

# Market Lavington Parish Council

## Risk Assessment

**Facility: Elisha Field Pavilion**

**Date of Assessment: 6 August 2009 / Reviewed and Updated 27/6/23**

What are the hazards?	Who might be harmed and how?	What is already being done?	What else needs to be done?	Assessment Existing / Potential	Action by when?	Done	Action by who?
Slips, trips and Falls	Users of the premises and car park may suffer injuries such as fractures or bruising if they slip on spillages or trip over objects or uneven flooring	<p>Surfaces maintained as evenly as possible. Good lighting in all rooms, and at access doors</p> <p>Users know to clear up spillages immediately, and know where equipment for this is kept</p> <p>Users know that trailing electrical leads/cables are not permitted</p> <p>Users know they are responsible for correct use of sports equipment</p>	<p>Regular inspection carried out in and around building, and any damage repaired as necessary</p> <p>Annual reminders to continue to be sent to regular users, and copy placed in Pavilion</p>	L      L	<p>Regular weekly checks</p> <p>Annually</p>	On-going	<p>Parish Council handyman contractor</p> <p>Parish Clerk</p>

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Work at height changing light bulbs, cleaning windows etc.	Anyone working at any height could suffer injuries, possibly very serious ones, should they fall	If use of step ladder is required, users know to refer to HSE guidance pinned on the kitchen wall	Annual reminders to continue to be sent to regular users, and copy placed in Pavilion  Consider implications for work at height of any future alterations to the premises	L      L	Annually  Consider as and when required	On-going  When necessary	Parish Clerk  Parish Clerk
Electricity	Users risk electric shocks or burns from faulty equipment or installation	Fixed installations correctly installed by qualified electrician, and inspected regularly  All repairs carried out by qualified electrician  Users know to check Portable equipment for visual signs of damage before use  Users know that any portable equipment considered unsafe should be marked and taken out of use  Users know they are	Annual reminders to continue to be sent to regular users, and copy placed in Pavilion	L      H	Annually	On-going	Parish Clerk

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		<p>responsible for any equipment they use on site</p> <p>Users know that they must report any fault or damage to electrical installations</p> <p>Users know where the fuse box is located and how to switch supply off in an emergency</p> <p>'Periodic' and 'PATs' tests carried out if necessary</p>			<p>Periodic test carried out in 2018 (due every 10 years)</p>		<p>Parish Clerk</p>
<p>Stored equipment</p>	<p>Users could be injured by Collapsing stacks or incorrect storage of other equipment</p>	<p>Users know that they must stack tables and chairs carefully so that they do not collapse</p> <p>Users know that other equipment must be stored safely and securely, away from the communal areas</p>	<p>Annual reminders to continue to be sent to regular users, and copy placed in Pavilion</p>	<p>L L</p>	<p>Annually</p>	<p>On-going</p>	<p>Parish Clerk</p>
<p>Manual handling</p>	<p>Users may suffer strain injury if they try to lift objects that</p>	<p>Users know that they must seek assistance when moving heavy</p>	<p>Annual reminders to continue to be sent</p>	<p>L L</p>	<p>Annually</p>	<p>On-going</p>	<p>Parish</p>

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	are too heavy or awkward	and/or awkward items	to regular users, and copy placed in Pavilion				Clerk
Asbestos	Staff, and others, carrying out normal activities at very low risk. Asbestos only poses a risk if fibres are released into air and inhaled. Maintenance workers are most at risk	No evidence of asbestos in the Pavilion	No further action necessary	L L	NFA	N/A	N/A
Fire	If trapped, users could suffer fatal injuries from smoke inhalation/burns	Regular fire risk assessment carried out	Ensure the actions identified as necessary by the fire risk assessment are done	L H	2018	February 2015 WE NEED TO DO THIS	Clr Davis

<b>Date of meeting at which document reviewed and any amendment to document approved</b>	<b>Details of amendment</b>
6/10/20	Document approved un-amended.
28/9/21	Document approved un-amended.
27/6/23	Document approved un-amended.