

## Haughley Parish Council – Ron Crascall Pavilion Risk Assessment for the period 1 April 2023 to 31 March 2024

Topic	Identified Hazards	Uncontrolled Risk Rating	Who Could Be Affected?	Actions Taken to Minimise or Eliminate Hazard	Controlled Risk Rating	Residual Hazard or Risk	Further Action Required?	Further Action – How, When Whom?
<b>Ron Crascall Pavilion – General</b>								
Insurance	Lack of reasonable insurance cover	Low 4	All people using building	The insurance cover will be reviewed each and every year. It is reasonable to get outside help on the value of the property and carry out an appraisal as to the value of the contents appertaining to HPC's liability. All users of the pavilion will be responsible for their own contents insurance and that cover they are responsible for, i.e. landlord's fixtures and fittings.	Low 1	Rising value	Review in line with inflation and keep cover to the level.	Parish Clerk to be responsible to keep the review up to date.
Fire	Fire alarm not working or escape route blocked	High 8	All people using building	A contract for fire alarm maintenance is in place Check that all fire doors are unlocked at all times, when the venue is in use. Regular check to be carried out, by the fire brigade and fire certificate to be issued. All access/egress routes to be kept clear. Emergency escape route signs to be maintained. Fire extinguishers to be checked and logged.	Low 3	Fire alarm failure	Procedure to be reviewed on annual basis or as required.	Regular Maintenance. Fire alarm monitored monthly visual check.
Car parking	Damage or theft from vehicles Bottle Bank near entrance	Medium 6	All car drivers And visitors	Post a notice that 'No responsibility for damage or theft from vehicles will be taken by HPC. Parking is entirely at the owners' risk'. Car park checked for pothole  Regular clearing of broken glass and excess waste	Low 1  Low 3	Car park dents And scrapes. C a r d a m a g e from potholes.  Broken glass and waste left by users	Check that notice is in place and suitably worded. Pot holes to be filled if appear  Clearing of any broken glass & waste asap	Check condition Of sign. Regular 2 monthly checks for potholes  Regular checks by scouts
Emergency Lighting	Slips, trips and falls. Fire, Malfunction of equipment.	High 7	All people using building	Have all emergency lights tested/ checked every year and Certified.	Low 2	Lighting Failure	Check emergency lights sporadically through the year. Usually monthly	Monitored by P.F.C. volunteer

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All Floor Areas	Slips, trips and falls	Medium 5	All people using building	All access and egress point to building to be kept clear and free of trip hazards. The staircase to the upper level to be kept clear and the handrail checked for fixings to the wall on a regular basis. All carpets and tiles to be checked regularly for lifting etc. Any lack of adhesion or lifting to be reported, noted and fixed. Appropriate signage (warning of slippery surface) to be in place during cleaning or polishing.	Low 1	Bad weather	Regular checks to be made on condition of flooring.	Warning signs on wet floors
Electrical Equipment	Malfunction of electrical equipment	High 7	All users of building	Annual electrical (PAT) checks to be carried out by qualified person to minimise risk of malfunction. Regular visual inspection of electrical equipment to be made.	Low 2	Possible damage Of cables from vermin	Annual formal check required. Regular visual inspections required.	Regular inspection and monitoring by P.F.C
Toilets	Hygiene	Medium 5	All people using building	Toilets and washing facilities to be cleaned regularly. Soap and hot water to be available to all.	Low 1	Soap running out	Check that hot water is available at all times for use to all users of hall.	Regular inspection Cleaning contracted fortnightly
Showers / changing rooms	Legionella	High 7	All users of changing rooms	Showers to be regularly cleaned. Regular checks for presence of legionella to be made.	Low 3	Wet floors	Need to make sure checks are undertaken by qualified person.	Monthly checks carried out by trained volunteer
<b>Ron Crascall Pavilion – Upstairs Room</b>								
Staircase	Slips, trips and falls	Medium 5	All-including Mobility impaired Individuals as no lift access	Kept clear at all time's wide stairs, handrails each side .Well –lit. Reminder signs not to play on or block stairs	Low 1	People not taking care	Emergency lighting	Regular inspection of staircase Inspection carried out On all emergency

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Escape stairs	Slips, trips and falls	Medium 5	All during emergency	Wide Stairs with handrail Emergency Lighting Fire escape Door Kept clear	Low 1	People not taking care	Ladder needs to be fixed securely	Regular inspection
Entrapment	Entrapment of fingers etc. in chairs whilst stacking and tables whilst closing.	Low 4	All people using building	Great care must be taken when carrying out this operation. Chairs must not be stacked more than 5 high.	Low 1	People not taking care	Regular checks to be made on condition of chairs and tables	Carried out by more than one person
Function Room general condition	check windows and floor for wear or signs of leaking	Low 4	All people using building	Any leak or damage to be reported for repair and maintenance to reduce potential for slips, trips, falls or damage to floor.	Low 2	People not taking care or reporting fault	Regular checks to be made on condition of windows and floor	Regular inspection
<b>BOWLS/FOOTBALL CLUBS &amp; SCOUTS ROOMS</b>								
General hazards and checks as above in addition to any club specific items							Risk assessments for clubs to be completed in conjunction with club Committees.	Monitored by P.F.C.
<b>Playing Field &amp; Equipment</b>								
Play equipment	Slips, trips and falls, other eg; finger entrapment	High 7	All people using the equipment in area	Equipment installed has annual safety inspection, report obtained and acted upon. Warning signs stating equipment used at own risk and who to report damage to. Also postcode for emergency services use if needed	Low 3	People not taking care or reporting fault	Regular visual checks in addition to annual ROSPA inspection	PFC volunteer for frequent visual checks. Annual inspection by paid official
Field in general	Litter & Dog poo	High 7	All people using the field	Number of litter bins and dog poo bins provided and emptied frequently. Pre-match inspection of football pitch carried out by football club.	Low 3	People not using the bins or clearing up after their dogs	Regular emptying of bins and litter picks	PFC volunteer for frequent visual checks.

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Field and footpaths in general	Slips, trips & falls	Med 6	All people using the field	Check field for any foreign objects eg glass and other sharp objects. Pre-match inspection of football pitch carried out by football club. Check general condition of field & paths.	Low 2	People dropping objects or not clearing away properly after activities	Encourage all users to remove foreign objects if spotted	Regular visual checks by volunteers
Lighting general	Electric shock	Med 6	All people using the field	All field lighting installed by Suffolk County Council and converted to LED lighting providing good level of light.	Low 3	Damage to column door exposure to wires	None	Regular inspection
Floodlights	Electric shock	Med 6	All people using the field	Correct method of installation with armoured cable. Flood light at height on poles. Main isolation inside pavilion.	Low 2		None	Regular inspection
Field perimeter and Trees	Possible danger from falling trees/branches	Med 6	All people using the field	Regular checking of field to check for falling branches and trees. Intensive checks after high winds or extreme weather conditions	Low 3	Weakened trees and branches	None	Regular checks every six months (logged). Plus extra checks after bad weather (logged)

**Review May 2024**