



## Risk Assessment for Sawston Parish Council: Lynton Way 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)
<b>Entrance</b>	<ul style="list-style-type: none"> <li>▪ Keep entrance clear</li> </ul>	M	<ul style="list-style-type: none"> <li>▪ Ensure poles, mops and brooms away</li> </ul>	JK/Ground staff/Cleaning staff Ground staff		Ongoing	
<b>Community Room</b>	<ul style="list-style-type: none"> <li>▪ Cracked window.</li> <li>▪ Window not closing properly.</li> <li>▪ Windowsills cracked.</li> <li>▪ 2 of the high windows are boarded up.</li> <li>▪ First Aid Information/Kit</li> </ul>	M M M M M	<ul style="list-style-type: none"> <li>▪ Monitor and replace/repair if needed</li> <li>▪ Keep replenished</li> </ul>	Cleaning Staff JK/Ground staff  Groundsmen		Ongoing   Ongoing	Need to look into for the future  Kits checked weekly
<b>Kitchen</b>	<ul style="list-style-type: none"> <li>▪ To be kept tidy</li> </ul>	L	<ul style="list-style-type: none"> <li>▪ Clean and tidy.</li> </ul>	JK/Ground staff/Cleaning staff		Ongoing	
<b>Storage Cupboard off kitchen area</b>	<ul style="list-style-type: none"> <li>▪ To be kept tidy</li> </ul>	L	<ul style="list-style-type: none"> <li>▪ Clean and tidy. Do not use as a store cupboard.</li> </ul>	Sports Leaders JK/Ground staff		Ongoing	
<b>Boiler Cupboard</b>	<ul style="list-style-type: none"> <li>▪ To be kept tidy</li> </ul>	L	<ul style="list-style-type: none"> <li>▪ Clean and tidy. Do not use as a store cupboard.</li> </ul>	JK/Ground staff Cleaning Staff		Ongoing	



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<b>Gents Toilets and changing rooms</b>	<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>	JK/Head Grounds man	Ongoing	Showers run weekly
<b>Sawston Unite Mens Cupboard</b>	<ul style="list-style-type: none"> <li>To be kept tidy</li> </ul>	L	<ul style="list-style-type: none"> <li>To be kept tidy</li> </ul>	Sawston United Men	Ongoing	
<b>Sawston United Youth Cupboard</b>	<ul style="list-style-type: none"> <li>To be kept tidy</li> </ul>	L	<ul style="list-style-type: none"> <li>To be kept tidy</li> </ul>	Sawston United Youth	Ongoing	
<b>Table tennis Cupboard</b>	<ul style="list-style-type: none"> <li>Table Tennis tables and boxes stored in the cupboard</li> </ul>	L	<ul style="list-style-type: none"> <li>Maintain this area.</li> </ul>	Table Tennis Club	Ongoing	



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<b>Ladies Toilets and changing rooms</b>	<ul style="list-style-type: none"><li>Various cracked tiles.</li></ul>	M	<ul style="list-style-type: none"><li>Monitor them</li></ul>	JK/Ground staff	Ongoing	
<b>Hallway</b>	<ul style="list-style-type: none"><li>Several damaged floor tiles.</li></ul>	H	<ul style="list-style-type: none"><li>Replace floor tiles.</li></ul>	Cleaning Staff	Ongoing- Have filled with cement for now until a decision is made about Lynton Way	
<b>Surrounding the Building</b>	<ul style="list-style-type: none"><li>Overflow drain blocked with weeds.</li></ul>	M	<ul style="list-style-type: none"><li>Unblock and keep clear.</li></ul>	JK/Ground staff	Ongoing	
<b>Play Area</b>	<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	