# Risk Assessment – Congleton Christmas Lights Switch On

## Company name:       Assessment carried out by:

## Date of next review:       Date assessment was carried out:

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
| --- | --- | --- | --- | --- | --- | --- |
| *e.g. Slips & Trips* | *Staff may be injured if they slip on spillages or trip over objects* | *Good housekeeping, tidy work areas, equipment maintained to prevent leaks on the floor. Reporting system for faulty equipment. Staff trained to clean spillages immediately to leave area dry. Suitable lighting in all areas. No trailing cables in walkways.* | *Instruct staff to maintain a good standard of housekeeping.*  *Repair damages immediately.*  *Ensure all staff have suitable footwear.* | *Manager* | *Date* | *Date* |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

Published by the Health and Safety Executive 10/19