

## GENERAL RISK ASSESSMENT FOR STAVERTON PARISH COUNCIL

### Sports Ground, Village Hall and other amenities

| No. | Item                                                                                                                                                                                     | Hazard                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Those in Danger |  | Severity<br>1 - 10 | Likeli-hood<br>1 - 10 | Measures and Recommendations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | R |
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| 1   | <p>The main Sports Ground</p> <p>Includes:<br/>Village Hall<br/>Multi purpose hard court<br/>Three football pitches<br/>A metal storage container<br/>Goal Posts used by footballers</p> | <p><b>GENERAL OBSERVATIONS</b></p> <p>The field is used by local school children. Children and adults who play football and other recreational pursuits regularly at weekends and sometimes during the week.</p> <p>Hazards are: Dog Faeces; Cyclists; golf balls: Litter including broken glass. Cars driving in the entrance unaware of children playing on the car park. Children running off the field straight into vehicles entering the car park. Damaged seats, fencing and damage to the field.</p> <p>Insurance to be provided and changes kept up to date in case of accident or damage.</p> <p>Goal Posts: Chained together. If not stored correctly can fall on field users.</p> | Children/Adults |  | <p>3</p> <p>2</p>  | <p>2</p> <p>1</p>     | <p>This field is regularly managed throughout the year by a Contractor (IDVERDE) who maintains the pitch, keeps the grass cut and fertilizes the turf. The hedge on the perimeter is trimmed and maintained. Trees are monitored for falling and low hanging branches.</p> <p>Signs are displayed to warn off offending dog owners, golfers, motorcyclists and litterers. A volunteer councillor regularly checks the ground and its amenities for vandalism and hazards such as fallen tree branches, broken glass, and damage to premises etc. Also the contractor/ volunteer councillors/football team leaders remove litter and dog feces before mowing. Litter bins are provided. The football teams individually check the ground for hazards before playing a match.</p> <p><b>Action Plan</b><br/>A considerable amount of money has been spent to date replacing old and worn fencing and gates. All three entrances have had new metal gates installed. One boundary has had wooden fencing installed and two other boundaries have had completely new chain link fencing installed with metal posts to replace the original wooden ones.</p> <p>A large metal gate and side pedestrian gate was installed at the main entrance at Cygnet Way to allow vehicles to enter the car park and pedestrian access when large gate is closed.</p> <p>A hedge was installed at the edge of the car park to prevent children running straight off the field onto the car park. In 2018 a small patio was installed to the left side of the village hall. Also the kissing gate to School Lane entrance had the access width reduced to prevent children/adults using motorcycles on the field. Monitor for future wear and tear.<br/>Goal Posts: Guidance has been issued to the Football Team Managers to make sure they are secured safely.<br/>A storage area has been provided to the rear of the village hall for the goal posts to be securely stored.</p> | A |

