



## Risk Assessment for Sawston Parish Council - Mill Lane September 2020

Location	What are the hazards?	Priority/Risk (L,M,H)	What further action is necessary?	Action by Who?	Action by When?	Done (date & initial)
Entrance	<ul style="list-style-type: none"> <li>▪ Clean and tidy</li> </ul>	L	<ul style="list-style-type: none"> <li>▪ Maintain.</li> </ul>	Cleaning staff JK/Ground staff	Ongoing	
Changing Room 1	<ul style="list-style-type: none"> <li>▪ Running water for showers (potential for legionnaire's disease).</li> </ul>	H	<ul style="list-style-type: none"> <li>▪ Hot water should be between 50° and 60°C.</li> <li>▪ Cold water should be maintained below 20°C.</li> <li>▪ Run all taps and showers for several minutes once a week.</li> </ul>	Cleaning Staff JK/Ground staff	Ongoing	Showers run weekly
Gents Toilets	<ul style="list-style-type: none"> <li>▪ Keep clean and tidy</li> </ul>	M		Cleaning Staff	Ongoing	
Toilet for Disabled	<ul style="list-style-type: none"> <li>▪ Keep clean and tidy</li> </ul>	M		Cleaning Staff	Ongoing	
Ladies Toilets	<ul style="list-style-type: none"> <li>▪ Keep clean and tidy</li> </ul>	M		Cleaning Staff	Ongoing	
Changing Room 2	<ul style="list-style-type: none"> <li>▪ Keep clean and tidy</li> <li>▪ Running water for showers (potential for legionnaire's disease).</li> </ul>	M	<ul style="list-style-type: none"> <li>▪ Hot water should be between 50° and 60°C.</li> <li>▪ Cold water should be maintained below 20°C.</li> <li>Run all taps and showers for several minutes once a week</li> </ul>	Cleaning Staff	Ongoing	Showers run weekly
		H		JK/Ground staff	Ongoing	



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<b>Referees Room</b>	▪ Keep clean and tidy	M		Sports clubs	Ongoing	



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<b>Boiler Cupboard</b>	<ul style="list-style-type: none"> <li>▪ Cupboard locked.</li> </ul>	L	<ul style="list-style-type: none"> <li>▪ Cupboard to be kept neat and tidy.</li> </ul>	JK/Ground staff	Ongoing	
<b>Cleaning Cupboard</b>	<ul style="list-style-type: none"> <li>▪ Cupboard is locked.</li> </ul>	M	<ul style="list-style-type: none"> <li>▪ Chemical substances must be locked away.</li> </ul>	Cleaning staff	Ongoing	
<b>Community Room 1</b>	<ul style="list-style-type: none"> <li>▪ Keep clean and tidy</li> </ul>	M		Cleaning Staff JK/Ground staff	Ongoing	
<b>Community Room 2</b>	<ul style="list-style-type: none"> <li>▪ Keep clean and tidy</li> </ul>	M		Cleaning Staff JK/Grounds staff	Ongoing	
<b>Kitchen</b>	<ul style="list-style-type: none"> <li>▪ Keep clean and tidy</li> <li>• First Aid Kits</li> </ul>	M  M	Keep replenished	Cleaning Staff JK/Ground staff  JK/Ground staff	Ongoing  Ongoing	Checked weekly



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Surrounding the Building						
Football Clubs Shed	<ul style="list-style-type: none"> <li>▪ To be kept tidy</li> </ul>	L	<ul style="list-style-type: none"> <li>▪ Maintain</li> </ul>	Football clubs	Ongoing	
Play Area	<ul style="list-style-type: none"> <li>▪ Inspected by ROSPA annually and weekly by SPC staff</li> </ul>	M	<ul style="list-style-type: none"> <li>▪ Maintain</li> </ul>	JK/Ground staff	Ongoing	
Area Around Ground Store	<ul style="list-style-type: none"> <li>▪ Diesel.</li> </ul>	L	<ul style="list-style-type: none"> <li>▪ Stored in enclosure.</li> </ul>	Head Grounds man		
Ground Store	<ul style="list-style-type: none"> <li>▪ Chalk.</li> </ul>	M	<ul style="list-style-type: none"> <li>▪ Use mask when handling chalk dust to prevent inhalation/provide staff with mask</li> </ul>	Ground staff	Ongoing	