Risk Assessment

Activity: Pavilion		Assessment date: 01/05/25 (JL-Clerk)		Review date: 01/05/26	
HAZARD AND RISK	PEOPLE AT RISK	OUR CONTROLS	FUTURE WORK	RISK LEVEL	TARGET DATE/BY WHOM
Car Park – vehicular access and safety of pedestrians walking to Pavilion/field	Staff, members of public, Parish Council	* Speed limit restriction and speed bumps * Designated disabled parking spaces * Hirers informed how to park * PA checks road markings and reports to Clerk	* Monitor hedge/tree growth	LOW	Ongoing
Building approach – ditch safety	Staff, members of public, Parish Council	* Signs in place	* Check signs regularly (Caretakers)	LOW	Ongoing
Office - equipment	Staff	* Desk assessment to be completed if needed	* Any staff to notify Clerk of relevant need	LOW	Ongoing
Office – equipment	Staff, members of public, Parish Council	* All fixed electrical equipment PAT tested (Aug25) and visual inspection when used	* Annual Maintenance schedule	LOW	Ongoing
Hall – replacing light bulbs	Contractor	* Competent persons used	* Check insurance/competency	LOW	Ongoing
Injury from moving/lifting heavy items	Staff, members of public, Parish Council, contractors	* Manual handling training, H&S signs, included in hire terms and conditions, hire reminder and verbal confirmation	* Posters near equipment * Caretakers to put up/take down tables and chairs for large events	LOW	Ongoing
Blocked fire doors	Staff, members of	* Fire exit signs in place			

	public, Parish Council	* Contained in terms and conditions of hire/verbal reminder * PA visual check	* Ongoing	LOW	Ongoing
Toilets – safe disposal of nappies/sanitary products	Staff, members of public, Parish Council	* Suitable bins provided	* Ongoing	LOW	Ongoing
Football changing rooms/toilet block – hand driers	Staff, members of public, Parish Council	* Annual safety check * Weekly visual check (PA/Cleaner)	* Ongoing	LOW	Ongoing
Football changing rooms/toilet block – hot water scolds	Staff, members of public, Parish Council	* Hot water turned down * Water tested as part of weekly checks	* Ongoing	LOW	Ongoing
Football changing rooms/toilet block – cleaning products and tools	Staff, members of public, Parish Council	* All items stored in Referee's room (no trip hazard)	* Ongoing	LOW	Ongoing

Football changing rooms/toilet block – corridor	Staff, members of public, Parish Council	* All electrical equipment to be removed prior to use by hirers or spectators	* Ongoing	LOW	Ongoing
Football changing rooms/toilet block – rubbish disposal	Staff, members of public, Parish Council	* Cleaners to empty regularly * All contaminated dressings, etc to be placed in hazard bags and sealed	* To be monitored	LOW	Ongoing
Kitchen – scolds from mixed taps	Staff, members of public, Parish Council	* Warning signs above sink * Water tested weekly (PA/Cleaner)	* Ongoing	LOW	Ongoing
Kitchen – fire caused by cooker appliances	Staff, members of public, Parish Council	* Fire procedure advised to all hirers (included in Terms and Conditions) * Instruction on safe use of appliances on date of hire * Fire blanket in place	* Replace as necessary	LOW	Ongoing

Kitchen – burns from cooking	Staff, members of public, Parish Council	* Hazard notices in place * Hirers advised location of first aid kit * Hirers reminded to complete first aid book and accident form if needed	* Monitor	LOW	Ongoing
Kitchen – scalds from dishwasher	Staff, members of public, Parish Council	* Hazard notice on machine * Instructions for use displayed * Instructions given on day of hire * Hirers advised of first aid kit location and accident form	* Monitor	LOW	Ongoing
Kitchen – use of portable electrical equipment (microwave, kettle, etc)	Staff, members of public, Parish Council	* Annual PAT testing (recorded in H&S file) * Hirers given instruction if needed	* Monitor	LOW	Ongoing
Plant room – * Electrical * Heating system, * Gas boiler and carbon monoxide,	Staff, members of public, Parish Council	* Staff training re who to contact if an issue arises/safe operation * Electrical circuit testing in place * Carbon monoxide tester in place and checked regularly (battery replaced annually)	* Emergency protocol to be established should heating, etc fail	LOW	Clerk to address as part of Maintenance Schedule

* Water use		* Annual boiler servicing and gas safety certificate obtained – on annual maintenance schedule	* Solar panel shut down switch to be put in place (to protect if a fire should break out)		* **Warnings to be put on plant room doors (for firefighters)**
External areas – * Lose slabs * Window opening onto paths * Kitchen serving hatch opening outward * Waste bins * Large wheelie bins * Cigarette butts	Staff, members of public, Parish Council	* PA/Caretakers to check * Fitted with limiters * Warning in place * Emptied by Caretakers weekly * Manual handling methods advised * Designated smoking area with bin in place.	* Permanent sign needed * New bin needed for front of building	LOW	* Ongoing (Clerk to acquire sign for kitchen hatch)

Enclosed Garden Area - * Open gates * Double entrance gates left open * Glass or rubbish left on grass	Staff, members of public, Parish Council	* Left open and hooked back when garden not being used * PA to check weekly that gates are closed * PA/Caretakers to check area each week	* Ongoing	LOW	Ongoing
Bin store and immediate area – * Rat traps * Rubbish disposal – height of bin	Staff, members of public, Parish Council	* Weighted down and checked regularly * Help to be requested if staff or hirers cannot easily reach bin	* Ongoing	LOW	Ongoing
Container - assessing	Staff, members of public, Parish Council	* Help to be requested if door or items within cannot be easily opened/lifted * Trollies to be used to move heavy items	* Ongoing **Door replaced in 2024 – no heavy lifting needed as electronic now**	LOW	Ongoing