

General Risk Assessment		Address : Rushmere Close Bow Brickhill, Milton Keynes, Bucks, MK17 9JB
<b>Bow Brickhill Pavilion and Surrounding Grounds</b>		
Areas assessed	Main Building / Entrance Lobby / Toilets / Changing Rooms / Refs room / Grounds	

Assessor's Name: R Gurnett      Persons Affected: Users of the Pavilion and surrounding areas, including Members of the Public

Date Of Assessment: Mar-18

<b>Review undertaken because:</b>	
New Control Measures	<input type="checkbox"/>
Following an accident or report of ill health	<input type="checkbox"/>
Technological advances	<input type="checkbox"/>
New guidance or legislation published	<input type="checkbox"/>
Changes in Areas or practises	<input type="checkbox"/>
Required at least annually	<input checked="" type="checkbox"/>
Tick (✓) as appropriate	

<b>Risk Rating Legend</b>	
L = Likelihood   C = consequence   L x C = RR (Risk Rating)	
<b>Likelihood</b>	<b>Consequence</b>
1 = Very Unlikely	1 = Insignificant
2 = Unlikely	2 = Minor
3 = Fairly Likely	3 = Moderate
4 = Likely	4 = Major
5 = Very Likely	5 = Catastrophic

Significant Hazards Identified	Uncontrolled Risk Rating			Existing Control Measures	Risk Rating with Existing Controls		
	L	C	RR		L	C	RR
<b>Injuries resulting from Slips, Trips and Falls</b>							
Car Park - uneven surface	4	3	12	Car Park surface maintained. Lighting in car park. Regular inspection of surface and repaired as necessary	1	3	3
General Area-	3	3	9	No trailing cables in general area, All thresholds are checked and maintained for trip hazards	1	3	3
Porch Entrance - Carpet Tiled Area	3	3	9	Lighting in Entrance Matting at entrance to prevent rain water being carried in. These are both regularly checked by the caretaker for damage	1	3	3

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Cleaning Floors - Increased risk during process	4	3	12	All Spillages are to be cleared up immediately by Hirer. The entrance area is to be kept clear of Debris. No trailing electrical leads or cables.	2	3	6
Changing Rooms -Wet Floor	4	5	20	Non slip surface to shower area to be maintained. Floor area to be mopped/ Dried following hirer use.	2	5	10
Paving Slabs on walk ways	3	4	12	Area is regularly inspected and any uneven areas repaired or monitored	1	4	4
Back Door Access -	3	4	12	Area to be well lit and clear of debris at all times	1	4	4
Sports Playing Field	4	3	12	Field to be inspected for any Health and Safety issues weekly. Findings to be recorded in the Red folder. Hirers to report any issues found within 24 hours to the Clerk. All Accidents to be reorded in the folder within the Pavilion and reported to the clerk.	1	3	3
<b>Average Risk Rating</b>			<b>12.3</b>	<b>Average Controlled Rating</b>			<b>4.5</b>

**Injuries resulting from moving vehicles**

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Moving Vehicles in Car Park	5	5	25	Footpaths are clearly marked, Signage in place for vehicle areas, Carpark area well lit. Car Park Barrier locked over night and when building not in use, Large events are expected to provide carpark marshalling in the correct PPE, (HI-Vis)	1	5	5
Access point to surrounding grounds	4	5	20	Access control on gate and grounds designed to reduce the risk of vehicles entering the sports field area of the grounds	1	5	5
<b>Average Risk Rating</b>			<b>22.5</b>	<b>Average Controlled Rating</b>			<b>5</b>

<b>Injuries resulting from Spills</b>							
Slips from spillage	4	4	16	All hirers are required to clean any spillaged immediately	2	4	8
Groundwater flooding	3	4	12	The sports field area of the grounds in monitored for flooding and excessive groundwater and control measures are to be put in place if required, including but not limited to, location changes for football games, Signage warning members of the public ( if flooding is severe), suspension of mowing services.	1	4	4
<b>Average Risk Rating</b>			<b>14</b>	<b>Average Controlled Rating</b>			<b>6</b>

