

Risk Assessment – Stimpson’s Piece Pavilion and open space

Emergency contact

An emergency mobile phone is kept by a nominated individual from the Working Group and the number made known to all user groups and occasional users in accordance with risk assessment recommendations. The Council office is usually open during the week and the administrator can be contacted by post, phone or by email.

Access to / from building – Low risk

Doorways are clearly positioned and lighting, including emergency lighting, is provided. Obstructions are not allowed to block access routes.

Electricity - Low risk

The electrical installation, including appropriate trip switches and RCD safety devices are inspected on a regular basis in accordance with the regulations and licensing requirements. Certification records are held by the Administrator. PAT (portable appliance testing) is carried out on an annual basis where necessary. User groups and casual hirers are responsible for their own equipment. The fuse boards are located in the locked boiler room so there is no access for user groups.

Fire - Low

Stimpson’s Piece Pavilion is a no smoking area and appropriately signed. Emergency exits are clearly marked and illuminated. A full fire risk assessment has been carried out and fire alarm system updated to include a fire alarm with callpoints on each emergency exit. Emergency lighting is provided. Fire extinguishers are also provided. The system is tested / checked on a monthly basis and a full annual inspection is carried out by an accredited company. Certification records are held by the Administrator. An emergency action plan document has been given to all user groups and occasional hirers. Fire action notices are displayed in several locations in the building.

First Aid Provision - Low

An appropriate first aid kit is located in the kitchen, together with an accident reporting book. All incidences / copy of the accident report should be reported / given to the Administrator. Signs are displayed in the hall to indicate where the first aid kit is located, together with numbers for the local doctors’ surgery and the nearest accident and emergency hospital.

Food Hygiene - Low

The premises include a kitchen for use by the hirers. Users are advised by the Administrator to pre-prepare food for events as equipment is limited and to ensure any caterers they use are licensed. The kitchen is cleaned regularly.

Ground Source Heat Pump and Oil fired Boiler - Low

These units are inspected and serviced annually by accredited registered contractors. Any problems are reported promptly. Both units are located in the boiler room which is kept locked so no members of the public have access.

Hazardous Substances (CoSHH) - Low

All cleaning materials are stored in a locked cupboard in the women's toilet, including any substances subject to CoSHH regulations. Normal use of the cleaning materials is solely by the cleaner.

A separate risk assessment has been written for all Town Council cleaning staff.

Heights - Low

All decoration in the hall for events is undertaken by user groups who abide by their safe methods of working. There is a fixed retractable ladder leading to the roof space. No other ladder is provided

Lone Working - Low

The Administrator (Clerk), The handyman (self employed) and the cleaner are the only people who regularly work on their own in the hall. Refer to separate lone working policy

Manual Handling; Storage - Low

The Nursery and the Football Club store equipment for their activities at the hall. Users are expected to be sensible in the way they store and handle their own heavy or awkward objects. Users are expected to provide an inventory of what is being stored.

Noise pollution - Low

Users for discos or parties are expected to be aware of their responsibilities for their activities in accordance with the terms of the premises licence which is held by the Administrator.

Normal Pavilion Activities - Low

The pavilion is well maintained for the varied activities which take place. All users are expected to use the facilities responsibly and report any problems or damage to the Administrator. Any issues are dealt with promptly.

Slipping, Tripping, Falling - Low

The hall is well maintained, cleaned and has adequate lighting and signs, including emergency lighting.

Changing rooms - Low

Reepham Town Football Club (and visiting teams) and Reepham Runners are the only users of the changing rooms which are kept locked when not in use. They are used for changing and showering after matches / running. The Nursery use one of the changing rooms as a

storage facility. This is also kept locked. Reepham Town Football Club have responsibility for managing this area as per agreement.

Water management - Low

A separate legionella risk assessment has been carried out and any recommendations implemented. Cleaning and checks are carried out in accordance with the water management programme as per agreement with Reepham Town Football Club.

Play Area - Medium risk

The play area is a purpose built exterior facility for children including a skate park and toddlers area. The Town Clerk inspects the play equipment on a monthly basis. Any issues are actioned promptly. An independent safety assessment is carried out annually by an accredited inspector and any concerns promptly actioned. Daily checks are also made and any concerns reported to the Town Clerk.

The play areas and skate park have appropriate signage giving contact number to report any concerns.

Playing Field - Low

Reepham Town Football Club organise regular league games on the playing field in accordance with their club and league rules. Trained and approved referees are used. All referees are trained in first aid. In addition every team has at least one member trained in first aid. Other activities are purely ad hoc occasions when groups gather to play together. The Reepham Runners use the field on a weekly basis for running. The field is an open facility. The field and surrounding area is frequently used by dog walkers who are encouraged to remove any dog faeces. There are appropriate bins and signs provided. The area is checked on a daily / regular basis by the maintenance contractor and any issues reported and actioned promptly.

Trees are inspected every three years by accredited arborist and any work is promptly carried out.

Transport (vehicles) - Medium

Access to the car park is through Bartle Court. The car park is large and adequate. The surface is regularly maintained to fill / prevent pot holes forming. The car park can be secured by a locked gate to prevent unauthorised use of the facilities outside normal hours of use. There is limited barrier between the play area and the car park.

Vandalism - Low

The pavilion building is in an enclosed space and only open when it is being used by hirers. The playing field and play equipment is open to the public all the time. Daily checks are made of the area and any issues promptly reported. The main gate is locked every evening.

Weather extremes – Likely to happen / low risk

The pavilion does not have caretaker provision so removal of snow or ice from pathways is the responsibility of users of the hall. Users of the hall can cancel their activities if necessary. The hall has central heating which copes with all normal winter cold spells.

Monitor and re-assess the risks.

All parties involved in the preparation and implementation of this risk assessment will be made aware of their responsibilities.

This will be done on an annual basis and whenever an incident provides evidence that a re-appraisal is necessary.

Risk assessment approved 9th March 2016, minute ref S16/34