

PITSTONE PAVILION Health and Safety Risk Assessment

Description of Risk	Who/how might be harmed	Factors in place	Further action necessary	Implementation		
				Whom	by when	completed
<p>Assets Damage to premises during use or as a result of vandalism</p>	<p>Next user Financial loss</p>	<p>Weekly site inspections</p> <p>Adequate Public Liability and Premises Insurance, but involves excess per claim</p> <p>Any club hiring the facility must possess own Public Liability Insurance</p> <p>Groundsman possesses own Public Liability Insurance</p> <p>Adequate Contents and Buildings Insurance. Site re-evalued in 2020 (post construction) and insurance adjusted.</p> <p>CCTV, Alarm and Access systems installed October 2020. Subscribed to associated monitoring systems.</p> <p>Security roller shutters and sliding doors installed (October 2020) Converted to electric operation in december 2021. Maintenance contract in place.</p> <p>Secured by Design glass provided in Platinum room windows Key safes provided to ensure hirers only have access to the areas of the building they require</p> <p>No items may be stored nor alterations made to the pavilion without the prior consideration and written consent of the parish council. Agreement and procedures in place.</p> <p>Terms and Conditions of Hire requiring the hiring body to pay for any damages to our site.</p>	<p>Ongoing</p> <p>Add any new purchases to insurance</p>	<p>Clerk</p>	<p>as necessary</p>	
<p>Flooring / Wet Floors Slip on floor if wet/studded boots</p>	<p>Users/spectators etc</p>	<p>Provided adequate cleaning supplies in both changing village and main building</p> <p>Provide two free-standing "wet floor" signs, one for changing village and one for main building</p> <p>Anti slip flooring provided to changing areas, corridors and toilets</p> <p>Boot wash and boot scrape facilities provided outside.</p>				
<p>First Aid General injuries from tea making or slips etc and/or Specific football injuries</p>	<p>Users/spectators etc Players</p>	<p>Two first aid boxes supplied - 1 in kitchen and 1 in medical room</p> <p>First Aid Kit location signs supplied</p> <p>First Aid for Children, Workplace First Aid and How to Treat Burns posters displayed</p> <p>First Aid/Accident book provided to record any instances</p> <p>First Aid kit content checked monthly or after use</p> <p>Any hiring sports club will have qualified first aider on team and provide their own first aid kit</p> <p>Emergency access gate has yellow hatching outside to allow improved access by ambulances</p> <p>Additional hard standing to enable ambulance access to pitch provided October 2020</p> <p>2 x emergency stretchers & crutches provided in the medical room</p>	<p>Ongoing</p>			

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		AED defibrillator installed (June 2018) and arrangements put in place for daily/weekly/monthly maintenance checks. Training offered to all managers/players/families in July 2018. Provided again in May 2024. Covid first aid kit & emergency safe place provided				
Coronavirus Transmission of the virus	Anyone visiting site	Special Terms and Conditions of Hire provided to all hirers at times when applicable See separate Coronavirus Risk Assessment provided to all hirers at times when applicable				
Water/Legionella Contamination eg Legionella in showers	Users	Independent bi-annual Legionella Risk Assessments conducted in 2008, 2010, 2012, 2014, 2016 and 2018 Any remedial actions are carried out. New independent legionella risk assessment carried out following extension and renovation in October 2020, prior to be opened to any hirers. Reviewed again in Oct 2022 & Nov 2024. Pavilion hirers advised to ensure water has reached operating temperature an hour before use by drawing to all parts of the system. Seldom used outlets are flushed for 2 minutes every week. Hot water temperature to sentinel outlets checked monthly. Shower heads and hoses are dismantled, cleaned and descaled quarterly. Tap outlets are inspected and descaled annually. Water temperature to all outlets measured annually. Water treatment control system and records reviewed annually. Water tested annually, Calorifier flushed annually, TMVS serviced annually. Initiated 2016. Dec 23 results OK. Nov 24 results ok. Increase frequency of sanitisation of kitchen outlets following concerns raised re hirer hygiene standards at this location Staff undertaken legionella training. Staff received instruction on operation of heating and water system. Water, heating and ventilation systems designed to comply with current guidelines (2020). Maintenance agreement in place for mechanical issues with Ambivent. Tamper proof TMV valves in loft space above showers, and loft hatches are kept locked so can only be accessed by staff. Urinals fitted with counters & will automatically flush when required to reduce water wastage. Mechanical systems have warning valves and cut offs in plant room	Due again Nov 2026. Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing. Further water tests due Nov 25 Ongoing. Booking refresher training for all 3 members of staff Review annually	Facilities Manager Facilities Manager Facilities Manager to implement Parish Clerk Clerk & Facilities Manager	Nov-26 Nov-25 Feb-25	
Boiler failure	Users	New boiler installed as part of rebuild in 2020. Maintenance agreement in place	Review annually	Clerk & Facilities Manager		