<b>Injuries resulting from Fire</b>							
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Fire	5	5	25	Full separate fire risk assessment completed and all hirers to confirm awareness before commencement of hiring	2	5	10
<b>Average Risk Rating</b>			<b>25</b>	<b>Average Controlled Rating</b>			<b>10</b>

**Injuries resulting from Electrocutation**

Fixed installations	3	5	15	<p>All installations are installed and maintained by qualified electricians, EC Testing is carried out as required. (currently 5 years)  PA testing is carried out as required. (currently 24 months).  All Hirers are made aware of their responsibility for any items added to the building in the hire agreement.  All items should be visually checked for damage before use and any damage reported immediately to the caretaker.  All Hirers are made aware of the fuse box location and how to manage the electricity supply in the event of an emergency before the commencement of the hire.</p>	1	5	5
<b>Average Risk Rating</b>			<b>15</b>	<b>Average Controlled Rating</b>			<b>5</b>

**Injuries resulting from exposure to Chemicals**

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Cleaning Products	4	5	20	All hazardous cleaning products are correctly controlled and stored in a locked cupboard, All cleaning products are clearly labelled. All COSHH registered items are recorded and MSDS data is available. Gloves are provided for use with irritants.	2	5	10
Additional risk to Young Persons	4	5	20	For any Hire including young persons, the Hirer is to ensure additional safety measures are in place regarding control of chemicals whilst in use with young person in the area.	1	5	5
<b>Average Risk Rating</b>			<b>20</b>	<b>Average Controlled Rating</b>			<b>7.5</b>

<b>Injuries resulting from Manual Handling</b>							
Lifting Tables and Chairs	3	3	9	Tables are to be stacked on the trolley provided before moving. All Chairs are to be stacked on the trolley in storage cupboard. All users are requested to use the tables and chairs responsibly. Signage is displayed showing the correct storage of tables and chairs on site.	1	3	3
Manouvering Floor polisher	3	3	9	All items are to be used in strict accordance with the manufacturer's instructions.	1	3	3
General Manual Handling injury	3	3	9	All Hirers maintain responsibility for ensuring that all attendees utilise the correct lifting techniques when moving heavy items	1	3	3
<b>Average Risk Rating</b>			<b>9</b>	<b>Average Controlled Rating</b>			<b>3</b>

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Injuries resulting from Damage to Equipment								
Pavilion provided equipment	4	4	16	All Hirers are advised to visually check all equipment before use and report any damage immediately. Any item showing damage should be removed from use until the repair can be effected.	1	4	4	
Hirer provided equipment	4	4	16	Hirers are advised in the agreement of any prohibited items. The hirer remains responsible for any items they provide for use by an attendee.	1	4	4	
<b>Average Risk Rating</b>			<b>16</b>	<b>Average Controlled Rating</b>			<b>4</b>	

Injuries resulting from Mechanical Equipment failure								
Boiler	3	3	9	Boiler is stored outside the main building, Access to the boiler must be maintained. Hirers are requested to report any boiler failures immediately to the caretaker.	1	3	3	
Hot Water Dispenser	3	3	9	Hot Water checked annually by a qualified engineer. Hirers are requested to report any failures immediately to the caretaker.	1	3	3	
Storage Heaters	3	3	9	Regular maintenance is carried out, Hirers are requested to report any failures immediately to the caretaker.	1	3	3	

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Radiators/ Pipes	3	3	9	Regular maintenance is carried out, Hirers are requested to report any failures immediately to the caretaker.	1	3	3
Kettle	3	3	9	Hirers are requested to report any failures immediately to the caretaker.	1	3	3
Urn	3	3	9	Safety notice is displayed and guidance is to be highlighted to hirer prior to the commencement of hire. Hirers are requested to report any failures immediately to the caretaker.	1	3	3
Showers	3	3	9	Temperature controls are in place. Hirers are requested to report any failures immediately to the caretaker.	1	3	3
Gas Cooker	3	3	9	Annual checks in place by qualified engineer. Hirers are requested to report any failures immediately to the caretaker.	1	3	3
<b>Average Risk Rating</b>			<b>9</b>	<b>Average Controlled Rating</b>			<b>3</b>

