

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</p> <p>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>Ongoing</p>			

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		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	Review annually	Clerk & Facilities Manager		
Boiler failure	Users	New boiler installed as part of rebuild in 2020. Maintenance agreement in place Limescale catcher installed in Nov 24 to prolong life of boiler.	Review annually	Clerk & Facilities Manager		
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 only.				
Heating Hirers leaving heaters on, causing fire hazard and wasting energy Trying to access plant room to adjust heating	Users/spectators/premises	Heating system temperature controlled from plant room by staff only 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				

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		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	
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.				

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		<p>Subscribed to fire monitoring service. Caretakers must call prior to carrying out any testing or fire brigade will be automatically dispatched to site.</p> <p>Emergency lighting system installed. Serviced annually.</p> <p>Fire Exit signage installed</p> <p>Fire Assembly points set up</p> <p>Emergency call points located in both corridors.</p> <p>Independent Fire Risk Assessment commissioned from Combat Fire in Oct 2020 and reviewed annually.</p> <p>Emergency plan adopted, circulated to all members of committee including key hirers, included in terms & conditions of hire and copy enclosed in pavilion manual (reviewed annually).</p> <p>Fire fighting equipment installed, labelled and serviced annually.</p> <p>Information on fire safety and fire exits provided in the user instructions given to hirers & contained in the pavilion manual</p> <p>Fire safety site posters displayed in both corridors. Updated December 2023.</p> <p>To comply with league requirements that prohibit smoking pitch side, and the law preventing smoking inside public buildings, this is a no smoking site.</p> <p>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</p>	<p>Review annually</p> <p>Review annually</p> <p>Ongoing</p> <p>Send out reminders to all hirers annually</p>	<p>Clerk & Council</p> <p>Clerk & Council</p> <p>Clerk</p>		
<p>Calling for Help</p> <p>No landline at the site</p>	Users/spectators (especially children)/staff	<p>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.</p>				
<p>COSHH</p> <p>Harm from substance</p>	Users/spectators (especially children)	<p>Committee identify any substances that may require COSHH assessment eg cleaning fluids</p> <p>COSHH sheets provided in pavilion manual</p> <p>Heavy bottles of cleaning solution etc stored on a lower shelves</p> <p>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.</p> <p>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.</p>				
<p>Disabled Assistance</p> <p>Toilet</p>	Users	<p>Disabled toilet fitted with supports, rails etc</p> <p>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.</p>				

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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						
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.				
	Consumers of any food/drink prepared on the site	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. 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.				

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		<p>Two fridges provided, both with temperature gauges. Temperatures logged weekly. Cleaned by each hirer prior to departure.</p> <p>Oven and extractor provided. Oven thermometer provided. Cleaned by each hirer prior to departure.</p> <p>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.</p>				
Furniture and Equipment Storage						
Tables / chairs being stored or put out incorrectly	Users	<p>Table and chair trolleys have been provided to correctly store the Platinum room furniture</p> <p>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.</p>				
Benches being thrown		<p>It is recommended that round tables are a two person assembly. Perimeter benches in the changing rooms have been affixed to the walls.</p> <p>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.</p>				
Incorrect storage of equipment or materials	Users / subsequent hirers	<p>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.</p>				
		<p>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.</p>				
TV/WiFi						
Misuse of services / broadcast of and/or sending/receiving of inappropriate or offensive materials	Any users of the site	<p>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.</p>				
Boiler & Plant Rooms						

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<p>Unauthorised tampering with plant</p> <p>Danger of electrical shock</p>	Staff	<p>Building designed so that hirers will not need access to plant room. Therefore only staff will have access to key.</p> <p>Warning sign on door of room</p> <p>No permission will be granted for anyone to store any belongings in the plant room.</p>				
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	Anyone on site	<p>Qualified groundkeeper employed</p> <p>Certificates for plant operating and chemical usage retained on file</p> <p>Pesticides etc only used when weather conditions permit</p> <p>No members of public on site during use of chemicals</p> <p>No chemicals stored on site.</p>				
Unauthorised access to plant and chemicals	Unauthorised people	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				
Portable Goals - tip hazzard	Trespassers Users	<p>Portable goals should not be used without anchors unless self weighted</p> <p>Extra anchors provided in 2014</p> <p>Extra wheels to assist movement provided in 2014</p>				
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.				

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		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.				
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.				

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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.				
		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.			

This Health and Safety Risk Assessment was completed on 6/11/24, is reviewed annually.

Signed on behalf of Pitstone Parish Council on 14/11/24 Minute Ref: SL68.24/7

R Saintey

Chairman