

BUSINESS RISK ASSESSMENT

Risk	Failure to Mitigate Health and Safety Risks for the Santa Tours Event
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RISK ASSESSMENT MATRIX

High Risk - 3		7	2, 3, 4, 5, 8
Medium Risk - 2			1, 6
Low Risk - 1			
Likelihood of Risk Happening	Low Impact - 1	Medium Impact - 2	High Impact - 3

RED: HIGH Priority **AMBER: MEDIUM Priority** **GREEN: LOW Priority**
1 Assess the risks below and score them.
2. Enter the risk number from the left hand column below into the relevant box in the matrix above.
3. Note the appropriate actions to deal with the risk in the right hand column below.

No	Assessment Criteria	L'hood	Impact	Score	Actions or comments to minimise the risk
1	Does the above present a potential risk to the Council finances? YES NO	Medium	High	High	Insurance cover. However event may be uninsured if risk assessment was not suitable and sufficient.
2	Does the above present a potential risk to staff or health and safety? YES NO	High	High	High	Unable to mitigate the risks highlighted in the risk assessment. Need to adapt the event to mitigate the risks.
3	Does the above present a potential risk to the public? YES NO	High	High	High	Unable to mitigate the risks highlighted in the risk assessment. Need to adapt the event to mitigate the risks.
4	Does the above present a potential risk to the Council's reputation? YES NO	High	High	High	Unable to mitigate the risks highlighted in the risk assessment. If seen to do nothing and something goes wrong, reputation would be damaged
5	Will the risk create adverse publicity? YES NO	High	High	High	Both undertaking and not undertaking the event in current format will likely create adverse publicity.
6	Does the above leave the Council open to claims? YES NO	Medium	High	High	Insurance cover. However event may be uninsured if risk assessment was not suitable and sufficient.
7	Will the risk have a negative impact on Service Quality / complaints or audit reports? YES NO	High	Medium	High	Both undertaking and not undertaking the event in current format could result in complaints.
8	Does the above present a potential risk that the Council may fail to comply with any duty? YES NO	High	High	High	Unable to mitigate the risks highlighted in the risk assessment. Need to adapt the event to mitigate the risks.
	Overall Assessment of the proposal/ situation or risk outline above	HIGH	MEDIUM	LOW	Unable to mitigate the risks highlighted in the risk assessment. Need to adapt the event to mitigate the risks.

Expected Outcomes	a) POSITIVE If the event is adapted as recommended in the report, it will be possible to mitigate all of the risks identified and to offer a more accessible event to the public which offers with choice over where and when to see Santa. b) NEGATIVE If the event continues to be run in its current format, it is not possible to mitigate the risks highlighted in the risk assessment. The Council therefore needs to adapt the event to mitigate the risks.
Financial Implications	Provide details of any potential cost or savings to the Council A small saving of up to £500 on the event, due to reduced number of volunteers and donated vehicles (insurance costs).

Summary/Comments or further supporting information

Please see the main report for detailed supporting information on the event, risks and proposed changes to the event.

Recommendation of Responsible Officer

This recommendation is given after analysing the situation as far as I am able to do so and is made after a request by either the Performance Management Group or a designated officer that I carry out a risk assessment on the proposal outlined in this report, and on assurance given by Great Aycliffe Town Council that I will bear no personal responsibility for any decision taken by the Council which takes into account my recommendation.

Signed..... Date.....
(Officer preparing the report)

Refer to Committee YES / NO

Management Team Signatures

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Entered into GATC Risk Registerdate

COMMITTEE MEETING

DATE: MINUTE NO.

Risk Assessment for the original Santa Tours format

Risk Assessment Form (RA1)

Service: Leisure and Events	Reference: RA/EVE/01
Activity: Santa Tours	Site: Around the streets of Newton Aycliffe
People at Risk: Staff, Public, Volunteers, Young people and Children	Additional Information: MANEVE02, MANEVE03, PPEEVE01, PPEEVE02

Risk Evaluation

Hazard	Risk	Initial Rating (L, M, H)	Existing Control Measures	Residual Risk (L, M, H)	Additional Action Required (action by whom and completion date)
Lack of event planning	Serious injury Major hazards	H	Pre-event meetings Risk assessment undertaken	M	
Pre-event set up non vehicle:- - Handling of boxes of sweets - Santa suits prepared for dry cleaning	Injury Musculo-skeletal disorder Cuts Slips, trips and falls	M	Sweets delivered to office for storage Manual handling assessment (MANEVE03) All staff trained in manual handling Suits bagged to eliminate tripping from trailing items Auto-electrician-employed-to-check-rigs-lighting	L	
Pre-event vehicle set up - Sides attached - Auto electrics for lights and music - Climbing on and off vehicle	Injury Musculo-skeletal disorder Burns Cuts Slips, trips and falls	H	Units assembled by GATC staff after changes to set up Manual handling assessment for erecting sides on vehicles (MANEVE02) PPE provided (PPEEVE01)	M	2021

