



Risk Assessment for Sawston Parish Council - Spicer's Pavilion (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"> This is clear and clean. 	L	<ul style="list-style-type: none"> Maintain this area. 	JK/Head Grounds Keeper/Cleaning staff	Ongoing	
Community Room (sports field side)	<ul style="list-style-type: none"> Fire exit clear and accessible. 	L		JK/Head Grounds keeper		
	<ul style="list-style-type: none"> Cupboard neat and tidy. 	L		Cleaning Staff	Ongoing	
Kitchen	<ul style="list-style-type: none"> Cupboard under sink with cleaning substances in. <p>Julie Winfield SCDG said it was ok to have work surface cleaner and washing up liquid under sink for cleaning</p>	M	Cupboards housing hazardous substances need to be locked	Cleaning Staff	Ongoing	Cleaning materials now locked in cleaning cupboard
	<ul style="list-style-type: none"> Keep clean and tidy 	L		Cleaning Staff/Sports Council/clubs	Ongoing	
	<ul style="list-style-type: none"> Kitchen Cooker 	L	To be kept clean	Sports Clubs	Ongoing	
	<ul style="list-style-type: none"> Fridge 	L	Doors to fridge to be left open when turned off	Sports Clubs	Ongoing	Notice put on door of fridge
	First Aid Information/Kit	M	Keep replenished	Ground staff/JFK		Kits checked weekly



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Changing Areas:						
Match Officials Room 1 & 2	<ul style="list-style-type: none"> ▪ Room is clean and tidy. ▪ Electric Showers in use. ▪ Shower trays and plug holes to be cleaned thoroughly 	L	<ul style="list-style-type: none"> ▪ Maintain this area. 	JK/Head Grounds keeper Cleaning Staff	Ongoing	Showers run weekly
Changing Rooms 1, 2, 3 & 4	<ul style="list-style-type: none"> ▪ Room is clean and tidy. ▪ Running water for showers (potential for legionnaire's disease). 	M	<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/Grounds Keeper/Cleaning staff	Ongoing	Showers run weekly
Scorers Box	<ul style="list-style-type: none"> ▪ Room is clean and tidy 	M	<ul style="list-style-type: none"> ▪ Maintain this area. 	Cricket Club	Ongoing	
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		(L,M,H)	is necessary?		When?	& initial)
Ladies Toilet	<ul style="list-style-type: none"> ▪ Keep clear and tidy 	L	<ul style="list-style-type: none"> ▪ Maintain this area 	JK/Head Grounds Keeper Cleaning staff	Ongoing	
Gents Toilets	<ul style="list-style-type: none"> ▪ Keep clear and tidy 	L	<ul style="list-style-type: none"> ▪ Maintain this area. 	JK/Head Grounds keeper Cleaning Staff	Ongoing	
Toilets for Disables	<ul style="list-style-type: none"> ▪ Keep clear and tidy 	L	<ul style="list-style-type: none"> ▪ Maintain this area. 	JK/Head Grounds keeper Cleaning Staff	Ongoing	
Bar	<ul style="list-style-type: none"> ▪ Sawston Sports Association's responsibility 	M				Clerk will inspect every 6 months
Community Room (graveside)	<ul style="list-style-type: none"> Keep clear and tidy ▪ Dart board and darts mat by fire exit door, causing a trip hazard 	L H	<ul style="list-style-type: none"> ▪ Maintain. ▪ Remove mat at the end of the evening. 	Cleaning Staff Sawston Sports Association JK/Head Grounds keeper	Ongoing	Mat to be removed when not in use and stored in cupboard with tables & chairs
Sports Field and surround	<ul style="list-style-type: none"> ▪ Trees 	M	<ul style="list-style-type: none"> ▪ Monitor 		Ongoing	
Back of Spicers and Mortuary Shed	<ul style="list-style-type: none"> ▪ Keep this area clear and tidy. 		<ul style="list-style-type: none"> ▪ Keep this area clear and tidy. 	Head Grounds keeper	Ongoing	