COWES TOWN COUNCIL RISK ASSESSMENT RECORD

WORK AREA/WORK ACTIVITY COVERED BY ASSESSMENT: Annual Festive Light Switch On event in the High Street, Cowes

PERSONNEL INVOLVED: Councillors, Clerks, lighting engineers, local primary school staff and pupils and Members of the Public

ASSESSOR'S NAME: Mrs Kate Scragg, Deputy Town Clerk

DATE OF ASSESSMENT: 10 November 2025 REVIEWED: N/A
DATE OF NEXT REVIEW: November 2026

Item No	Hazards Identified	Risks Identified	Existing Precautions	Remedial Action	Priority for Remedial Action*
1	Physical exertion	Walking further than personal fitness permits.	Be aware of personal fitness levels.	To self-assess fitness to undertake the task.	Low
2	Weather	Slips/ trips / falls.	Take note of weather forecast and dress appropriately for the conditions.	Check weather forecast and ensure current weather conditions are safe and that suitable clothing is worn.	Low
3	Physical risk	Physical injury from falling lighting.	Physical work to be carried out by fully trained lighting engineers only; Mayor will press the On switch – under the supervision and guidance of the lighting engineers.	Fully trained lighting engineers will be onsite during the Switch On event and will supervise the switching on of the lights.	Low
4	Travel / transportation	Physical injury.	If private transport is used, the vehicle must be appropriately insured.	Driver of vehicle must have fully comprehensive motor insurance.	Low
5	Data Protection/ Confidentiality	Data protection breach	No personal contact details will be used by Cowes Town Council in promotional material.	N/A	Low

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6	Insurance	Insurance claim made by any Volunteer or member/s of the public in the event of personal injury.	Volunteers are covered against personal injury under the Town Council's insurance policy. Members of the public are covered under the Town Council's public liability insurance. Lanesend Primary School have their own insurance in place when taking pupils out of school for organised activities.	The Town Council's insurance policy has appropriate personal liability cover for volunteers and public liability cover for members of the public.	Low
7	Safety of school children participating	Health and Safety of minors	All school children taking part in the event will be supervised by a member/s of school staff during their performance. Outside of the pre-arranged time they are expected to be the responsibility of their parents/carers. The school will issue permission letters to the parents/carers of students attending and will have contact details in case of emergency. This information will only be held by the nominated school staff member and not shared with the Town Council or others. First aid cover will be available for the duration of the event, provided by Cowes Town Council.	School children will be travelling independently with their own families to and from the event. The nominated school staff member will keep all written records, such as consent forms, medical information and any records about child protection concerns securely.	Medium

***THE REMEDIAL ACTION REQUIRED MUST REFLECT THE RATING GIVEN FOR THE RISK**

Signed *Kate Scragg*

Deputy Town Clerk - Cowes Town Council

November 2025