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| 2 | <b>Cygnets Way Large Metal Gate and small metal pedestrian gated entrance</b> | <p>This is the main entry point for vehicular access to the car park and the ground.<br/>The large gate can be locked easily by a chain and padlock. This is the access way for emergency vehicles in case of fire in the pavilion or ambulances for field users.<br/>A small metal pedestrian gate was installed in 2015 to allow access by disabled visitors and for prams.<br/>The gates can become corroded, vandalized and the hinges broken with finger traps.<br/>Noise and unauthorized trespassers.</p> <p>This gate is used as a <b>FIRE ASSEMBLY POINT</b> for evacuation of village hall users in case of fire.</p> | <p>Children can be at risk from vehicles entering the sports ground.</p> <p>Users of these gates to the sports ground</p> |  | 3 | 3 | <p>Now that a hedge has been planted at the edge of the car park, this will prevent children from running straight off the field and onto the car park. It will also prevent cars from driving straight onto the field, also putting field users at risk and damaging the field.<br/>A large metal gate has been installed in the hedge to allow emergency vehicles to access the field.<br/>The small pedestrian gate was installed in 2015, and is metal which requires little maintenance and has a self closing mechanism.<br/>The large gate is also metal.. Both are in good condition but need to be monitored regularly for signs of wear and tear.</p> <p>From time to time, anti-social behaviour has been reported over at the sports ground. Vehicles have been seen driving onto the sports ground, damaging the pitches, leaving litter and creating a noise from car radios. Local residents requested the lights be turned off at village hall after 9 pm and this was agreed and carried out. Everyone is encouraged to close the large gate after exiting the ground.<br/>Action: Residents living near the Cygnets Way entrance report incidences to the police and Parish Council. They also occasionally lock the large gate when it is late at night to prevent unauthorized entry by vehicles.<br/><b>Report :Minor repairs have been carried out to the maintenance gate and a gate stop installed.</b></p> | A |
| 3 | <b>Metal kissing gate at entrance from School Lane</b>                        | <p>This is the entry point by children from the local school and therefore is heavily used.<br/>Also users of the school car park at weekends use this access.<br/>The gate can rust and cause finger trap areas if poorly maintained.<br/>Overgrown hedging can reduce visibility.</p>                                                                                                                                                                                                                                                                                                                                         | Children and Adults                                                                                                       |  | 1 | 5 | <p>This gate was installed in 2014 and is in a good state of repair.<br/>Children/Adults were able to bring a motorcycle onto the field and therefore contractors were asked to reduce the size of access. This was done in 2017.<br/>Gate is monitored for wear and tear and the hedging is cut back by the grass cutting contractor.<br/><b>Report says cap missing from metal square post. repair</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | T |
| 4 | <b>Metal Gate entrance from Marina Drive</b>                                  | The gate is galvanized metal and hardwearing. However it should be monitored for future signs of wear and tear and vandalism.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Field Users                                                                                                               |  | 1 | 1 | The original wooden stile has now been replaced by a metal kissing gate to prevent motor cycles being ridden on the ground and reduce maintenance. There is enough room to access the ground with pushchairs and cycles. There is also unrestricted access from the Cygnets Way entrance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | T |
| 5 | <b>Double sided metal gate near Hard Court and School Lane entrance</b>       | This originally provided access for field maintenance machinery and is locked at all times now as access is now impossible.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                           |  |   |   | Keep the gate locked.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | T |
| 6 | <b>Car Park</b>                                                               | <p>Car park is compacted hard core and needs to be monitored for surface erosion and trip hazards.</p> <p>Drivers who access the car park to the field and village hall via Cygnets Way. Cars need to be driven carefully and watch out for children.It is important that children are kept clear of the car park at all times whilst cars are entering and leaving.</p>                                                                                                                                                                                                                                                        | Children or adults                                                                                                        |  | 3 | 2 | <p>A low hedge has been installed at the boundary of the car park to prevent children running onto the car park or cars driving onto the pitch. Hedge and trees within the boundary maintained by groundsman.</p> <p>The previous wooden gate has now been replaced by a wider metal maintenance free gate which is kept unlocked</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | A |