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		Limescale catcher installed in Nov 24 to prolong life of boiler.				
Drinking wrong water	Users/spectators/children	All cold water outlets safe for drinking - no water tank				
Hot water	Users/spectators/children	Warning hot water signs provided by all taps				
External water supplies	Vandalism / users	Cut off valve for external boot wash tap provided in home changing room Cut off handles for groundkeeper water tap provided both externally and inside the plant room				
Water usage	Council	Both main water meter and sub-meters included in plant room for easy access to read				
Incorrect use of plant room	Users/staff	No hirers should need to access the plant room. This will be accessed by staff (or P Brazier of the Repair Café) only				
Heating						
Hirers leaving heaters on, causing fire hazard and wasting energy	Users/spectators/premises	Heating system temperature controlled from plant room by staff only				
Trying to access plant room to adjust heating		Heating timer controlled via App by staff only				
		Over-ride buttons provided in the changing village store room, cleaners room in the main building and in the Platinum room. Simple button operation to add additional minutes to the heating system should the hirers booking over run. Signage provided.				
		All hirers to keep the radiators in the Platinum room free from items. Heating in changing village provided via underfloor heating.				
		Maintenance agreement in place for all heating/mechanical				
			Review annually	Clerk & Facilities Manager		
Ventilation						
Hirers leaving on	Users/spectators/premises	Operate via automatic movement sensor, so will be triggered when rooms in changing village or toilets are utilised.				
		Will switch off automatically				
		Hirers to close doors and end of hire period - included in Terms of Hire				
		Brings fresh air into building (not recirculating)				
		Filters will need cleaning 2-3 times per year				
		Maintenance agreement in place for all heating/mechanical				
			Review annually	Clerk & Facilities Manager		
Electricity						
Major wiring	Users/spectators/premises	PIREI checked/approved 2008, 2013 and 2018.				
		New certificate provided for newly extended & renovated building in Oct 2020. Will be due for re-test in 2025.				
		Main fuse board and schematic poster in plant room				
		New half hourly meter in plant room				
			Book retest in 2025	Facilities Manager	Oct-25	

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Portable appliances	Users/premises	Portable Appliance Test carried out annually. Portable products that were reinstated into new building were PAT tested prior to opening.	Annual	Facilities Manager	Nov-25	
Floodlight controls	Users/premises	Separate control panel provided by outside store so that hirers do not need to access main plant room Floodlights on timer control so will automatically switch off after 2 hours				
Lighting						
Lighting being left illuminated causing a nuisance to residents & wasting energy	Nearby residents The environment	Lighting in the changing rooms, toilets and corridors will activate automatically when movement is sensed and switch off automatically Lighting in the Platinum room will switch off automatically following a period of inactivity. Separate one panel control switch provided at office/kitchen end of room in case workers exit the site once the lights have switched off. Kitchen, medical room and covered walkway lights must be switched off. External lights on movement sensor controls Car park column lighting fitted with photocells Floodlights are controlled via separate external control cupboard (so no access to plant room required) and are on a simple timer switch which will switch off after 2 hours				
Fire (see separate Fire Risk Assessment)						
Risk of fire minimal	Users/spectators/premises	Smoke detectors and fire alarm system installed. Serviced six monthly. Fire log book and panel located in main corridor. Subscribed to fire monitoring service. Caretakers must call prior to carrying out any testing or fire brigade will be automatically dispatched to site. Emergency lighting system installed. Serviced annually. Fire Exit signage installed Fire Assembly points set up Emergency call points located in both corridors. Independent Fire Risk Assessment commissioned from Combat Fire in Oct 2020 and reviewed annually. Parish Assistant undertaken training to qualify as a Fire Risk Assessor. Emergency plan adopted, circulated to all members of committee including hirers, included in terms & conditions of hire and copy enclosed in pavilion manual (reviewed annually). Fire fighting equipment installed, labelled and serviced annually. Information on fire safety and fire exits provided in the user instructions given to hirers & contained in the pavilion manual Fire safety site posters displayed in both corridors. Updated December 2023 and Dec 2024. To comply with league requirements that prohibit smoking pitch side, and the law preventing smoking inside public buildings, this is a no smoking site.	Review annually Repeat refresher training as necessary Review annually Ongoing	Clerk & Council Parish Assistant Clerk & Council		

