

# Stilton Pavilion Risk Assessment

**Company name: Stilton Parish Council**

**Assessment carried out by: Julie Gillies**

**Date review was carried out: 8<sup>th</sup> May 2020**

**Date of next review: 8<sup>th</sup> May 2021**

How was the risk assessment done? The Pavilion Administrator followed the advice at [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/).

To identify the hazards and risks, they looked at the guidance on HSE's web pages and

- walked around the Pavilion, checked the store cupboards and all other areas, noting things that might pose a risk;
- talked to staff (cleaner) to learn from their knowledge and experience and listened to their concerns and opinions
- looked at the accident book, to understand which risks previously resulted in incidents.

The Pavilion Administrator assessed the building for risks, recorded any further actions required and reported findings to the Parish Council by completing this form and submitting it to the Parish Council.

The Pavilion Administrator will review the risk assessment whenever there are any significant changes such as new work equipment, work activities or workers. If none, an annual risk assessment will be undertaken on or as close as possible to the one-year anniversary of the previous risk assessment having been completed.

*(NFA = No further action)*

Risk No.	What are the hazards?	Persons at risk	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
1.	<b>Car Park</b>						
	Vehicular access & safety of pedestrians walking to Pavilion	Staff & Public	Speed limit restriction notice & speed bumps. Designated disabled parking spaces. Staff/volunteers explain to potential hirers how to park. Images posted on web page & social media.	Repaint the pedestrian safe access lane, recommend more white figures are painted to make it clear it is a pedestrian lane.	Clerk to write to groundworks contractors to ask them to re-visit & remedy the lines.	By August 2020	
2.	<b>Building Approach</b>						
	Falling in ditch at front of building.	Staff & Public	Staff/Volunteers point out to potential hirers.	Safety measures to be put in place to prevent vehicles or pedestrians from falling in ditch.	Add 'Caution Deep Water' signs along ditch edge.	By August 2020	
	Trip Hazard – stones kicked dislodged from pavement edging	Staff & Public	Staff to check paving area on each visit and brush stones off the pavement.	Include in Handyman's contract/job description.	Parish Council	26/5/20	
3.	<b>Office</b>						
	Office Equipment	Staff	Work station desk assessment to be completed by staff before using.	NFA			
Staff		All fixed electrical equipment subject to ongoing checks and servicing (CCTV wall monitor). CCTV is checked annually in maintenance contract with Business Watch.	Annual Maintenance Contract.	Parish Council.	May 2020		

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4.	<b>Main Hall / Community Room</b>						
	Sloped floor entering main hall from lobby or kitchen.	Staff & Public	Warning notices placed on relevant doors.	NFA			
	Doors between hall & community room opened into someone exiting the community room.	Staff & Public	Door notices placed to warning of hazard. Doors can be propped open during functions.	NFA			
	Replacing Light Bulbs – working at height.	Contractor	Contractor uses appropriate equipment & is not left alone in the building.	NFA			
	Use of electrical equipment.	Staff / Contractors	Hired in contractors for maintenance & functions to provide evidence of valid PAT. User instructions available in office.	Added to annual maintenance schedule.	Parish Council to approve.	30/6/20	
5.	<b>Cleaner's Cupboard</b>						
	Cleaning Products	Staff	All Chemicals are locked in specific cage units – no access to public. Staff advise hirers that cleaning supplies are in the cupboard.  Covered by COSHH assessment and staff using made aware of substances & safe handling practices/usage and how to deal with health issues arising from usage.	NFA			
6.	<b>Whole Pavilion</b>						
	Replacing Light Bulbs in rooms other than the main hall	Staff	Two members of staff/volunteers to be on site when using a step-ladder to replace bulbs in any single storey location (not the	NFA			