Non-Council vehicles used to supplement Council fleet	Injury to vehicle users and pedestrians Damage to property Vehicles in bad condition	H	Vehicles insured under Council's insurance Vehicles visually checked for faults prior to issue Vehicles have MOT if over 3yrs	M	
Set up of non-council vehicles, staff unaware vehicle oddities	Injury Slips trips and falls Cuts Damage to property	H	Vehicles visually inspected before use Company loaning the vehicle to advise staff of any unusual start ups	M	2025
Use of volunteers None compliance to safety notifications – officers have no control once they leave the depot	Injury Damage to property Damage to vehicles Use of Banned drivers Death	H	Safety notices issued to volunteers Pre event brief on do's and don'ts Volunteers work in teams of 3 Use of regular volunteers years of experience, where possible Carrying equipment to vehicle MANEVE03 Visual check of volunteers licences before event starts Pre-meeting with new volunteers to discuss potential issues during the event.	H	Upgraded result All vehicles loaded by staff prior to event 2022 2025

Use of none briefed volunteers – due to late infill	Injury	H	Volunteers work in a team	H	Incident 2023 volunteer taken to hospital
No safety briefing taking place, no pre checks Unaware of medical conditions, driving endorsements, or suitable of individuals	Damage to property Damage to vehicles Use of banned drivers Death				
Lack of volunteers Pressure on other volunteers	Route unable to depart Volunteers take risks to try and assist other areas of the town	M	Statement issued on Facebook, updating residents. Another route to visit a location on cancelled route at the end of their own. Route cancelled	M	2025
Members of public coming to council to search Santa	Aggression to staff and volunteers Violence Emotional distress of staff	M	CCTV in operation Access control in operation	M	Incident occurred in 2024 added 2025
Driving vehicles which volunteers have never driven before – Automatic, semi-automatic, and manual vehicles Because whole fleet is not council owned unable to ensure competence of person on specific vehicle they will be driving	Accidents/incidents involving vehicles Increased emotional stress due to lack of training and aware of the vehicle before driving in the dark, around crowded streets, with a person on the back	H	None	H	2025

Traveling with Volunteer on back of vehicle.	Injury Death Prosecution	H	Vehicles to only travel at walking pace when Santa is on the back Volunteers have pre -safety sheet sent so to prepare themselves for requirements Signal arranged between driver and Santa before commencement of event When travelling at speeds greater than 5 miles per hour Santa must not travel on the back of the unit. i.e. on main roads Maps issued to navigators which highlight where Santa needs to get back into the vehicle. Dispensation given by Police for Santa on a moving vehicle.	H	
Child protection issues	Assault/abuse of minors Injury	M	Santa never left alone with minors, parental supervision, bystanders around at all times Santa not to hold young people and babies, in case of dropping Teams of 3, to ensure support, back up for Santa	L	

Getting on and off vehicle Falling from vehicles	Injury Musculo-skeletal disorder Slips, trips and falls	H	Crew to have pre-set signals for when vehicle in motion, to ask for help or give warning Santa to travel when possible in cab Steps issued to each crew for getting on and off vehicles All steps checked by competent person prior to use Navigator to assist Santa on and off vehicle Driver not to use excessive speed when Santa on back of vehicle	M	
Attack/violence from public	Injury Stress	M	Crew of 3 to have one mobile phone with them for assistance or emergency service back up No entry to private houses If under threat move from area	L	
Injury to public	Crush from moving vehicle	H	Navigator to assist driver by getting out of vehicle when manoeuvring in streets with limited access Navigator to wear a high vis top No public to enter cab of vehicle	M	

				No public to get on the back of vehicles Navigator to advise public when vehicle is going to be moved		
Children and young people attracted to vehicle while moving, possibly unsupervised in the dark. Allurement to moving vehicles – vehicles not fitted with all round camera, automatic braking or anti-theft devices	Injury/death of young person	H	H	Navigator and Santa on high alert assisting driver watching out for young people/children	H	2025
Music played through external speakers and bells ring to alert public of Santa's presence	Loss of hearing Damage to hearing	M	L	Volume to be kept at a suitable level, to attract public's attention. Without effecting volunteers Units have independent system so music is not played in the cab and is directed away from Santa		
Damage to other vehicles when in areas of limited access	Damage to property Injury to public	M	L	Driver to assess road conditions and not enter cul-de-sacs if hazardous to do so Navigator to give assistance to driver		

