



## Risk Assessment for Sawston Parish Council - Spicer's Pavilion (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)
Entrance	<ul style="list-style-type: none"> <li>This is clear and clean.</li> </ul>	L	<ul style="list-style-type: none"> <li>Maintain this area.</li> </ul>	JK/Head Grounds Keeper/Cleaning staff	Ongoing	
Community Room (sports field side)	<ul style="list-style-type: none"> <li>Fire exit clear and accessible.</li> </ul>	L		JK/Head Grounds keeper		
	<ul style="list-style-type: none"> <li>Cupboard neat and tidy.</li> </ul>	L		Cleaning Staff	Ongoing	
Kitchen	<ul style="list-style-type: none"> <li>Cupboard under sink with cleaning substances in.</li> </ul> <p>Julie Winfield SCDC 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"> <li>Keep clean and tidy</li> </ul>	L		Cleaning Staff/Sports Council/clubs	Ongoing	
	<ul style="list-style-type: none"> <li>Kitchen Cooker</li> </ul>	L	To be kept clean	Sports Clubs	Ongoing	
	<ul style="list-style-type: none"> <li>Fridge</li> </ul>	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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<b>Changing Areas:</b>						
<b>Match Officials Room 1 &amp; 2</b>	<ul style="list-style-type: none"> <li>Room is clean and tidy.</li> <li>Electric Showers in use.</li> <li>Shower trays and plug holes to be cleaned thoroughly</li> </ul>	L	<ul style="list-style-type: none"> <li>Maintain this area.</li> </ul>	JK/Head Grounds keeper Cleaning Staff	Ongoing	Showers run weekly
<b>Changing Rooms 1, 2, 3 &amp; 4</b>	<ul style="list-style-type: none"> <li>Room is clean and tidy.</li> <li>Running water for showers (potential for legionnaire's disease).</li> </ul>	M	<ul style="list-style-type: none"> <li>Hot water should be between 50° and 60°C.</li> <li>Cold water should be maintained below 20°C.</li> <li>Run all taps and showers for several minutes once a week.</li> </ul>	JK/Grounds Keeper/Cleaning staff	Ongoing	Showers run weekly
<b>Scorers Box</b>	<ul style="list-style-type: none"> <li>Room is clean and tidy</li> </ul>	M	<ul style="list-style-type: none"> <li>Maintain this area.</li> </ul>	Cricket Club	Ongoing	
<b>Location</b>	<b>What are the hazards?</b>	<b>Priority/Risk</b>	<b>What further action</b>	<b>Action by Who?</b>	<b>Action by</b>	<b>Done (date</b>



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		(L,M,H)	is necessary?		When?	& initial)
<b>Ladies Toilet</b>	<ul style="list-style-type: none"> <li>Keep clear and tidy</li> </ul>	L	<ul style="list-style-type: none"> <li>Maintain this area</li> </ul>	JK/Head Grounds Keeper Cleaning staff	Ongoing	
<b>Gents Toilets</b>	<ul style="list-style-type: none"> <li>Keep clear and tidy</li> </ul>	L	<ul style="list-style-type: none"> <li>Maintain this area.</li> </ul>	JK/Head Grounds keeper Cleaning Staff	Ongoing	
<b>Toilets for Disables</b>	<ul style="list-style-type: none"> <li>Keep clear and tidy</li> </ul>	L	<ul style="list-style-type: none"> <li>Maintain this area.</li> </ul>	JK/Head Grounds keeper Cleaning Staff	Ongoing	
<b>Bar</b>	<ul style="list-style-type: none"> <li>Sawston Sports Association's responsibility</li> </ul>	M				Clerk will inspect every 6 months
<b>Community Room (graveside)</b>	<ul style="list-style-type: none"> <li>Keep clear and tidy</li> <li>Dart board and darts mat by fire exit door, causing a trip hazard</li> </ul>	L  H	<ul style="list-style-type: none"> <li>Maintain.</li> <li>Remove mat at the end of the evening.</li> </ul>	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
<b>Sports Field and surround</b>	<ul style="list-style-type: none"> <li>Trees on site owned and maintained by SPC</li> <li>Annual tree survey carried out)</li> </ul>	M	<ul style="list-style-type: none"> <li>Monitor</li> </ul>		Ongoing	
<b>Back of Spicers and Mortuary Shed</b>	<ul style="list-style-type: none"> <li>Keep this area clear and tidy.</li> </ul>		<ul style="list-style-type: none"> <li>Keep this area clear and tidy.</li> </ul>	Head Grounds keeper	Ongoing	



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