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		Users of the community building must ensure that the roller shutters are lifted and the rear exit unlocked prior to use. Reminders issued to all hirers in Dec 23. Reissued Feb 25.	Send out reminders to all hirers annually	Clerk		
Calling for Help						
No landline at the site	Users/spectators (especially children)/staff	As there is no landline telephone at the site, all hirers must bring a fully charged mobile phone, so that they can call for emergency assistance if required. Details included in Terms and Conditions of Hire.				
COSHH						
Harm from substance	Users/spectators (especially children)	Committee identify any substances that may require COSHH assessment eg cleaning fluids COSHH sheets provided in pavilion manual Heavy bottles of cleaning solution etc stored on a lower shelves Small quantities of cleaning materials for daily use stored in high level kitchen cupboard, or on high shelf in cleaning store in gents toilet, out of reach of children. Signage asks users to return all equipment to cupboard after use. Main store cupboard in changing village for cleaning materials is kept locked. Only the hirer to use the key and not to provide access to unauthorised personnel.				
Disabled Assistance						
Toilet	Users	Disabled toilet fitted with supports, rails etc Disabled toilet fitted with alarm cord, external alarm light to raise awareness and re-set button. Staff advised to ensure cord is not left raised out of position.				
Access	Users	Ramp access to all parts of the building, front and back. All facility single storey All doorways accessible NB: disabled access to pitch area to be provided as part of next phase of development should that progress	Install hard paths to enable disabled access to pitch & seating area once installed			
Baby / Young Child Assistance						
Toilet	Users	Disabled toilet fitted with baby change. Advisory sign on door.				
Access	Users	Ramp access for pushchairs to all parts of the building, front and back. All facility single storey All doorways accessible NB: pushchair access to pitch area to be provided as part of next phase of development should that progress	Install hard paths to enable disabled access to pitch & seating area once installed			
Car park	Users	Barrier installed in front of main entrance to help prevent young children running out of building straight into car park				
Health and Safety Law						

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Advice	Parish Council/Committee	The Parish Council are members of Community Impact Bucks who provide advice on public building legal requirements Health & Safety Law posters displayed				
Catering and Environmental Health						
Catering/Environmental Health	Users and spectators	The pavilion is registered with Environmental Health (HDHMV7-9G5BTG-6M1JVO) as a community building kitchen (initially registered in 2006 and re-registered following the extension in 2020) Site was inspected in 2023 and awarded 5*s. Sign displayed.				
		It is the responsibility of any individual hirer who plans to prepare or sell food from the Pavilion to register as a Food Business in their own right with Environmental Health and to ensure that they comply with all associated legislation.				
	Consumers of any food/drink prepared on the site	It is the responsibility of any individual hirer to assess the facilities that the parish council can offer at the pavilion and determine whether they are suitable for their requirements before entering into the Hire Agreement.				
		Food preparation and kitchen hygiene information posters have been provided in the kitchen to help hirers meet their legal obligations.				
		Colour coded chopping boards and information sign provided.				
		Colour coded cleaning equipment provided.				
	Two fridges provided, both with temperature gauges. Temperatures logged weekly. Cleaned by each hirer prior to departure.					
	Oven and extractor provided. Oven thermometer provided. Cleaned by each hirer prior to departure.					
	Dishwasher provided. To be emptied and crockery put away prior to hirers departure unless the dishwasher is still mid-cycle. Where the cycle has completed, dishwasher to be cleaned prior to departure. A cleaning cycle will be run monthly.					
Furniture and Equipment Storage						
Tables / chairs being stored or put out incorrectly	Users	Table and chair trolleys have been provided to correctly store the Platinum room furniture				
		Additional rectangular tables provided Nov 21 and mat in Oct. 22. The trolley can be wheeled to the desired location before removing and erecting tables.				
		It is recommended that round tables are a two person assembly.				
Benches being thrown		Perimeter benches in the changing rooms have been affixed to the walls.				
	Central benches in the changing rooms are free standing at the league requires that these can be moved to accommodate a second treatment table in the changing room if required.					
Incorrect storage of equipment or materials	Users / subsequent hirers	An external store has been provided for hirers to use. Any equipment that they wish to store must first be approved by the parish council and an agreement issued. Procedure in place. This ensures we can provide the right fire fighting equipment and ensure the appropriate storage of items.				