Weather conditions	Injury	M	If hazardous icy/snow conditions stick to main roads, navigator to get public to come to vehicle	M	
	Damage to property				
	Exposure to elements				
	Slips, trips and falls		Santa advised to wear several layers of clothing to protect from elements		
Allergies	Reaction to ingredients in the giveaway sweets	H	Use nut free/gluten free sweets in original wrap with ingredients listed	M	
Food Hygiene issues around the issue of giveaway sweets	Food poisoning	M	Pre-wrapped, vacuum-packed sweet packets only used	L	
Crowd control when the vehicle is changing locations	Injury Death	H	Advise surrounding people vehicle will be moving on, asking them to move away Drive no more than 5 miles an hour.	M	
Santa unit parked up greeting public on the highway in limited spaces causing traffic flow issues	Injury Death	H	Use hazard warning lights Driver to try and park in open space, but not always possible in tight cul-de-sacs and streets Navigator to monitor area and advise public if a hazard is detected	H due to history	Near miss, vehicle over took unit on the footpath, pedestrians had to move out of way
Members of public stepping onto the highway trying to get close to Santa					
Photo taking- trying to pass babies to Santa for photo	Injury Death	H	Santa told not to hold babies and young people.	M	
Public focused on			Driver to try and park in open space, but not always possible		

getting photo unaware of surroundings stepping into highway				in tight cul-de-sacs and streets Public have to be responsible for own safety		
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Assessor (sign): 	Date: 12.11.23	Dept Manager (sign): 	Date: 12.11.2025
Reassessment Review (sign)	Date:	Dept Manager (sign):	Date:
Reassessment Review (sign)	Date:	Dept Manager (sign)	Date:
Reassessment Review (sign)	Date:	Dept Manager (sign)	Date:

Risk Assessment for the revised 'Hybrid' format

Risk Assessment Form (RA1)

Service: Leisure and Events	Reference: RA/EVE/03
Activity: Santa Hybrid 2025	Site: various stops and main circuit of town
People at Risk: Staff, Public, Volunteers, Young people and Children	Additional Information: MANEVE02, MANEVE03, PPEEVE01,

Risk Evaluation

Hazard	Risk	Initial Rating (L, M, H)	Existing Control Measures	Residual Risk (L, M, H)	Additional Action Required (action by whom and completion date)
Lack of event planning	Serious injury Major hazards	H	Pre-event meetings Risk assessment undertaken	M	Reviewed annually
Pre-event set up non vehicle:- - Handling of boxes of sweets - Santa suits prepared for dry cleaning	Injury Musculo-skeletal disorder Cuts Slips, trips and falls	M	Sweets delivered to office for storage Manual handling assessment (MANEVE03) All staff trained in manual handling Suits bagged to eliminate tripping from trailing items	L	Report form on tables ready for return, volunteers advised to report immediately any serious incidents.
Pre-event vehicle set up - Sides attached - Auto electrics for lights and music	Injury Musculo-skeletal disorder Burns	H	Units assembled by GATC staff Manual handling assessment for erecting sides on vehicles (MANEVE02) PPE provided (PPEEVE01)	M	Tool box talk for set up by works supervisor. Under instruction during set up

Climbing on and off vehicle	Cuts Slips, trips and falls				
Use of volunteers Non compliance to safety notifications – officers have no control once they leave the depot Vetting of volunteers	Injury Damage to property Damage to vehicles Use of Banned drivers Death	H	Safety notices issued to volunteers Pre event brief on do's and don'ts Volunteers work in 2's or 3's Use regular volunteers, where possible Checks made on DVLA for licence endorsements Medical form completed by volunteers Driver competence pre drive in dark. In the relevant vehicle Council staff available at all times during the event Pre-meeting with new volunteers to discuss potential issues during the event.	M	2026 add references Each stop will have a visit from a member of staff during the event

Use of none briefed volunteers – late infill of volunteers who have dropped out No safety briefing taking place, no pre checks Unaware of medical conditions, driving endorsements, or suitable of individuals	Injury Damage to property Damage to vehicles Use of Banned drivers Death	H	Additional volunteers vetted and briefed prior to event taking place. Support vehicle with 2 fully briefed volunteers supporting units that can respond to any emergency on event. No late step in's allowed as these will not have received training or vetting Time to familiarise with vehicle before night of event Time given to speak to staff if any issues are spotted.	L	
Lack of volunteers Pressure on other volunteers	Route unable to depart Volunteers take risks to try and assist other areas of the town	M	Additional volunteers in pre event brief and on standby who are fully briefed. Reduced number of volunteers from 36 to 24 Route cancelled if needed, and public advised of other locations where units will be stopping. Some locations provided where unit will be in car parks for extended periods of time	L	Safe zones provided for parking of sleighs during the day by Chapter 8 trained staff

