



Risk Assessment for Sawston Parish Council: Lynton Way – (Adopted April 2024)

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



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Gents Toilets and changing rooms	<ul style="list-style-type: none"> Running water for showers (potential for legionnaire's disease). 	H	<ul style="list-style-type: none"> Hot water should be between 50° and 60°C. Cold water should be maintained below 20°C. Run all taps and showers for several minutes once a week. 	JK/Head Grounds man	Ongoing	Showers run weekly
Sawston Unite Mens Cupboard	<ul style="list-style-type: none"> To be kept tidy 	L	<ul style="list-style-type: none"> To be kept tidy 	Sawston United Men	Ongoing	
Sawston United Youth Cupboard	<ul style="list-style-type: none"> To be kept tidy 	L	<ul style="list-style-type: none"> To be kept tidy 	Sawston United Youth	Ongoing	
Table tennis Cupboard	<ul style="list-style-type: none"> Table Tennis tables and boxes stored in the cupboard 	L	<ul style="list-style-type: none"> Maintain this area. 	Table Tennis Club	Ongoing	



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