

## Haughley Parish Council – Ron Crascall Pavilion Risk Assessment for the period 1 April 2021 to 31 March 2022

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
Car parking	Damage or theft from vehicles	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	Low 1	Car park dents And scrapes. Car damage from potholes.	Check that notice is in place and suitably worded. Pot holes to be filled	Check condition Of sign. Regular 2 monthly checks for potholes
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.	Monitored by P.F.C.

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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
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.	Contract in place with specialist company
<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 On staircase Inspection carried out On all emergency lighting Feb2017

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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
<b>Ron Crascall Pavilion – Ron Crascall Room</b>								
General Condition of Room	Slips, trips and falls	Medium 5	All people using building	Good Daylight .Floor even and in good condition. Safety glass in large windows. Fixed seating causes no obstacle. Ceiling height fine Well signed escape route	Low 1	Liquid on floor	Disabled access is an issue	Upgrade disabled access routes If possible
Log book and inspection records	All identified Hazards	High 7	All people using building	Regular checks of the Building in a Thorough way	Low 1	none	These checks and other checks such as fire practices In clubs and training of staff need to Be logged in a log book which is KEPT ON SITE	Log book to be Organised and Filled in regularly
<b>BOWLS/FOOTBALL CLUBS &amp; SCOUTS</b>								
							Risk assessments for clubs to be completed in conjunction with club Committees.	Monitored by P.F.C. and H.P.C

**Review March 2022.**