Members of public coming to council to search Santa	Aggression to staff and volunteers Violence Emotional distress of staff	M	CCTV in operation Security lights in place Access control in operation Times and locations advertised no-one should miss the opportunity to go and see Santa	L M	Staff have mobiles to keep in touch with each other
Driving vehicles which volunteers do not usually drive	Accidents/incidents involving vehicles Increased emotional stress due to lack of training and aware of the vehicle before driving in the dark, around crowded streets	H	Areas planned so no need to try and get in and out of tight cul-de-sacs. Need for reversing down to only 3 times through the whole event. Banksman or navigator to guide Santa Sleigh into place. Every route has a loud hailer to be able to advise public vehicle coming. If stop is busy Santa to get out of cab before stop and take public away to one side away from stopping place. Training given on vehicle which they are expected to drive prior to the night. Competency checked prior to night.	M	

Child protection issues	Assault/abuse of minors Injury	M	Santa never left alone with minors, parental supervision, bystanders around at all times Santa not to hold young people and babies, in case of dropping Teams of 2, to ensure support, back up for Santa Crew of 2 or more to have one mobile phone with them for assistance or emergency service back up No entry to private houses If under threat move from area All volunteers will be in the cab when moving away making the vehicle the target not the person	L	Safe guarding policy in place
Attack/violence from public Anti social behaviour	Injury Stress	M		L	Units have two way radio for support from back up vehicle and each other. Safety instruction given to volunteers which have to be signed.
Injury to public by moving vehicles trying to negotiate in tight streets and cul-de-sacs	Crush injury from moving vehicle Injury Death	H	Navigator or support crew to assist driver by keeping public back until Santa gets out of vehicle. Area's preprepared with cones to allow driver to park with ease. Limited need to reverse due to planning of stops and route. Navigator/support crew to wear a high vis top	M	

				No public to enter cab of vehicle No public to get on the back of vehicles Driver/navigator/support crew to advise public when vehicle is going to be moved Navigator or support crew to assist driver by keeping public back until Santa gets out of vehicle. Area's preprepared with cones to allow driver to park with ease. Driver/navigator/support crew to advise public when vehicle is going to be moved Driver to ensure vehicle security while at scheduled stops. Every route has a loud hailer to be able to advise public vehicle coming. If stop is busy Santa to get out of cab before stop and take public away to one side away from stopping place.	M	Sites planned in advance to create safe zones for vehicles
Children and young people attracted to vehicle while moving, possibly unsupervised in the dark. Allurement to moving vehicles – vehicles not fitted with all round camera, automatic braking or anti-theft	Injury/death of young person	H				

Music played through external speakers and bells ring to alert public of Santa's presence	Loss of hearing Damage to hearing	M	Volume to be kept at a suitable level, to attract public's attention. Without effecting volunteers. Units have independent sound system, so music is not played directly into the cab	L	
Damage to other vehicles when in areas of limited access	Damage to property Injury to public	M	Stops pre planned with coned areas for driver to access off main roads Not accessing restricted spaces No driving in packed no through streets	M	
Weather conditions	Injury Damage to property Exposure to elements Slips, trips and falls	M	Only travelling on main roads which should have been treated. Santa travelling in vehicle cab between locations therefore not as exposed Some stops include inside venues for public and volunteers to take shelter Santa advised to wear several layers of clothing to protect from elements	M	When at venues, follow safety guidance from venue staff

Allergies	Reaction to ingredients in the giveaway sweets	H	Use nut free/gluten free sweets in original wrap with ingredients listed	M	
Food Hygiene issues around the issue of giveaway sweets	Food poisoning	M	Pre-wrapped, vacuum-packed sweet packets only used	L	
Crowd control when the vehicle is changing locations	Injury Death	H	Advise surrounding people vehicle will be moving on, asking them to move away Banksman/navigator to walk Santa sleigh to highway. Drive no more than 5 miles an hour. Use hazard warning lights	M	If upon approach there are large crowds, Santa to get out of vehicle and take crowd to one side until, unit sited Banksman given instruction before starting event. Info signed for
Photo taking - trying to pass babies to Santa for photo Public focused on getting photo unaware of surroundings stepping into highway	Injury Death	H	Santa told not to hold babies and young people. Stops are located off highway Public have to be responsible for own safety on the highway	M	

Assessor (sign):		Date: 23.12.25	Dept Manager (sign):		Date: 23.12.25
Reassessment Review (sign)		Date:	Dept Manager (sign):		Date:
Reassessment Review (sign)		Date:	Dept Manager (sign)		Date:
Reassessment Review (sign)		Date:	Dept Manager (sign)		Date: