Risk Assessment – Christmas Tree Collections

Event / activity name:	General Events (Christmas Tree Collections)	Assessment date:	12.12.2024	Review date:	
Areas being assessed:	Streets in and around named towns and villages and postcodes		Assessor(s) name:	Club/District Officer Julie Spink, County Coordinator Darren Coates, H&S Officer	

Introduction to the Event/Activity

This risk assessment is to be used for General Events and considers the risks associated with setting up an planned Christmas Tree Collections at various postcodes, in (place) Yorkshire. This assessment should be used in conjunction with other specific activity risk assessments.

This assessment covers the planning, organisation and slip, trip or fall hazards; road dangers, crowd control etc. The assessment also considers the running of the event and the pack down of the equipment.

The event is due to take place on date and last for 3 hours.

The persons attending the event will be 'Young Farmers' between the age of 10-28 and any accompanying parents/guardians/associate members all of whom will have evidence of membership/links to YFC members.

Activities Assessed as part of this Risk Assessment:

- Traffic management
- Manual handling
- Slip, trip and fall hazards
- Crowd control
- Hazardous substances
- Welfare provision
- Adverse weather conditions
- Violence and aggression
- Fire and explosion
- Lone working
- Carol Singing

The Safe Operating Procedure Protocol for General Events must be followed and used in association with this document.

Supplementary Safe Operating Procedure Protocols have also been produced to accompany the related General Events Safe Operating Procedure Protocol relating to: Crowd Management; Fire and Explosion; Marquees; Transport; Working at Height and Ladders; and Manual Handling

In addition to the inherent hazards and dangers of the activities have you considered:

- The environmental conditions?
- The premises / site conditions?
- The weather?
- The age, knowledge and experience of the attendees?
- Mobile phone signal.

Important information:

First Aiders:

Nearest hospital:

What3words:

What are the hazards?	Activities/Areas Considered	Who could be harmed and how?	What are the control measures?	Risk Rating	What further actions are required?	Action by whom?	Action by when?	Date done
Vehicle Impact / Crushing	Traffic Management	Members, stewards and others may suffer serious, possibly fatal, injury if struck by a vehicle.	▪ Ensure Christmas tree collection is only offered to residents living on A or B roads. Avoiding major roads or those with roadworks. ▪ Segregation of pedestrians and vehicles. ▪ Ensure members and stewards use the green cross code to cross the road safely. ▪ Discourage members of the public with long driveways and off the beaten track, and without a space to turnaround a tractor and trailer to book their tree in. Arrange to collect the Christmas tree from the bottom of the driveway for safety reasons.	Low	▪ Remind stewards that hi-visibility tabards must be worn by members and stewards. ▪ (Where possible) design route to minimise reversing on site. Any reversing where vision is significantly impaired should be directed by a banksman, working from a safe position. ▪ Remind members of the dangers of the vehicles nearby and ask that they stay away, where possible, from the edge of the pavement.	Named person and club		
	Segregation of vehicles/pedestrians whilst setting up	Members, stewards and others may suffer serious, possibly fatal, injury if struck by a vehicle.	▪ Drivers should be warned of the presence of hazards at any venue such as a farm, on the planned route. ▪ Pedestrians requested to use pathways where possible.	Low				
Non authorised driving or **Non competent driving**	Accident or injury to person/s Non-compliance with statutory requirements leading to reputational risk for YFYFC and/ or other relevant parties. Non-compliance with statutory requirements leading to financial risk for team members and/ or 3rd party. Speeding tickets/Bus lane tickets.	Volunteer Drivers	▪ Driving licence and insurance checks for each volunteer driver must be obtained by the YFC club. Records kept locally and available on request. ▪ Ensure tractor and trailer drivers have relevant permission to drive a trailer on their driving licence. ▪ Any driving related incidents are the responsibility of the driver on their own insurance and not the responsibility of YFYFC.	Medium	▪ All drivers should have completed a DBS check with YFYFC.	Named person and club		
General driving hazards	Collection vehicle in collision with a secondary object Collection vehicle is the cause of a secondary accident. Erratic movement of the vehicle due to actions and / or difficulties finding the location addresses causes injury accident.	Volunteer Drivers	▪ Allocation of tasks are designed to maximus the driver's attention to driving duties. Organisation of route is the responsibility of the navigator, rather than the driver. ▪ Phone calls to the vehicle whilst moving should be kept to an absolute minimum. ▪ Organiser to ensure collection round is not too onerous and are in sequential order to minimise vehicle and members movements around the vehicle.	Medium	▪ All drivers should have completed a DBS check with YFYFC.	Named person and club		

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	Collection vehicles are parked in an unsafe, hazardous place on the road (eg. Dual Carriageway, blind bend etc.)		▪ Weather conditions to be monitored by the driver throughout the day.					
Slips trips and falls	Public Areas where the event is taking place.	Stewards, members and the public may suffer injuries such as fractures or bruising if they slip or trip on uneven or slippery surfaces or over objects.	▪ Avoid slippery areas where possible and redirect vehicles and pedestrian traffic routes.	Medium	▪ Ensure members and stewards understand the importance of good housekeeping. ▪ All attendees should be advised to wear appropriate footwear (strong and comfortable with a good grip). ▪ Assess weather forecast in the days before/on the day of the event and if necessary take extra measures to reduce this hazard (i.e. avoid flooded areas).	Named person and club		
Crowd control failure related hazards (e.g. crushing, panic, stress)	Provision of escape routes	Stewards and members may suffer crush injuries or fire-related injuries in the event of an evacuation.	▪ Provision of stewards on the activity. ▪ Provision of steward briefing before the activity begins. ▪ Event will be taking place outside so will be in open space with room for distancing and no building that will need evacuating from.	Low	▪ Refer to the HSE guidance document 'Managing Crowds Safely': A Guide for organisers at events and venues' http://www.hse.gov.uk/pubns/books/hsg154.htm ▪ Refer to the HSE guidance document 'Event Safety: Second Edition' for a guide to health, safety and welfare at music and similar events http://www.hse.gov.uk/pubns/priced/hsg195.pdf	Named person and club		
	Safeguarding point.	Stewards and members may suffer crush injuries.	▪ Provision of stewards. ▪ Stewards provided to monitor juniors in line with the safeguarding policy.	Low		Named person and club		
	Provision of First Aid	Stewards and members and the public may suffer prolonged injuries and pain without the adequate provision of first aid.	▪ Liaise with stewards. ▪ Stewards to be familiar with arrangements for summoning first aid assistance.	Low		Named person and club		
	Emergency Procedures	Any persons could be harmed.	▪ Liaison with stewards. ▪ Make all participants aware of the first aid provision/first aiders that they should summon/go to in the event of an emergency. ▪ Have named first aiders at the event.	Medium		Named person and club		
Hazardous substance	Waste materials and hazardous substances (i.e. chemicals at a farm site).	Stewards and members risk skin problems from contact with chemicals or breathing problems from vapour.	▪ Stewards and members will not be using chemicals. ▪ All participants told to wash hands before eating, or drinking. ▪ Suitable hygiene facilities available for all personnel. Hot/cold water, soap and paper	Low	▪ Ensure that all chemical containers are not handled by stewards or members. The farmer is responsible for chemicals on his premises. ▪ Remind members and stewards to cover small cuts and abrasions with plasters if necessary.	Named person and club		

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			towels available. ▪ Vaping and smoking not permitted during Christmas tree collection.		▪ Download HSE guidance on dermatitis to check that current control measures are sufficient. http://www.hse.gov.uk/pubns/indg233.pdf			
Unsanitary conditions & human disease transmission	Sanitary Conveniences	Members and stewards may suffer from diseases of public health significance resulting from contact with human waste.	▪ Liaise with organisers and venue stewards. ▪ Hygiene facilities available for all personnel.	Low	▪ Refer to the HSE guidance document 'Managing Crowds Safely': A Guide for organisers at events and venues' http://www.hse.gov.uk/pubns/books/hsg154.htm	Named person and club		
	Welfare facilities for stewards	Stewards could suffer from fatigue due to lack of breaks, extremes of temperature and loss of body fluids.	▪ All stewards to be given suitable rest facilities and breaks during an event. ▪ Drinking water must be available. ▪ Helpers across the weekend will be on a rota to ensure the same people are not helping for too long without a break. ▪ When working with and handling any of the food available across the activity, those doing so will have been briefed on all the necessary food hygiene procedures including hand washing and at least one of the helpers there on both days will have a food hygiene certificate.	Low	▪ Club to ensure toilet and handwashing facilities are available on route.	Named person and club		
Adverse weather conditions.	Working in cold or hot environment	All those there during the weekend risk discomfort and possible ill health from exposure to weather extremes, including sunburn.	▪ All participants reminded to be prepared for this by bringing suitable PPE including warm, waterproof clothing for cold, wet weather. ▪ Organiser to cancel the collection and postpone to another day in hazardous conditions (deep snow, storms, gale force winds etc).	Medium	▪ Ensure PPE is worn. ▪ Monitor the weather forecast to establish the level of which of these risks, if any, may occur. ▪ Download HSE guidance on the health risks from working in the sun to check that current control measures are sufficient. http://www.hse.gov.uk/pubns/indg147.pdf	Named person and club		
Violence / verbal abuse.	Christmas Tree Collection Route	Stewards and members may experience stress and/or injury from verbal abuse, and/or assault, from anyone attending the weekend	▪ Membership/YFC friends/contacts only attending activity. ▪ Stewards provided throughout duration of the event. ▪ First aid provision in conjunction with the emergency plans. ▪ Avoid blocking roadways and delaying traffic where possible.	Low	▪ Stewards to receive conflict management training – via the Safety Protocol. ▪ Anyone showing this level of unacceptable behaviour will be asked to leave the event and will be unable to take any further part in the activity. ▪ Download free HSE guidance on violence at work to check that current control measures are sufficient. http://www.hse.gov.uk/pubns/indg69.pdf	Named person and club		
Lone Working	All areas	Attendees may experience stress and/or injury from verbal abuse, and/or assault, from members of the public.	▪ All stewards to carry mobile phones. ▪ All instances of abuse/assault investigated to see if lessons can be learnt. ▪ No activities across the day will be carried out fully alone. No junior members will be left unsupervised under any circumstances.	Low	▪ Stewards to receive conflict management training – via the Safety Protocol	Named person and club		

