

Risk Assessment	Live 9 Events Ltd
Activity	Christmas Event Structures This risk assessment applies to temporary Christmas event structures including Santa's grottos, meet and greet areas and low-height grotto structures used for public interaction.

Assessor	Molly Huthwaite	Location of Assessment	NG12 3UL
-----------------	-----------------	-------------------------------	----------

Risk Rating Matrix (RR)	Likelihood (L)			
	Severity (S)	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)		HIGH (H)	HIGH (H)	MEDIUM (M)
Injury or illness causing short term disability (Medium)		HIGH (H)	MEDIUM (M)	LOW (L)
Other Injury or illness (Low)		MEDIUM (M)	LOW (L)	LOW (L)

Hazards	Who is at risk?	Controls in place	L	S	RR
Loading, handling and transportation of equipment (Injuries caused by: heavy lifting, unacceptable access)	<ul style="list-style-type: none"> Customers Public Employees/Staff 	<ul style="list-style-type: none"> All equipment must be handled correctly in line with manual handling. Only our staff should move the equipment. Manual handling should be reduced to a minimum by using the trolleys. Ramps & lifts to be used where required and available. All loads must be properly secured. Where required, multiple persons must handle equipment. Individuals should not undertake anything that puts themselves or anyone else at risk. Manual handling training is supplied to all staff annually. Under no circumstances shall anyone but our staff transport equipment. 	M	M	Medium
Installation of equipment on site (Injury caused by: debris, tripping over equipment, related injury)	<ul style="list-style-type: none"> Customers Public Employees/Staff 	<ul style="list-style-type: none"> Structures must be set up by trained staff only. A final visual check is carried out after installation to ensure stability and safety. Equipment must not be moved once installed. 	L	M	Low
Operation of equipment on site (Injuries caused by: overcrowding, lack	<ul style="list-style-type: none"> Customers Public 	<ul style="list-style-type: none"> Structures must be supervised by the hirer or a responsible adult where not staffed. 	L	M	Low

of supervision, misuse)	<ul style="list-style-type: none"> • Employees/Staff 	<ul style="list-style-type: none"> • Participants must follow all instructions and use the area in a safe and controlled manner. • A clear queue system must be maintained where required. 			
Electricity	<ul style="list-style-type: none"> • Customers • Public • Employees/Staff 	<ul style="list-style-type: none"> • Cabling must be routed safely and protected. • Equipment must be PAT tested and visually inspected, with defects removed from use. 	L	M	Low
Weather (if outdoors)	<ul style="list-style-type: none"> • Customers • Public • Employees/Staff 	<ul style="list-style-type: none"> • Structures must not be used in unsafe weather conditions. • Outdoor structures must be secured against wind and movement. 	L	M	Low
Overcrowding / queue management (Injuries caused by: crowding, restricted movement)	<ul style="list-style-type: none"> • Customers • Public 	<ul style="list-style-type: none"> • Number of participants within the structure must be controlled at all times. • Only an appropriate number of users permitted within the grotto or enclosed area. • Queue systems must be managed to prevent congestion at entry and exit points. 	L	M	Low
Entry / exit areas (Injuries caused by: congestion, restricted access)	<ul style="list-style-type: none"> • Customers • Public 	<ul style="list-style-type: none"> • Entrances and exits must be clearly defined and kept clear at all times. • Participants must enter and exit in a controlled manner. • Emergency access must not be obstructed. 	L	M	Low
Slips, Trips & Falls	<ul style="list-style-type: none"> • Customers • Public 	<ul style="list-style-type: none"> • Flooring and walkways must be kept clear of obstructions. • Decorations, props and cables must not create trip hazards. • Participants must remain aware of their surroundings. 	L	M	Low
Structural stability	<ul style="list-style-type: none"> • Customers • Public • Employees/Staff 	<ul style="list-style-type: none"> • Structures must be securely installed and stable before use. • Equipment must not be moved once installed. • All structural components must be checked during setup. 	L	M	Low
Contact with equipment (Injuries caused by: sharp edges, falling items)	<ul style="list-style-type: none"> • Customers • Public 	<ul style="list-style-type: none"> • Props must be checked for sharp edges or damage before use. • Items must be stable and not able to tip or fall during normal use. • Damaged items must not be used. 	L	M	Low
Instability / toppling items	<ul style="list-style-type: none"> • Customers • Public 	<ul style="list-style-type: none"> • Larger props must be secured or positioned to prevent movement. • Items must be placed on a flat, stable surface. 	L	M	Low

		<ul style="list-style-type: none"> Seating props must be positioned on a stable surface and checked regularly during use. 			
<p>Use of props within structure</p> <p>(Injuries caused by: misuse, overcrowding, instability)</p>	<ul style="list-style-type: none"> Customers Public 	<ul style="list-style-type: none"> Props within the structure must only be used as intended. Seating or interactive props must have the number of users controlled at all times. Users must sit in a controlled manner and must not stand, climb or lean excessively on props. Unsafe use of props must be stopped immediately. 	L	M	Low
Fire risk / enclosed space	<ul style="list-style-type: none"> Customers Public Employees/Staff 	<ul style="list-style-type: none"> No smoking or open flames permitted within or near the structure. Electrical items (if used) must be safe and properly maintained. Escape routes must remain clear at all times. 	L	H	Medium
Unsupervised environment	<ul style="list-style-type: none"> Customers Public 	<ul style="list-style-type: none"> Where not staffed, the structure must be supervised by the hirer or responsible adult at all times. 	L	H	Medium
Behaviour / misuse	<ul style="list-style-type: none"> Customers Public 	<ul style="list-style-type: none"> Participants must not climb on structures or decorations. Unsafe behaviour must be stopped immediately. 	L	M	Low

Date of Assessment	05/06/2025	Status	Complete
Re-assessment Date	01/06/2026	<i>M.Huthwaite</i>	Molly Huthwaite