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		An football/outdoor sport storage container has been provided for hirers to use. Any equipment that they wish to store must first be approved by the parish council and an agreement issued. Procedure in place. This ensures we can provide the right fire fighting equipment and ensure the appropriate storage of items.				
TV/WiFi Misuse of services / broadcast of and/or sending/receiving of inappropriate or offensive materials	Any users of the site	Conditions contained within the Terms and Conditions of Hire. The council reserves the right to refuse future bookings from any individual or club where the terms have been breached.				
Boiler & Plant Rooms Unauthorised tampering with plant Danger of electrical shock	Staff	Building designed so that hirers will not need access to plant room. Therefore only staff will have access to key. Warning sign on door of room No permission will be granted for anyone to store any belongings in the plant room.				
Container and External Shared Stores Danger someone could be locked inside by pranksters	Anyone on site	Container and stores to be kept locked when not in use. High security lock box and lock supplied for the container and roller door supplied for the store.				
Theft of container or contents	Next user, if site also damaged	Container & PPC contents insured by PPC. Contents stored there by clubs to be insured by themselves. See "assets" re Public Liability Insurance.				
Ground Keeping Contamination by ground treatments Unauthorised access to plant and chemicals	Anyone on site Unauthorised people	Qualified groundkeeper employed Certificates for plant operating and chemical usage retained on file Pesticides etc only used when weather conditions permit No members of public on site during use of chemicals No chemicals stored on site. Only groundkeeper to have access to groundkeeping store. No public access. No club access. Groundkeeper to have sole responsibility for safe storage of equipment and materials and compliance to health & safety/covid regulations.				
Goals Socketed goal nets - issues with unsupervised use & pegs in mower	Groundkeeper could be struck by flying pegs or his equipment damaged. Unauthorised/unsupervised mis-use	Purchased rise & fall net supports in 2013 to prevent pegs getting caught in mower, unauthorised use of goals and also help prevent goal mouth wear by prohibiting practicing in the goals				

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Portable Goals - tip hazard	Trespassers Users	Portable goals should not be used without anchors unless self weighted Extra anchors provided in 2014 Extra wheels to assist movement provided in 2014				
Goal damage/hazard	Those using or moving goals	Damage occurs whilst moving portable goals around the pitch. Damage can occur to socketed goals or the rise/fall nets. Each hirer must check the goal for damage prior to every hire period and report any issues to the parish council. Portable goals to be stored at the appropriate end of the pitch & chained together to prevent use. This helps reduce the distance that the goals are being moved.				
Exterior Pitch contamination from dog fouling	Users/spectators (especially children)	Pitches only accessible via gate/building both of which are kept locked. No free access to public. Information provided in Terms and Conditions of Hire, ensuring access for assistance dogs but requiring permission for any other animal.				
Damage	Users/spectators	Visual inspection at least weekly by staff. Any issues identified by staff or hirers to be reported to the parish council immediately. CCTV and alarm systems installed.				
Finger entrapment	Users	Sliding security doors to main entrance and ticket office glide well so could be pushed & squash someone's fingers. Catches fitted by NSP.				
Car Park, Bicycle Storage and Pedestrian Access						
Theft from or damage to parked cars	Anyone attending premises	CCTV installed.				
Accidents in car park in dark	Anyone attending during evening	Lighting outside building will illuminate once detects movement. Column car park floodlights will illuminate during hours of darkness as fitted with photocell.				
Accidents in car park	Any attending premises	Footpaths provided to help guests safely access building. Barrier provided to help prevent young children running straight out of building into car park. Bicycle racks provided. Information provided to hirers.				
Sustainable travel limitations for cycle users	Users	The site is accessed by cycle paths from both Marsworth Road and Westfield Road. Bicycle racks have been provided adjacent to the car park entrance.				

