewards will monitor the event area during the event and arrange for hazards to be removed, marked or reported promptly. Adequate lighting will be maintained where practicable.	L	Tolerate	Complete a pre-event site walk-through and continue periodic checks during the event.	STC	During event	27 November 2026
Fire	Risk of personal injury, potentially fatal, from poor fire safety procedures or poorly maintained fire equipment (extinguishers and alarm system). Use of bottled gas.	All equipment and monitoring systems are maintained in accordance with legal and regulatory standards. Fire exits and evacuation points are clearly marked. The event is predominantly outdoors. Use of bottled gas onsite is not permitted.	L	Tolerate	Dynamic checks during event to ensure the risk remains well controlled, so far as reasonably practicable	STC	During event	27 November 2026
First Aid	Risk to all of increased severity of personal injury due to lack of adequate First Aid provision onsite	First aid provision will be available during the event through the appointed First Responder Team. The first aid point will be identified before the event and communicated to stewards, volunteers and organisers. Stewards and volunteers will be briefed on how to contact first aid support and how to escalate to emergency services if required. Clear access will be maintained for emergency vehicles and first aid responders. Any accident, incident or near miss will be reported to the event organiser and recorded in accordance with the accident, incident or occurrence procedure.	L	Tolerate	Confirm first aid provider, first aid location, communication route and emergency access arrangements before the event.	STC	Before event	
Vehicular Movement	Risk of personal injury, potentially severe, from moving vehicles on and around site.	Road closure and traffic management arrangements will be agreed and implemented before the event. Suitable barriers, cones and signage will be positioned to clearly separate vehicles from pedestrians. Marshals will be briefed on their roles, vehicle access points, emergency access arrangements and communication procedure. Vehicle movements within or near the event area will be restricted to essential access only and controlled by marshals. Emergency vehicle access must be maintained at all times.	L	Tolerate	Confirm approved road closure/traffic management arrangements, marshal briefing and emergency access route before the event.	STC / traffic management provider / marshals	Before event	27 November 2026
Communicable Disease (e.g. COVID-19)	Risk to all from communicable disease, respiratory infection or general ill health.	Current guidance on outdoor events from the NHS is to be followed. Handwashing facilities are available. Stalls are encouraged to provide hand gel to users. Masks may be worn.	L	Tolerate	None required			

What are the Hazards	Who might be harmed	Controls	Residual Score	Risk Status	Further Actions Required?	Action by Whom?	Action by When?	Action Completed Date
Food Safety and Hygiene	Risk to all from poorly prepared or cooked food	All providers providing food must provide a copy of their Food Safety Certification in advance, and a copy of their risk assessment.	L	Tolerate	Food providers must provide details of their Food Safety Certification and any other relevant information in advance.	STC	Pre Event	20 November 2026
Waste and litter	Overflowing bins attracting rodents and trip hazards	Additional bins are in place for the event, litter picking throughout by volunteers.	L	Tolerate	Stewards and volunteers to monitor bins and litter throughout the event. Overflowing bins, broken glass, food waste or other hazards to be reported and dealt with promptly. Final litter pick and site check to be completed after the event before the area is returned to normal public use.	STC	During event	27 November 2026
Inclement or Severe weather	Risk of personal injury from severe weather e.g., high winds/severe flooding. Risk to buildings/equipment and belongings.	Weather in advance of the event is to be monitored, and the event will be cancelled by the STC if the risk is deemed to be too high. If the weather deteriorates during the event, the STC will make any decision to close the event early, close rides, or ask for gazebos to be taken down to ensure safety for all.	L	Tolerate	Check before the event and take any action necessary (e.g., event cancellation)	STC	Morning of event	25 November 2026
Public Disorder	Risk to all of personal injury from physical abuse or attack, including behaviour due to drug or alcohol misuse.	STC will be present on-site and will take any necessary action, including contacting the emergency services if required. Local police are aware that the event is taking place.	L	Tolerate	Dynamic checks during event to ensure the risk remains well controlled, so far as reasonably practicable	STC	During event	27 November 2026
Financial	Risk to STC of financial loss due to event cancellation	STC have invested funds to a safe risk level and has attracted grant funding as far as possible.	L	Tolerate	None required			
Reputation	Risk to STC reputation if event is not adequately risk assessed or safe	Risk Assessment completed and circulated to all stakeholders. Dynamic monitoring during the event to deal with any issues which may arise.	L	Tolerate	Dynamic checks during event to ensure the risk remains well controlled, so far as reasonably practicable	STC	During event	27 November 2026
Safeguarding children; lost/unsupervised children	Risk of children being lost or injured	This is a family event and children remain the responsibility of their parents/carers at all times. A clearly identified lost child point will be agreed before the event and communicated to stewards, volunteers and organisers. Stewards and volunteers will wear high-visibility clothing so they can be easily identified. If a child is found, two responsible adults should remain present wherever practicable and the child should not be left alone with one adult. Announcements may be made via the PA system where appropriate, avoiding unnecessary personal details. If a child is not reunited with a parent/carer within a reasonable time, or if there are safeguarding concerns, the police will be contacted.	L	Tolerate	Confirm the location of the lost child point and brief stewards/volunteers on the lost child procedure before the event.	STC	Before event	27 November 2026

