

HANSLOPE PARISH COUNCIL RISK ASSESSMENT FOR THE PAVILION AND RECREATION GROUND

Pavilion and recreation ground					
Subject	Risk(s) Identified	H/M/L	Management and control of risk	Date Reviewed	Review/assess/Revise
Maintenance	Loss of income Risk to third parties	M L L L	Pavilion and Recreation ground are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Parish Council. They are insured and reviewed annually. All public amenity land is inspected regularly by parish employee/councillor and problems reported to PC Public liability insurance held for pavilion and recreation ground Recreation ground is mown (From March to November) and any issues reported to Clerk	16/01/24	Existing procedure adequate.
Access to / from building	Fire risk/evacuation	L	Doorway is clearly positioned and lighting, including emergency lighting, is provided. Obstructions are not allowed to block access route	16/01/24	
Electricity	Electrical fire	L M M	Fuse board is located at ceiling level in top corner of pavilion kitchen PAT testing required for all electrical items 5-year electrical check from qualified electrician	16/01/24	PAT testing COMPLETE Jan 2024 Circuit board and fixed wiring check COMPLETE – Jan 2024
Fire	Pavilion burns down	L L L	No smoking area and appropriately signed. Emergency exits are clearly marked 2 fire extinguishers in pavilion regularly checked	16/01/24	Fire inspection due 2024
First Aid provision	General injuries from tea making or slips Specific football injuries	L	2 First aid kit is located in the kitchen area and changing rooms Qualified first aider at HFC and Hanslope Hornets Club	16/01/24	
Food Hygiene	Food poisoning	L M M L	The premises include a kitchen for use by hirers. This includes a kettle and fridge/freezer. The kitchen is regularly cleaned by cleaner and the Hanslope Hornets FC. Food prepared and sold by Hanslope Hornets – all users Food Hygiene certified. Kitchen knives used only under supervision of Hanslope Hornets staff. Must be returned to kitchen draw. The fridges and freezers require regular cleaning Rubbish to be taken off site when bins are full and placed in refuse bins outside the pavilion	16/01/24	Rules detailed in hiring agreements signed by users. Fridge/freezers all cleaned and defrosted Nov 2019 Users to ensure bins are emptied

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Manual handling	Injury due to heavy loads	L	The HFC store equipment for their activities in lockups outside the pavilion. Users are expected to be sensible in the way they store and handle their own heavy or awkward objects. Users are expected to provide an inventory of what is being stored.	16/01/24	
Noise pollution		L	Users for events/tournaments are expected to be aware of their responsibilities for their activities in accordance with agreement which is held by the clerk.	16/01/24	
Normal pavilion activities		L	All users are expected to use the facilities responsibly and report any problems or damage to the clerk. Any issues are discussed at the next liaison meeting.	16/01/24	
Changing rooms/showers/toilets		L	HFC are the only users of the changing rooms/showers/toilets and have responsibility for managing this area as per the agreement. Cleaning products to only be used by adult staff.	16/01/24	Monitor cleanliness of changing rooms and showers. Users responsible for contracting a cleaner and ensuring cleaning is done and rubbish disposed of. No items to be left in changing rooms. PC will clear and dispose of these twice a year.
Playing Field		L	HFC organise regular league games on the playing field in accordance with the agreement with the PC. Other activities are purely ad hoc occasions when groups gather to play together. The recreation ground is an open facility. The field is frequently used by dog walkers who are encouraged to remove any dog faeces. There are appropriate bins and signs provided. The area is checked regularly by the clerk/caretaker and enforcement is in place.	16/01/24	
Pitches	Trips and falls – injuries to public and dogs	M	Cricket Club monitors ground sockets and replaces stakes after matches. Cricket square roped-off. HFC/Hornets to ensure goal posts secured/chained.		Cricket Club switched to metal stakes and a more visible fluorescent roping system for the square – COMPLETE Jan 2024
Trees	Storm damage / health of trees	L	Inspected every 3 years by designated councillor, along with contractor. Any work carried out promptly.	16/01/24	Consider ring fenced tree maintenance reserve for any necessary work when required - sufficient for major works
	Cost of tree work	M			
Vandalism	Financial loss Problem for next user	L L L	The pavilion is only open when it is being used by hirers. The recreation ground is open to the public all the time. The main gate onto the recreation ground is locked at all times. Adequate public liability and premises insurance Adequate contents insurance	16/01/24	

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Flooring	Slip on floor if wet/studded boots	M M	Mops and brooms kept in the corner of the kitchen/changing room to prevent trip hazard Floor checked for slips by adult supervisors of activities.	16/01/24	Monitor mud situation in showers/changing rooms.
Car Park	Collisions/accidents	L	Motion-sensor lights active Parking spaces lined-out Overflow section well signed Event days: Volunteers marshal the site and direct traffic according to spaces available including off-site (St. James Close, Bloor estate car parks). Organisers inform visitors where to park in advance of event and social media used to inform public.	30/2/24	Hornets FC to put out extra instructions including map. More volunteers to be sought and enhanced pre-event instructions.

Signed: *G Merry*

Clerk

Dated: Updated 30/1/24

This document has been produced to enable the parish council to assess the risks that it faces and satisfy itself that it has taken adequate steps to address them.

In conducting this exercise, the following plan was followed:

- **Identify the areas to be reviewed**
- **Identify what the risk may be**
- **Evaluate the management and control of the risk and record all findings**
- **Review, assess and revise if required**