



Risk Assessment for Sawston Parish Council - Mill Lane (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"> Clean and tidy 	L	<ul style="list-style-type: none"> Maintain. 	Cleaning staff JK/Ground staff	Ongoing	
Changing Room 1	<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. 	Cleaning Staff JK/Ground staff	Ongoing	Showers run weekly
Gents Toilets	<ul style="list-style-type: none"> Keep clean and tidy 	M		Cleaning Staff	Ongoing	
Toilet for Disabled	<ul style="list-style-type: none"> Keep clean and tidy 	M		Cleaning Staff	Ongoing	
Ladies Toilets	<ul style="list-style-type: none"> Keep clean and tidy 	M		Cleaning Staff	Ongoing	
Changing Room 2	<ul style="list-style-type: none"> Keep clean and tidy Running water for showers (potential for legionnaire's disease). 	M 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 	Cleaning Staff JK/Ground staff	Ongoing Ongoing	Showers run weekly



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Referees Room x 2	<ul style="list-style-type: none"> ▪ Keep clean and tidy 	M		Sports clubs	Ongoing	
Main Hall	<ul style="list-style-type: none"> ▪ Keep clean and tidy 	L	<ul style="list-style-type: none"> ▪ Maintain 	Cleaning Staff/JK & Ground staff	Ongoing	
Single Disabled Toilet (End of Building)	<ul style="list-style-type: none"> ▪ Keep clean and tidy 	M		Cleaning Staff	Ongoing	



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



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