

Company name: Stilton Parish Council

Assessment carried out by: Julie Gillies

Date review was carried out: 9th March 2021

Date of next review: 9th March 2022

The Parish Room is located in the middle of Stilton Cemetery via gated access and gravel pathway.

How was the risk assessment done? The Pavilion Administrator followed the advice at 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 Parish Room, checked the store cupboards and all other areas, noting things that might pose a risk;
- talked to staff to learn from their knowledge and experience and listened to their concerns and opinions

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 re you already doing to control the risk?	What further action do you need to take to control the risk?	Who needs to carry of the action?	When is the action needed to be completed by?	Done
1.	Car Park						
	There is no car park. Access may be required to cemetery by contractors for tree-felling equipment or a hearse.	Members of the Public	Tree-felling contractors to place hazard signs at entrance to warn of danger or appropriate 'closed due' signage at main entrance gates.	NFA	Contractors	Whilst working on site	
2.	Building Approach						
	Fallen Pine Cones and gravel pathway.	Staff & Public	Hirers to be advised about hazard. Handyman to check regularly and clear away fallen cones?	To be included in Hire T&Cs			
3.	Entrance Lobby & Storage Cupboard (Staff only access)						
	Electrical Equipment stored in cupboard.	Staff	After access, the doors to be closed.	Appropriate notice to be put in place			
	Doors between lobby area & meeting room opening into someone entering/exiting the meeting room.	Staff & Public	Notice placed in appropriate please to keep closed when not in use. Lobby light switched on during use.	Appropriate notice to be put in place.			
	Toilet door opening into someone entering/exiting the lobby area.	Staff & Public	Notice placed on either side of toilet door to warn of hazard.	Appropriate notice to be put in place			
	Injury from items falling off shelf in cupboard	Staff & Public	Accessible only by staff or PC members who are to be aware of how they place items on top shelf.	Staff Only signage put in place			
	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.	To be included in Hire T&Cs not to move furniture.			
4.	Toilet						

	Cleaning Products	Staff & Public	To be stored in cupboard under kitchen sink. No children will be permitted in the building.	To be moved to kitchen sink cupboard.			
	Toilet door opening into someone entering/ exiting the lobby area.	Staff & Public	Hirers are informed in Terms & Conditions of Hire to switch on light switched on during use to illuminate the area clearly (doors are clear toughened glass).	To be included in Hire T&Cs to be drafted and approved.			
5.	Meeting Room/Kitchen (one room)						
	Doors between meeting room & lobby opened into someone entering/ exiting the community room.	Staff & Public	Hirers are informed in Terms & Conditions of hire to switch on light during use to illuminate the area clearly (doors are clear toughened glass).	To be included in Hire T&Cs to be drafted and approved.			
	Spiral Staircase to upper level.	Public	The staircase is only used by designated staff/contractors to undertake water testing or services/repairs. Access is restricted with a 'No Access' notice hanging between the railings. Hirer made aware of this in hire terms and conditions	To be included in Hire T&Cs to be drafted and approved.			
	Stacked chairs	Staff & Public	Nothing	To be included in Hire T&Cs to be drafted and approved. Plus sign to be prep stating to be to be stacked no more than 6 high.			
	Heavy Storage Boxes could cause injury if moved.	Staff & Public	Nothing	Sign to be prepared – Please do not move. Boxed to be lifted in tandem.			
	Fridge and Microwave doors left opened	Staff & Public	Sign on door to say please keep closed.	Signage required			

	Scalds from hot water taps / kettle / dishwasher / microwave.	Staff & Public	Instructions for dishwasher / microwave displayed and/or demonstration given on day of hire. First aid kit onsite and incident book recording available.	Signage, first aid box and incident booking to be put in place.			
	Use of portable electrical equipment.	Staff & Public	Annual schedule of PAT testing for all portable appliances to be implemented and recorded in H&S File (stored in file at Pavilion). Hirers given instruction, where necessary.	To be included in Hire T&Cs to be drafted and approved.			
	Fire caused by appliances or heating system	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.	Hire T&Cs & Fire Evac Procedures to be drafted & approved.			
	Use of fan heaters – trip hazard.	Staff & Public	Recommendation – to be removed from premises as heating will be on if hiring out the Parish Room.	PC to discuss further.			
	Former heat burner heard surround – trip hazard and cupboard above it is a head bump hazard.	Staff & Public	Nothing.	Trip hazard & Mind your Head' signage to be put in place.			
	Replacing Light Bulbs – working at height.	Staff	Two members of staff/ volunteers to be onsite when using a step-ladder to replace bulbs. One person to steady ladder.	NFA			
	Cleaning Products	Staff	All cleaning products are kept in cupboard under the sink. On application, hirer to be advised no children are permitted in the building.	To be included in Hire T&Cs to be drafted and approved.			

	<p>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.</p>	<p>COSHH to be completed.</p>			

6.	Upper Level						
	Gas Boiler & Carbon Monoxide	Staff & Public	Carbon Monoxide tester in place and checked working regularly. Replace battery annually. Listed in annual maintenance schedule.	NFA			
	Heating System	Staff & Volunteers	Training for appropriate staff on safe operation of equipment.	NFA			