Terrorism	All attendees, exhibitors and workers are at risk of a terrorist attack	Event organiser considers the local security context as part of event planning. Stewards to be briefed to remain alert, report suspicious behaviour or items promptly, and support instructions from emergency services. Emergency arrangements to include how stewards will raise the alarm, contact 999 when safe, and direct participants and the public away from danger. Public safety messaging may refer to current official guidance, including Run, Hide, Tell, where appropriate.	L	Tolerate	Share emergency arrangements with stewards and parade participants before the event.	STC	Before event	27 November 2026
Crowd Congestion / Overcrowding	Attendees, volunteers, stewards, stallholders and members of the public may be injured due to crowd pressure, restricted movement, slips/trips or difficulty leaving the area.	Expected attendance and likely pinch points will be considered during event planning. Stewards will monitor crowd movement and identify areas where congestion is developing. Access routes, emergency routes and pedestrian walkways will be kept clear wherever practicable. Queues for stalls, attractions or activities will be managed to avoid blocking roads, pavements, shop entrances or emergency access. The PA system may be used to give public safety instructions if required.	L	Tolerate	Steward positions and crowd management arrangements to be confirmed before the event.	STC	Before event / during event	27 November 2026
Temporary Structures, gazebos and stalls	Attendees, stallholders, volunteers and members of the public may be injured by unstable temporary structures, collapsing equipment or wind-blown items.	Stallholders and suppliers are responsible for ensuring their gazebos, stalls, tables and temporary structures are suitable, stable and safely erected. Gazebos must be adequately weighted or secured and must not obstruct pedestrian routes, emergency access or sightlines. Temporary structures should be checked before opening and monitored during the event. If weather conditions deteriorate or structures become unstable, STC may require structures to be secured, closed or removed.	L	Tolerate	Confirm stallholder requirements before the event and inspect temporary structures before opening.	STC / stallholders	Before event / during event	27 November 2026
Event communication failure - Communication failure between organisers, stewards and volunteers	Attendees, volunteers, stewards, stallholders and members of the public may be harmed if incidents are not communicated or escalated promptly.	A communication method will be agreed before the event, such as mobile phone contact list, radios or nominated contact points. Stewards, volunteers and key organisers will be briefed on who to contact in the event of an incident, lost child, medical issue, fire, public disorder, severe weather or emergency. Emergency contact details will be available to the event organiser and key stewards. The PA system may be used to communicate public safety messages if required.	L	Tolerate	Prepare and share contact list and escalation procedure before the event.	STC	Before event	25 November 2026

Accessibility and vulnerable attendees	Disabled attendees, older people, children, people with mobility issues, sensory needs or other vulnerabilities may be placed at increased risk if routes, facilities or emergency arrangements are not accessible.	Event layout will consider accessible routes, clear walkways, seating/rest points where practicable, lighting, uneven surfaces and access to key areas. Stewards will be briefed to provide directions and assistance where appropriate. Emergency arrangements will consider attendees who may need additional support to move away from danger. Obstructions should not block dropped kerbs, pavements or accessible routes.	L	Tolerate	Include accessibility considerations in the pre-event site walk-through.	STC	Before/during event	27 November 2026
Post-event dismantling and site close-down	Volunteers, stallholders, contractors, attendees and members of the public may be injured during dismantling, vehicle movement, lifting, waste removal or removal of temporary structures.	Dismantling will be controlled by STC or the appointed event lead. Vehicle access will be managed and kept separate from pedestrians wherever practicable. Volunteers and stallholders must only move or lift items within their capability and should use team lifts where required. Temporary structures, cables, bins, barriers and equipment will be removed safely. A final site inspection will be completed to ensure the area is clear of waste, obstructions, trip hazards and unsafe items before normal public use resumes.	L	Tolerate	Complete final post-event site inspection and record any issues for future events.	STC	After event	TBC

Accident, Incident or Occurrence Procedure:

- Assess the situation, observing what has happened quickly and calmly; look for dangers to yourself and the casualty, DO NOT put yourself at risk. If you are the casualty, then summon assistance as quickly as possible.
- Make the area safe, protect the casualty from further danger, and be aware of your limitations. DO NOT move the casualty unless their life is in immediate danger.
- Contact the onsite first aid personnel or emergency services as appropriate. DO NOT attempt any first aid unless you are trained to do so.
- If needed, the **what3words location** details are: scrambles. sleepless. lateral
- If emergency medical assistance has been arranged, report the occurrence to the event organiser; pay particular attention to recording the following details:
 1. Full name, address and occupation of the casualty.
 2. Date and time of occurrence.
 3. Place and circumstances of the incident (give as much detail as possible as to what activities were being carried out, details of the location and any other conditions that may have influenced the occurrence).
 4. Details of any injury and treatment given.
 5. Full names and contact details of any witnesses

Event	Budget Agreed	Income	Expendiature	Year End Exp
Easter Egg Hunt	£250.00	£0.00	£9.00	
Spring Watch	£5,000.00	£0.00	£28.00	
Annual Town Meeting	£806.00	£0.00	£679.00	
Artisan Market	£2,600.00	£1,703.00	£3,786.00	
Summer Activity Sheet			£109.00	
Job Fair	£0.00	£0.00	£0.00	£0.00
Remembrance Sunday	£250.00	£0.00		
Christmas Light Switch On	£5,000.00	£6,708.00	£936.00	
Christmas Bauble Hunt				
Christmas Lights	£15,000.00			
	£28,906.00	£8,411.00	£5,547.00	£0.00

Festival of St		
	Cost ex VAT	Booked
Skyliner Band	£900.00	
Photo Booth	£400.00	
Face Painter	£120.00	
Football match- trophy & medals	£100.00	
Photo Exhibition	£60.00	
Children's Flag Hunt	£150.00	
TOTAL COST	£1,730.00	

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Notes

Flags, prizes, medals