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|    |                          | A gate was installed in the hedge near the village hall to provide access to the field for emergency vehicles but despite a notice on the gate to keep clear, visitors to the ground have been seen to park there when the car park is full.                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                     |  |   |   | during the day to allow instant access.<br><br>A sign was put on the emergency vehicle gate to keep vehicles clear. As the field is unmanned it is difficult to prevent inappropriate parking.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |   |
| 7  | Storage Container        | It is situated in the car park and it is used to store footballers field/village hall equipment. Children are not allowed into this container; only authorized adults. There is a danger that poorly stacked contents could fall on those using the container or trip hazards are stacked near the entrance.                                                                                                                                                                                                                                                                                                                                                                                                              | Adults only         |  | 2 | 2 | Volunteer Councillors and the local football team re-organized and removed potentially hazardous contents and unused equipment to provide more space. It is used regularly by the local football team and they have been asked to carry out their own risk assessment when using the container and store equipment safely not to cause fall and trip hazards.                                                                                                                                                                                                                                                                                                                    | A |
| 8  | Fencing/Trees            | Wooden/ metal chain link fencing to perimeter of sports field. Unless regularly maintained this can cause injury to children trying to climb up the fencing or kick balls against it. This defines the boundary and prevents balls from landing in the hedge growth. Overhanging branches from trees can break and fall on field visitors.                                                                                                                                                                                                                                                                                                                                                                                | Children and adults |  | 2 | 2 | New wooden and metal chain link fencing has been installed over the last couple of years to bring all the fencing up to a high standard. The final stretch of fencing near Marina Drive was replaced early 2017.<br>All fences to be monitored for damage and wear and tear. Action: Contractor to monitor overhanging branches and notify Council for removal.<br><br><b>Report:2023 Minor repairs carried out to chain link fence and encroaching vegetation 2024.</b><br><b>Trees having been cut back where there are overhanging branches. Hedge cut back between Cygnet Way and School Lane.</b>                                                                           | T |
| 9  | Benches                  | Metal and wooden benches have been provided for the use of visitors to the field. The wooden bench could have wear and tear with wooden splinters. The metal benches could rust, be vandalized and cause injury.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Children and adults |  | 2 | 3 | Monitor for wear and keep repaired.<br>Wooden bench seat has erosion where feet are placed.<br><br><b>Report: It is acknowledged that many of the seats need preservative treatment or painting. It is also noted that there is soil and grass erosion. IDVERDE asked to carry out repairs to erosion of grass. Paint erosion</b>                                                                                                                                                                                                                                                                                                                                                | T |
| 10 | MULTI PURPOSE HARD COURT | The court is for multi purpose use including tennis and netball. The tennis club disbanded in 2015 and now it is open 24 hours a day for the free use of all.<br><br>Hazards are litter including broken glass and other rubbish causing trip hazards; dog faeces; poorly maintained surface causing trip hazard; broken and poorly maintained gates and broken chain link fencing; and poorly maintained net.<br><br><b>Report: Court Fencing:</b> some exposed clamp bar bolt threads project into field of play – Reverse bolts!<br>Damaged/loosened mesh in the south west corner at 1.6 m height. Need to reattach to straining wire.<br>Accumulation of moss/algae and encroaching weed growth to surface of court. | Children and adults |  | 2 | 7 | The kick boards at either end of the court were delaminating and were replaced in 2023.<br><b>Net replaced 2019</b><br><b>Report – Court Fencing –</b><br>Upon inspection the gates cannot be reversed without removing a huge bank of soil at one end and inserting a new gate. It will be prohibitively costly for the council with very low reserves to carry out this modification. The risk has been noted and will be closely monitored and will be considered in any future plan of repairs and renewals.<br><br>Minor repairs advised.<br><b>Report - Court Playing Surface – Advise power washing with caution to avoid damage to the surface. This has been noted.</b> | A |

