

Risk Assessment for Sawston Parish Council Main Council Office (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)	
Public/Disabled Toilet	<ul style="list-style-type: none"> ▪ Clean and tidy and clear of any obstructions. 	L	<ul style="list-style-type: none"> ▪ Maintain 	Cleaning Staff	Ongoing		
Entrance	<ul style="list-style-type: none"> ▪ Clean and tidy and clear of any obstructions. 	L	<ul style="list-style-type: none"> ▪ Maintain. 	Cleaning staff Office Staff	Ongoing		
Clerk's Office	<ul style="list-style-type: none"> ▪ Gangways clear. ▪ Windows can be used as Fire Exit. 	L	<ul style="list-style-type: none"> ▪ Maintain 	Jo Keeler	Ongoing		
Reception Office	<ul style="list-style-type: none"> ▪ Clear and tidy. ▪ Photocopier to the left by the door. ▪ Windows designed to be used as Fire Exit. ▪ Prickly bush outside window. 	L	<ul style="list-style-type: none"> ▪ Maintain 	JK/Head Grounds Keeper	Ongoing		
		L			<ul style="list-style-type: none"> ▪ Trim back bush regularly to ensure fire escape route is clear 		Groundsmen
		M					
		H					
Filing Room	<ul style="list-style-type: none"> ▪ To be kept tidy 	L	<ul style="list-style-type: none"> ▪ Maintain 	Jo Keeler/HS	Ongoing		

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Kitchen	<ul style="list-style-type: none"> ▪ Clean and tidy. User Friendly 	L	<ul style="list-style-type: none"> ▪ Maintain. 	Office Staff	Ongoing	
Meeting Room	<ul style="list-style-type: none"> ▪ Clean and tidy 	L	<ul style="list-style-type: none"> ▪ Maintain 	Office Staff	Ongoing	
Toilet	<ul style="list-style-type: none"> ▪ Clean and tidy 	L	<ul style="list-style-type: none"> ▪ Maintain 	Cleaning staff & office staff	Ongoing	