

Risk Assessment : Melbourn Pavilion and sports pitches**Emergency contact**

The Parish Office is usually open during the week and the Clerk or Assistant to the Clerk can be contacted by post, phone or by email. The keyholder on the day will provide an emergency contact number to the hirer.

Access to / from building – Low risk

Doorways are clearly positioned and lighting, including emergency lighting, is provided. Obstructions are not allowed to block access routes. Access ramps are in place for users with limited mobility.

Electricity - Low risk

The electrical installation is inspected on a regular basis in accordance with the regulations and licensing requirements. User groups and casual hirers are responsible for their own equipment.

Fire - Low

The Pavilion is a no smoking area and appropriately signed. Emergency exits are clearly marked and should not be obstructed at any time. Fire extinguishers are provided. Fire action notices are displayed in several locations in the building. An emergency action plan document has been given to all user groups and occasional hirers. Users should have their own emergency evacuation protocol.

First Aid Provision - Low

An appropriate first aid kit is located in the kitchen, together with an accident reporting book. All incidences / copy of the accident report should be reported / given to the Parish Office. Signs are displayed in the hall to indicate where the first aid kit is located, together with numbers for the local doctors' surgery and the nearest accident and emergency hospital.

Please note: A defibrillator is located at Melbourn Sports Centre (01763 263313) and they have trained first-aiders on site.

Food Hygiene - Low

The premises include a kitchen for use by the hirers. Users are responsible for ensuring that food is prepared safely and hygienically. The kitchen should be left in a clean and tidy condition.

Ground Source Heat Pump - Low

The ground source heat pump is serviced regularly. Any problems with the heating in the Pavilion should be reported to the Parish Office promptly.

Hazardous Substances (CoSHH) - Low

All cleaning materials are stored in a cupboard. Normal use of the cleaning materials is solely by Parish Council staff.

Heights - Low

All decoration in the Pavilion for events is undertaken by user groups who abide by their safe methods of working.

Lone Working - Low

Parish staff and representatives are the only people who regularly work on their own in the Pavilion and are covered by the Parish Council's Lone Working Policy (a copy of which is available from the Parish Office).

Manual Handling; - Low

Users are expected to be sensible in the way they store and handle their own heavy or awkward objects. Users are not permitted to store equipment at the Pavilion without prior consent of the Parish Council.

Noise pollution - Low

Users for discos or parties are expected to be aware of their responsibilities for their activities in accordance with the terms of the premises Terms and Conditions which are available from the Parish Office.

Normal Pavilion Activities - Low

The pavilion is well maintained for the varied activities which take place. All users are expected to use the facilities responsibly and report any problems or damage to the Parish Office. Any issues are dealt with promptly. 'Caution – Hot Water' signs are displayed in the kitchen to warn of scalding hazards.

Slipping, Tripping, Falling - Low

The Pavilion is well maintained, cleaned and has adequate lighting and signs.

Changing rooms - Low

The changing rooms are available for users including football clubs for changing and showering after matches. Care should be taken on wet floors in the shower area. The changing rooms should be left in a reasonable condition after use.

Playing Field - Low

Football clubs using the playing fields must ensure that they do so in accordance with their club and league rules.

The field and surrounding area 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 on a regular basis by the Village Wardens and any issues are reported and actioned promptly.

These areas are open to the natural elements and wildlife and users should be aware of the effects of poor weather and uneven surfaces (including wildlife habitats). Again, the areas are regularly checked by the Village Wardens and users should be aware of possible wet and uneven surfaces.

Transport (vehicles) - Medium

The gate between Littlehands car park and the playing fields will be opened when the Pavilion is in use for **emergency access**. Users may only drive vehicles across the field to the Pavilion for the purposes of loading and unloading. Vehicles must be parked in Littlehands car park at all other times. In the event of wet weather, vehicles **must not** be driven across the playing field.

Vandalism - Low

The Pavilion is in an enclosed space and only open when it is being used by hirers. The playing field and play equipment is open to the public at all times. Regular checks are made of the area and any issues promptly reported. The main (vehicular) gate is locked every evening.

Weather extremes – Likely to happen / low risk

Day to day maintenance of the Pavilion is the responsibility of the Parish Council. The Village Wardens are responsible for gritting the footpath from the car park to the Pavilion during the winter. Users are expected to take reasonable care when using the facilities in poor weather conditions. In the event of very wet or icy weather, the Parish Council may cancel football matches in order to avoid injury to users and preserve the playing surfaces. The hall has central heating which copes with all normal winter cold spells.

Monitor and re-assess the risks.

All parties involved in the preparation and implementation of this risk assessment will be made aware of their responsibilities.

This will be done on an annual basis and whenever an incident provides evidence that a re-appraisal is necessary.

Document Approval:



(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 26 March 2018
(amendments noted at Finance & Good Governance Meeting: 5 November 2018)