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Sustainable travel limitations for pedestrians	Users	The site is accessed by footpaths from both Marsworth Road and Westfield Road. A footpath has been provided along the length of the car park, adjacent to the building, to help pedestrians safely access the building.				
Snow & Ice						
Slip and trip hazards	Users and staff	Grit bin installed in front car park & supply of white salt purchased. Scoop & snow shovel purchased. Staff member already experienced. Staff will ensure that the front path is cleared of snow/ice if interior hirers are due. It is not possible to clear the car park due to the chip surfacing.	Review effectiveness with hirers on ongoing basis.	Pavilion Facilities Manager		
Lone Workers						
Accident or incident when employee alone on site	Cleaner / caretaker / council staff as employee	Lone worker advice to be provided to any such employee.				
	(Groundkeeper as contractor)	Check any such employee does not suffer from a medical condition that could pose a threat to their safety when working alone on site.				
		Employee to always take fully charged mobile phone (as no land line on site). Employee preferably to notify someone when they are attending site.				
		Parish council to provide periodic supervision / contact to ensure system is working well and identify any issues.				
		Parish council to provide all necessary equipment and safety clothes to minimise risk to employee whilst on site.				
		Parish Council to supply access to all relevant policies, procedures and safety information.				
		Employee provided with training on correct ways to lift and carry out manual handling eg of full refuse sacks to minimise any risk.				
		Employee provided with full training on use of equipment and consumables to minimise any risk.				
		Thumb turn door control added to rear corridor doors to prevent unauthorised access if lone working.				
Security						
Protection of people and property	Prevention of damage to property and/or evidence of any physical assaults	CCTV fitted 2020. Footage only available to clerk, chair and Facilities Manager. Alarm fitted 2020.				
		Security access system fitted 2020. No keys will be issued to hirers. Internal keys to be secured in locked key box in premises and only accessed by hirers. Key box to be secured when not in use.				

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		Roller shutters to main entrance, rear entrance, turnstile entrance and serving hatch fitted 2020. Conversion to electric roller shutters completed December 2021. Annual reminders to hirers that the rear shutter must be opened immediately upon entrance and not lowered until just before departure to comply with fire regs (forms their second emergency exit).				
		To comply with regulations the turnstile must be kept in the 'on' position with the ticket office locked. Hirers advised Nov 24. Should the fire alarm be triggered, the turnstile is connected and automatically switches to free-spin mode.				
		Car park gate secured overnight.				
		Secured by Design glass fitted to feature windows.				
		High security locks on external doors.				
Asbestos						
n/a	n/a	Surveys have confirmed that there is no asbestos on site.				
Alcohol						
Sale of alcohol to minors or those who have already consumed too much	Minors, other users.	A premise licence has been obtained for the pavilion, a copy of which is provided to all hirers. There is no DPS as this is a community building. Terms and Conditions of Hire include specific terms re the sale of alcohol and an application form which hirers must complete and provide. Any hirer wishing to sell alcohol must have a Personal Licence Holder on site throughout their hire period.				
Increased risk of break in if alcohol perceived to be on site	Property	No alcohol permitted to be stored on site, either in the building or stores. See security section.				
Access to alcohol by inappropriate persons	Minors, other hirers.	No alcohol to be left unattended at any time.				
		Council member(s) to undertake training and gain personal licence to ensure that all legislation being correctly upheld.	Councillor Jack Heyman and Councillor Dave Nicholls have completed training but have not registered for their personal licences.			
Ladders						
Misuse of ladders	Employees or councillors that may use the council's ladders whilst carrying out duties at the pavilion	All such employees to be trained in the safe use of ladders. Clerk, Parish Assistant & Facilities Manager all undertaken training Dec 24 or Feb 25.	Chairman undertaking training. All to repeat every 3 years.	Staff	Dec-27	
Wrong ladder selection		The Pavilion is a single storey building and nothing is particularly high to reach, so predominantly only the step ladder should be utilised Council does own a higher ladder, stored safely within the container, which should only be utilised if staff are competent and confident to do so, and the task determines that this is appropriate				
Poor repair/maintenance		Facilities Manager to conduct detailed monthly checks on all ladders, log findings and advise of actions arising Any ladder that is determined to be faulty MUST immediately be taken out of use, labeled as faulty/not to be used, and reported to the Parish Clerk for repair/replacement	Monthly checks	Facilities Manager	Ongoing	

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		All users to carry out a visual inspection of the ladder prior to use	Ongoing	All ladder users	Ongoing	
Specific factors for the job		Before undertaking a task with a ladder, the employee must consider the specific risks eg weather conditions, task required, environment, other people nearby, height to ascend, duration of task (must be less than 30 minutes), other hazards eg cables.		All ladder users		
Ladder storage		All ladders to be safely stored and kept locked away from general use				
Carrying ladders		All ladders to be carried horizontally wherever possible				

This Health and Safety Risk Assessment was completed on 6/2/25, is reviewed annually.

Signed on behalf of Pitstone Parish Council on 13/2/25 Minute Ref: SL95/24.5

R Saintey

Chairman