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|    |                                                                  | <p>Protective boards starting to delaminate.<br/>Secure inner mesh to rear court mess with strain wire.<br/>Rotate ends of nylon ties away from field of play.</p> <p><b>Report: Court Playing Surface:</b> Accumulation of moss/algae and weeds.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                     |  |   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |   |
| 11 | <p><b>VILLAGE HALL</b></p> <p><b>And Septic Storage Tank</b></p> | <p>The VILLAGE HALL houses a disabled toilet with one additional toilet with reinstated 2023 shower cubicle. The main meeting hall has been extended internally to provide more space. The kitchen doubles up as a medical room containing a first aid kit. The building can be approached from the Car Park off Cygnet Way.</p> <p>The potential hazards are fire, burst water pipes, vandalism, faulty electrical equipment and damaged furniture. Poorly stacked items can cause a trip hazard. Spilt liquids which can cause slipping. Storage of hazardous liquids which can be drunk by children.</p> <p>In 2017 a wall was knocked down to extend the kitchen with more kitchen units and provide a cooker and griddle. The window to the kitchen was enlarged and a hatch window has now replaced this with an electric security cover.</p> <p>Shower reinstated in second toilet – Risk of Legionella Disease if stagnant water left in pipe.</p> <p>Septic Tank could overflow contaminating the stream nearby and causing a health hazard for field users.</p> | Adults and Children |  | 3 | 2 | <p>This facility was completed in 2011.<br/>A fire certificate has been issued and annual fire prevention checks are made for all the fire prevention equipment by a reputable contractor (Avon Extinguishers) annually. All equipment is monitored for use by dates and the alarms tested fortnightly by a Responsible Councillor. He maintains records of the dates of his tests.</p> <p>The building has been converted to a village hall, having been used as a changing room facility and therefore all the unused shower systems have been deactivated and closed off for safety reasons. Redundant pipework has been removed.</p> <p>The Hall is used for parish council meetings and is hired out to local groups for Keep Fit and private parties and functions. All hirers are issued with a list of Terms and Conditions including safety instructions. Alcohol is prohibited.</p> <p>Shower cubicle in second toilet has been reinstated and is now fully functional. Contract cleaner advised to run the shower for 5 minutes weekly to prevent Legionella disease.</p> <p>Electricity sockets have covers installed. All electric equipment is annually PAT tested. No unauthorized electrical equipment can be used by hirers. No inflammable gas or poisonous liquids can be used or stored anywhere in the building. Minimum temperature set in building to prevent ice damage to pipes and flooding. Loft insulation has been increased and additional insulation to pipes in where necessary. Tables and chairs stored safely in store cupboard opening into the main hall. The Parish Council regularly monitors the safe stacking and storage of chairs and tables for hire purposes. These are also monitored for wear and tear and removed/repaired if broken.</p> <p>Trip hazards can be avoided by not placing goods by doors blocking escape routes in case of fire or emergency.</p> <p>Fire doors to be kept closed at all times.</p> <p>Emergency lighting to be checked by contractor annually.</p> <p>First Aid box routinely checked for dates and replaced as necessary.</p> <p>Use of certified contractors for ALL electrical and plumbing work. All certificates kept on file and available on request.</p> <p>Emergency fire exit procedures and contact numbers are on notice board in entrance and updated.</p> | A |

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|    |                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                   |                     |  |   |   | <p>Instructions on what to do and who to contact in case of emergency are on the notice board in the entrance hall.</p> <p>Annual PAT certification of electrical goods to prevent accidents from worn flexes and faulty equipment is carried out.</p> <p>Notices have been posted around the building warning of potential hazards.</p> <p>Septic Tank: This is emptied bi/annually to prevent overspill.</p> <p>NEW GOVERNMENT GUIDELINES 2024: These have been noted and all testing has been revisited and improved.</p> <p>New guidelines issued to all testers.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |   |
| 12 | <b>ENTRANCE LOBBY and INNER LOBBY</b>                                                       | <p>This area contains a notice board and a fire extinguisher. It is the only entrance and exit to the building and should be kept clear of trip hazards.</p> <p>It displays warning notices on fire evacuation, contact details in case of emergencies and all other instructions necessary for health and safety.</p>                                                            | Adults and Children |  |   |   | <p>The noticeboard is kept up to date with the latest information.</p> <p>The fire extinguisher is checked by an authorized contractor.</p> <p>Two new front doors built of aluminum, upvc and glass were fitted in 2023. They are wheelchair compliant, with two glass windows reinforced with mesh and a roll bar to allow emergency exit from the front doors.</p> <p>The doors will also stay open if required to allow users to carry in goods.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |   |
| 13 | <b>FIRE, EMERGENCY LIGHTING, LEGIONNAIRES DISEASE RISK ASSESSMENT AND HEALTH AND SAFETY</b> | <p>The building could sustain fire damage causing severe burns and even death to occupants.</p> <p>The building has a fire alarm system which is professionally maintained but could malfunction.</p> <p>Risk of Legionnaires disease if pipework is left with stagnant water.</p> <p>Emergency lighting could fail.</p> <p>Health and Safety Procedures could be inadequate.</p> | Adults and Children |  | 4 | 2 | <p>The hall is a small single storey building with only one exit route through the front entrance door.</p> <p><b>SEE FIRE RISK ASSESSMENT</b> under separate cover.</p> <p>There is a designated Lead Councillor for Fire Risk Assessing in consultation with the Parish Clerk All mandatory risk assessments are carried out annually and more often when necessary.</p> <p>Adequate signage giving instructions on evacuation of the building and the nearest meeting point.</p> <p>Fire extinguishers have been provided and instructions displayed clearly for use.</p> <p>Fire equipment and emergency lighting is tested fortnightly when building is in use.</p> <p>Contact information and instructions for testing in event of emergencies</p> <p>No smoking signs are displayed throughout.</p> <p>All fire equipment is tested annually by certified contractor.</p> <p>An annual certificate is issued for the electrical alarm system and fire equipment such as extinguishers.</p> <p>Emergency Fire Exit instructions are issued at the beginning of all meetings held by the Parish Council.</p> <p>No hazardous or combustible materials are stored in the building.</p> <p>All redundant pipework has been removed to prevent the risk of Legionnaires disease and taps are left to run if the building is not in use for more than a week.</p> <p>No trip hazards are in place.</p> <p>The Parish Council has a Health and Safety Policy which is posted on the website.</p> | A |

