

## Risk Assessment for Sawston Parish Council Main Council Office (Adopted May 2025)

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

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<b>Kitchen</b>	▪ Clean and tidy. User Friendly	L	▪ Maintain.	Office Staff	Ongoing	
<b>Meeting Room</b>	▪ Clean and tidy	L	▪ Maintain	Office Staff	Ongoing	
<b>Toilet</b>	▪ Clean and tidy	L	▪ Maintain	Cleaning staff & office staff	Ongoing	