<b>Injuries resulting from poor housekeeping</b>							
Access points blocked	3	5	15	All access points should be kept clear at all times. Hirer to be advised of requirements prior to the commencement of the hire	1	5	5
Slips, trips & Falls,	4	3	12	All Spillages are to be cleared up immediately by Hirer. All electrical leads or cables are to be controlled correctly.	1	3	3

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Increased fire risk	3	4	12	Combustibles should not be allowed to build up in any areas. Outside waste containers should be emptied on a regular basis to reduce the risk of arson.	1	4	4
Dust and Debris	2	4	8	Dust and debris should be removed on a regular basis by the cleaner to reduce build up.	1	4	4
<b>Average Risk Rating</b>			<b>11.75</b>	<b>Average Controlled Rating</b>			<b>4</b>

**Injuries resulting from incorrect lighting**

Low levels of light reduce the individuals ability to see hazards and implement control measures	3	2	6	All artificial lights are checked regularly and maintained by a qualified electrician	1	2	2
Excessive light impacts upon individuals and can dazzle in extremes	3	2	6	Curtains are provided to enable the control of natural lighting within the building. In the car park pedestrians are requested to take extra care in excessively sunny conditions.	1	2	2
<b>Average Risk Rating</b>			<b>6</b>	<b>Average Controlled Rating</b>			<b>2</b>

**Injuries resulting from insufficient knowledge or information**



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All Hirers attend with a limited knowledge of the hazards in the area	4	5	20	<p>Hirers are expected to read the risk assessment and full hirer agreement before entering the hirer contract.</p> <p>All specific hazards are registered and any additional information will be explained to the hirer prior to the commencement of the hire.</p> <p>The hirer remains responsible for all attendees to an event.</p> <p>The hirer is expected to ensure that all control measures are implemented during any event.</p>	2	5	10
<b>Average Risk Rating</b>			<b>20</b>	<b>Average Controlled Rating</b>			<b>10</b>

**Injuries resulting from any other hazards (not already covered)**

Working at Height	4	3	12	<p>All staff are made aware of the HSE guidance upon the use of ladders.</p> <p>All contractors supply equipment for any high level work.</p> <p>On site ladder is stored securely whilst not in use.</p> <p>On site ladder is regularly checked for damage or failure.</p>	2	3	6
Young Persons	3	4	12	Hirers remain responsible for ensuring that all young persons attending events are correctly supervised at all times.	2	4	8
First Aid Facilities	4	4	16	All Hirers are expected to provide first aid facilities in line with the hire agreement and regulations	1	4	4

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Lone Worker	4	5	20	All staff are requested to ensure that an additional individual is aware of their movements in relation to the area and an expectation of return time is included. All hirers are to ensure that all lone workers have a contactable emergency source available to them at all times, for example. checkin's	2	5	10
Legionella	4	5	20	All water system managed and maintained in line with current policy. Specific risk assessment completed and adhered to for maintenance.	2	5	10
<b>Average Risk Rating</b>			<b>16</b>	<b>Average Controlled Rating</b>			<b>7.6</b>

**Guidance Points / Comments**

All hirers must ensure compliance with risk assessment and hire agreement before and during commencement of hire period.  
Any failure to report damage may invalidate the hirers right to deposit return.  
All hirers must ensure that any required insurances are correctly in place to validate any hire agreement.

**Action plan**

Action required	Outcome
Chair Stacking trolley	Purchased Jan 2011, regular review of procedure implemented.
Stepladder	Purchased May 2010 and secure storage created
Notices for display in kitchen	laminated and displayed March 2015
Urn safety notice	laminated and displayed March 2015
Inventory of cleaning cupboard	inventory created and regular review implemented
Changing room flooring	Replaced 2010

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Hire agreement updates	Annual review implemented 2015
Flood lights	Purchased for back door 2010
5 MPH Signage	Agreed not required
Rear Paving Footpath	Repair completed monitoring in place
Fuse box and how to switch off supply	details included into the hire agreement 2012
Kitchen work surface hatch- wall fixing to be reviewed	Ongoing
Ceiling fan review	Ongoing