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		Attendees may experience injury whilst working alone.						
Christmas Tree Collection	Injury to members and stewards	Members and stewards	▪ All participants will be asked to adhere to any rules, and these will be followed and enforced for safety reasons. ▪ Participants to be warned of uneven roads and surfaces around the route before setting off. ▪ Participants requested to wear sturdy footwear, hi-vis vests, gloves and appropriate clothing during the activity and take care when leaving and returning to vehicle between stops. Participants to follow the green cross code. ▪ Organisers to request tractors and trailers or vans park in safe locations, avoiding blind bends and off the main road if possible at each location. ▪ Participants will be instructed on the pre-organised route and the farms/premises to be visited and agree to return to a identified venue for a set time, to ensure everyone's safety. Organisers to write down all participants names and vehicle registration details and the time they set off to ensure a safe return of all participants. ▪ The date of the Christmas tree collection will be selected using weather forecast information and in extreme weather conditions, the collections will be postponed to a later date in January. ▪ All participants requested to have a road worthy, taxed and MOT'd vehicle and a fully charged mobile phone to ensure their own safety. The organisers/YFYFC will not be responsible for vehicle break downs. ▪ At the pre-organised houses, farms/premises participants may be offered refreshments. All participants are expected to decline the offer to prevent illness/food poisoning. ▪ All participants are advised against Christmas tree collections, door knocking or entering premises that have not been pre-arranged or known to the club/district.	Medium	▪ Knowing that the decision may be needed to cancel the event all together in the event of a severe weather/flooding. ▪ In the event of a near miss, incident or accident, an incident form must be completed and returned to County Office as soon as possible. ▪ Do not accept trees taller than 12ft for manual handling safety reasons. ▪ Ensure all members are wearing work gloves to prevent pine needle stick injuries. ▪ Wear head torches if working in low light or darkness.	Named person and club		

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Theft from vehicle	Issues associated with theft of property or data from the vehicle during collection. Robbery and threat to the safety and wellbeing of the collection team Commercial and/ or reputational damage resulting from internal theft or activities not in accordance with the objectives/ image of the tree collection event. Non -compliance of Data Protection Act 1998	All participants	▪ Members briefed in advance to bring as few valuable items as possible and keep phones and wallets on their persons (in a zipped pocket) at all times. Payments should be made at time of booking to reduce the cash handling. Donations of money from the public may be accepted, and the organiser informed. All data is handled in line with YFYFC guidelines and GDPR regulations. All Christmas tree collections sheets must be kept up to date and returned to the organiser at the end of the shift.	Low	▪ Pre-shift briefing by the organiser at the start of the Christmas tree collections.	Named person and club		
Disposal of Christmas Trees	Environmental impact	All participants	▪ All Christmas trees will be disposed of considering the environmental impact to the local area. These include: brush environments for keeping game birds, lakes and fisheries, chipped for garden mulch, fodder and dietary supplement for llamas and alpacas, and arts and craft activities.	Low	▪ Ensure arrangements are in place with recycling site in early December.	Named person and club		

Reviewed 12.12.2024