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|    |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                            |  |   |   | Following a request from the local school Emmaus, the existing shower cubicle in the inner hall toilet, has been reinstalled with new shower equipment and will be for the sole use of Emmaus School. Updated Legionella guidelines have been issued to the School and the cleaning contractor has also been issued with updated instructions to weekly flush the shower to prevent stagnation.                                                                                                                                                                                                                                                                                                                                                                                                                                                         |   |
| 14 | <b>BOILER HOUSE</b> | This room contains electricity and gas monitoring equipment and it is accessed from an outside door. Faulty equipment could cause hazards such outdated non-compliant electrical equipment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Authorized Adults – no access for children |  | 2 | 2 | Firefighting equipment is situated in the room which is tested annually by certified contractor. Electricity and gas meters to be upgraded in 2024 to smart meters by SSE and Corona Energy..                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | A |
| 15 | <b>FIRST AID</b>    | The kitchen is the appointed medical room. A first aid box is housed in a designated cupboard. Users may need first aid equipment and need to find it easily. Dates could be out of date for first aid supplies and replacements required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Adults and Children                        |  | 1 | 1 | A notice is displayed on the cupboard door indicating where the first aid box is kept.<br>Make sure that box is kept topped up and use by dates are checked.<br>No drugs are supplied as these could be used inappropriately and could cause an allergic reaction.<br>A new First Aid Box was purchased in 2019.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | T |
| 16 | <b>KITCHEN</b>      | The kitchen contains a fridge, an electric cooker, a table top Water Heater and two kettles. If this equipment is not electrically tested annually it could cause an electrical fire hazard.<br>Instructions and warning signs are necessary for preventing burns from scolding hot water.<br><br>Instructions required for turning off all appliances when leaving the building. Could have fire whilst using the cooker.<br><br>New hatch window and security screen installed 2018. This could be improperly used and cause an accident.<br><br>Smoke/heat detector in kitchen in case of fire – This may not work if not regularly checked by qualified contractor.<br><br>Microwave added to list of appliances. To be PAT tested | Adults                                     |  | 3 | 2 | All electrical equipment is PAT tested annually by certified electrician. In March.<br>Important to make sure all appliances are turned off and unplugged so warning notices are displayed for users<br>Firefighting equipment is situated in the kitchen.<br>CLEARLY MARKED INSTRUCTIONS posted on the wall of the kitchen.<br>Keys and instructions for opening and closing the hatch window supplied. However wherever possible a parish councilor will open the window and close it. This was repaired in 2021 by HAG.<br>Smoke detector is situated in the ceiling of the kitchen and annually tested by qualified fire equipment contractor.<br>A considerable amount of investment in the central heating system has been carried out during 2020 to improve the heating of the hall and to maintain the hall to the highest standards for hire. | A |
| 17 | <b>TOILETS</b>      | There are two toilets in the building, one is a disabled toilet off the entrance hall mainly for field hirers and the other one is to the rear of the second lobby mainly for hall users.<br><br>It is important to provide hand washing facilities such as soap ,paper towels and bins to control the spread of infection. It is most important to make sure that toilets are kept spotlessly clean and bins emptied regularly as contents could contain germs.<br><br>To be kept clean and well stocked with cleaning materials to prevent risk of bacterial infection and burns from scolding water if temperature set too high.                                                                                                    | Adults and Children                        |  | 1 | 1 | Paper towels, soap dispensers and sanitary bins are provided for users and regularly replenished.<br>As the hall is unmanned all key holders are instructed to clean the toilet, wash basin and empty bins after each hire.<br>Cleaning materials are monitored and restocked.<br>Warning notices are displayed to prevent scolding by the hot water and safely dispose of sanitary products.<br>When the hall is in normal use a contract cleaner is employed to clean once per week and who notifies the Parish Clerk if there is any damage or problems with supplies.<br>Regular checks are made to ensure bins are emptied and all necessary precautions are taken with protective equipment when working in soiled areas and bagging up soiled waste.<br>The cleaning contractor has been provided with instructions                              | T |