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			main hall). One person to steady ladder.				
	Replacing Light Bulbs the main hall	Staff / Contractors	Staff/Contractor uses appropriate mobile platforms.	NFA			
	Injury from falling off notice boards	Staff & Public	No pins to be used on notice board, including regular users board – staff to check regularly.	Purchase Velcro sticky dots approval.	Order Placed.	31/5/20	
	Injury from moving or handling furniture	Staff & Public	H&S signage, staff receive manual handling training, included in hire terms & conditions and hirer reminded on day of hire verbally.	NFA			
	Fire Doors not to be blocked	Staff & Public	Fire Exit signage in place, stated in terms and conditions of hire document and hirers are reminded not to block doors.	NFA			
<b>7.</b>	<b>Toilets</b>						
	Safe disposal of nappies/sanitary products	Staff & Public	Sanitary bins and disposal to be provided.	NFA			
<b>8.</b>	<b>Changing Rooms</b>						
	Use of hair/hand driers.	Staff & Public	Annual schedule of checks for hair/hand driers. Weekly checks for damage to hair/hand driers by staff.	To be electrical inspected.	Parish Council	26/5/20	
	Hot water burns from mixer taps or sinks in toilet areas	Staff & Public	Warning Signs above sinks. Hot water tank tested during weekly water checks.	NFA			
<b>9.</b>	<b>Kitchen</b>						

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	Hot water burns from mixer taps		Warning Signs above sinks. Hot water tank tested weekly during water checks.	NFA			
	Fire Caused by cooker appliances	Staff & Public	Fire procedures advised to all hirers; fire evacuation procedure included in Terms of Hire document & instruction on safe use of appliances on date of hire.	NFA			
	Burns from cooking	Staff & Public	Hazard notice placed by cooking appliances. Hirers advised location of first aid kit. Hirers reminded to complete first aid book and accident form if an accident occurs.	NFA			
	Scalds from hot water dispenser / dishwasher	Staff & Public	Hazard notice placed on machine. Instructions for dishwasher displayed and demonstration given on day of hire. Hirers advised location of first aid kit.	NFA			
	Use of portable electrical equipment (Microwave / kettle)	Staff & Public	Annual schedule of PAT testing for all portable appliances to be implemented and recorded in H&S File. Hirers given instruction, where necessary.	Add to annual maintenance schedule.	Contractor appointed by Parish Council	30/06/20	
<b>10.</b>	<b>Plant Room</b>						
	Electrical	Staff & Volunteers	Newly appointed staff to be advised who to contact if a problem arises.	NFA			
			Electrical circuit testing to be carried out in line with current legislative requirements.	NFA			
	Heating System	Staff & Volunteers	Training for appropriate staff on safe operation of equipment.	NFA			

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	Gas Boiler & Carbon Monoxide	Staff & Public	Carbon Monoxide tester in place and checked working regularly. Replace battery annually.	Add to maintenance schedule.	Someone who can reach it.	30/06/20	
	Water use in Plantroom which has high voltage electrical equipment	Firefighters	Access to plantroom is controlled, Fire Brigade have visited the site8/	Provide warning signs on outside door and within plantroom. 2: Arrange visit from Fire Brigade to run through where to turn off power, include location plan for panel within the plantroom.	Pavilion Administrator	31/07/20	
			Annual Boiler Servicing and Annual Gas Safety Certificate obtained.	Add to maintenance schedule.	Parish Council to approve.	30/06/20	
<b>11.</b>	<b>Outside Area</b>						
	Windows opening onto the path / patio areas around the building	Staff & Public	Windows are fitted with limiters.	NFA			
	Kitchen serving hatch window opening outwards.	Staff & Public	Warning placed in appropriate position.	NFA			
	Waste bins – possible fire hazard	Staff & Public	Regularly emptied by District Council to avoid overspill. All positioned in open spaces.	N/A			

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	Large Green Wheelie Bin	Staff	H&S signage displayed; staff receive manual handling training/advice sheet.	Handyman to receive manual handling sheet.	Clerk	30/6/20	
	Cigarettes discarded close to building.	Staff & Public	Fire Buckets (filled with sand) placed 5m from entrance/patio entrances.	Fire buckets ordered	Parish Council to approve.	30/5/20	