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|    |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                        |  |   |   | on how to dispose of waste etc and has her own risk assessment procedure which she follows.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |   |
| 18 | <b>MAIN HALL</b>                    | <p>This room is used for meetings. Chairs and tables are stored for use in two large storage cupboards.</p> <p>Furniture should be stacked and stored responsibly in case of falls or trip hazards.</p> <p>Vandalism and theft of personal belongings.</p>                                                                                                                                                                                                                                                                                                                                                                      | Adults and Children    |  | 4 | 1 | <p>Warning notices are provided about dangers in leaving personal belongings around.</p> <p>Room cleaned regularly in case of spillages and checked for trip hazards, especially near the doors.</p> <p>All exits to be kept clear of trip hazards.</p> <p>Room to be regularly checked for hazards for children such as covers on electricity sockets.</p> <p>Check vinyl floor covering is not ripped to cause trip hazard.</p> <p>New flooring installed in 2022.</p> <p>Store cupboards to be checked regularly to see if chairs are stacked correctly and there is sufficient room provided for safe stacking.</p> <p>All chairs, tables and other equipment to be regularly monitored for damage.</p> | A |
| 19 | <b>STORAGE ROOM NEXT TO KITCHEN</b> | <p>Falling equipment and trip hazards.</p> <p>This room is permanently locked and houses cupboards full of Parish Council files and miscellaneous items. It can only be accessed by authorized personnel and key holders.</p> <p>Contains some cleaning materials and equipment which could be a hazard to young children.</p> <p>A new Worcester gas combination boiler was installed in the storeroom next to the kitchen in 2019. To be monitored for fire, gas fumes and gas escape risk.</p> <p>No unnecessary storage of flammable paperwork or combustible materials to be kept in this room as it is near a boiler.</p> | Authorized adults only |  | 1 | 1 | <p>Contents must be stored correctly.</p> <p>Key holders are vetted and limited.</p> <p>Absolutely no unauthorized adults or children to enter this room.</p> <p>Items being stored in this room must not cause a trip hazard and be stored tidily away from the entrance. No hazardous materials to be stored here.</p> <p>Boiler and central heating system is serviced annually by certified Gas Heating Contractor.</p> <p>Carbon monoxide monitor is situated in this room.</p> <p>Store Room: contains wall cupboard for storage, floor cupboard for hirers using the hall and cleaning mops/products for contract cleaner to access.</p>                                                             | A |

#### **RECOMMENDATIONS BY RISK ASSESSOR**

1. Grounds Maintenance Contractor to re-grass areas of erosion under benches and monitor for rust of metal benches and rot in wooden benches. Action: Provide funding to repaint rusting benches and use wood preservative on the wooden benches when Parish Council funds allow.
2. Clean the Hard Court Surface with pressure washer when the weather allows.
3. All equipment and installations must continue to be checked annually by fully qualified contractors and provided the parish council with up to date certification.
4. Any concerns regarding health and safety must be reported immediately to the Parish Council for action.
5. The latest Government health and safety rules should be applied as soon as possible. All guidelines are revised and updated.
6. Councillors to be kept informed immediately of any concerns regarding health and safety.

**RISK ASSESSMENT CARRIED OUT BY:** June Jones, Staverton Parish Clerk

Signature:

Date: 21.1.25

**RISK ASSESSMENT VALIDATED BY:** MEMBER OF STAVERTON PARISH COUNCIL

Signature:

Date: