



Queen Camel Parish Council Risk Assessment for Queen Camel Sports Pavilion

Date Risk Assessment adopted by QCPC	20/03/2023	Date Risk Assessment last Reviewed	
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This Risk Assessment (RA) written as part of the Queen Camel Parish Council QCPC Health and Safety Policy to manage identified risks that may affect users of the Sports Pavilion at Queen Camel Playing Field. The desire is to ensure the health, safety and welfare of all involved or in activities at the Pavilion. This RA attempts to cover all anticipated risks, but by the nature of potential unknown risks it cannot be exhaustive. It is expected that individuals will apply reasonable common sense and, if in doubt, should seek advice and not proceed with any potentially risk involved activities.

All persons using the Pavilion facility should take all reasonable care for their own health and safety, and that of all others. Please wear suitable clothing/appropriate footwear and wear necessary protective equipment that is available if required.

The Risk Assessment will remain under continual review and actions taken around the Pavilion and the field will be recorded in the Site Management Record which is retained within the Pavilion.

Identified Hazard/Risk and Persons at Risk	Assessment of Risk			Control measures to minimise risk	Risk level after control measures
	Incident probability	Injury Potential	Risk level		
Emergency Contact - identification details of how someone can notify the Parish Council of any issues, concerns, or accidents in relation to the Pavilion	2	1	L	Dedicated phone 07437 477706 is kept by a nominated individual from the PFMC which will be publicised at the Pavilion, contact form on QCPC website and details of clerk@queencamelpc.org.uk provided with booking.	L
Access to and from the Pavilion - Slip/trip fall hazard to all users which may result in injury. During hours of darkness there is no lighting and no ambient lighting so users of the field and pavilion are at risk of trips/falls due to no visibility.	2	2	M	Doorways clearly positioned with all doorways to be kept unobstructed. Fire Exit to be signed. No events using the field or pavilion should be arranged if they go beyond daylight hours. If, for the pavilion, they do then users should be informed to ensure they provide their own sought of illumination when leaving/entering the field/pavilion.	L
Electrical installations -Risk of electrocution to users of the Pavilion or Fire as a result of electrical fault.	1	3	M	Appropriate RCD safety devices installed for all circuits located in main Pavilion area.	L

				Electrical installations and equipment to be professional/Qualified inspection and PAT (portable appliance testing) to take place to ensure compliance with regulations. Certification record to be held with PFMC and copy displayed within the Pavilion.	
Fire- Risk of Fire from accidental/deliberate ignition or electrical fault which could result in harm/injury to users of the Pavilion and/or damage to property.	1	3	M	QC Pavilion has no Fire Alarms fitted and one access door to and from the premises. 'Fire Exit' sign located above the doorway. This door MUST remain unlocked whilst anyone is inside the building. 'Fire Action' notice displayed on Notice Board adjacent to Fire Exit and users to be informed of Action to take in case of Fire. QC Pavilion is a No Smoking area with signs to be displayed in prominent positions within the Pavilion. Fire Safety Review undertaken with regards to suitable provision of Fire Extinguishers. Sufficient and appropriate Fire Extinguishers are provided at suitable locations, which will be visually checked monthly and subject to annual inspection by an accredited person. Certification record to be retain by the PFMC. Fire Safety Plan to be reviewed when new items of electrical equipment are installed. The Pavilion is in an isolated location with minimal risk to neighbouring properties.	L
First Aid Provision- Minor injuries to users of the Pavilion and the Sports area (when the Pavilion is open) may suffer minor injuries that can be treated through administering First Aid. As a Sporting environment injury can occur during activity that could be of a serious nature (breaks etc). These will need to be treated through professional medical assistance that is beyond the scope of a basic First Aid kit.	2	2	M	An appropriate first aid kit is located in the main Pavilion with a Sign displayed. Accident reporting book located within the cupboard containing the First Aid kit to be completed for all accidents whether First Aid kit is used or not. Accident Book to be checked weekly (with Pavilion checks) to ensure Accident details are captured, any issues arising can be investigated and addressed and First Aid kit can be replenished if necessary. Incidents to be reported to a member of the PFMC direct or to the Emergency Contact mobile number so Accident processes can be followed. Details Queen Camel Medical Centre and Yeovil District Hospital A&E are provided in the Accident reporting book. Keys for the vehicular gates are readily available for gates to be opened should Emergency vehicle access is required.	M
Water management- Cold water is fed from the Mains into the Pavilion with the only standing water being in pipes and shower units. There is a risk to users of the pavilion from a contaminated water	2	2	M	As part of weekly Pavilion checks showers and taps to be flushed through for 5 minutes and toilets flushed and bleached. Site Management Record to be endorsed that this has been completed.	L

supply (e.g. Legionella) following periods of inactivity.					
Using Pavilion- Building condition- Injury caused by defect to all users of Pavilion	2	2	M	Regular building inspection carried out internally and externally, recorded within the Site Management Record. Sign displayed for identified issues to be reported to the Emergency mobile number. All PFMC and QCPC members have responsibility to undertake visual checks whenever within the Pavilion or Field and investigate/report issues if identified for action to be taken. Access/egress routes clear and in good condition, including internal and external areas. Equipment to be removed from use if defective. Damage/Defects to be repaired as soon as possible.	L
Food hygiene- Incorrect preparation and storage of food can cause risk of harm from injury or infection.	1	2	L	The Pavilion provides a kitchen area with water heating equipment and a fridge. There is no cooking equipment. Users are advised to pre-prepare food for events as equipment is limited but the fridge can be used to keep foods at a safe temperature for storage. Sharp implements should be used sensibly and with care. The kitchen is cleaned regularly. The fridge door to be left open when fridge is not in use.	L
Hazardous Substances- Cleaning and other fluids held within the Pavilion may cause injury if in contact with the skin in ingested.	1	3	M	The only anticipate chemical substances expected in the pavilion are cleaning products. All cleaning substances kept within the pavilion will only be kept in the manufacturer containers. They are to be kept at a height inaccessible to young children and stocks will be retained in a locked cupboard. Correct protective equipment should be worn when appropriate.	L
Lone Working- Persons working alone in the Pavilion will be isolated and could be at risk of injury without immediate availability of assistance.	1	2	L	The Pavilion is an isolated building although there is a frequent foot fall passed the Pavilion of persons using the field (dog walkers). Anyone working at the premises should make effort not to work alone, however if they do, they should have ready/immediate access to a mobile telephone should they need to summon assistance.	L
Fall from height. The Pavilion is a single storey building but there may be times when working at height is required. Whenever working off the ground the person is at potential risk of a fall.	2	2	M	Persons using the Pavilion should keep their feet on the floor unless there is specific and necessary reason and if they have to work from height they should do so using appropriate and sturdy equipment. No person should work off the ground unless there are at least 2 persons present.	L

<p>Manual Handling/Storage- Persons moving equipment within the Pavilion may suffer injury whilst moving equipment or from equipment not being stored appropriately.</p>	2	2	L	<p>Users and volunteers are expected to be sensible in the way they handle and store any heavy or awkward objects. They should not attempt to move equipment that they consider is too heavy or bulky for them to move. Sports Clubs and Groups may store equipment for their activities within the Pavilion is an identified and appropriate location. Sports Clubs and Groups are encouraged to store these safely and securely. Users are expected to provide an inventory of what is being stored. No items that pose a risk to persons or the Pavilion should be inappropriately stored within the Pavilion.</p>	L
<p>Normal Pavilion Activities- Persons going about their business, workers or users may suffer slips, trips or falls which can result in injury.</p>	2	2	M	<p>The Pavilion is to be well maintained and provide a clean environment. All users are expected to treat the facilities in a respectful way and clean and tidy the Pavilion prior to leaving to a standard they would expect it to find it. Users should report any problems or damage to a member of the PFMC or QCPC or call the Emergency Contact mobile number. Any issues will be dealt with promptly by the PFMC and recorded in the Site Management Record.</p>	L
<p>Changing rooms- The changing rooms include a toilet and shower facilities. Users of the changing room are normally participants in sporting activity on the field where they change to appropriate clothing for the relevant activity, store their belongings and shower after the activity has finished. There is a potential trip hazard from items of property within the changing room, slip hazard from wet floors due to showering</p>	2	2	M	<p>Changing Room and showers will be cleaned regularly, and floors should be clean and dry prior to use. Benches and clothing hooks are provided for bags and property to be kept from being left on the floor. Changing room benches will be regularly inspected for any damage that may pose a risk of injury. Any defects will be reported in line with 'Normal Pavilion Activities' above. Showers are tiles with slip resistant tiling with sloping floor and drainage and a step prevents excessive water exiting the shower area. The vinyl flooring is slip resistant to reduce risk of slipping when wet.</p>	L
<p>Security of Personal belongings- Risk to security of personal belongings whilst participating in activity.</p>	2	1	L	<p>A separate changing room and shower is provided for the 'Home' and 'Away' team and a separate changing facility for the Referee. A key is available for both teams to lock their changing room when not in use, but never locked if anyone is in the changing room. Signs to be displayed in each changing room 'No items of value to be left unattended'</p>	L
<p>Vandalism/Burglary- The pavilion building stands alone in a large field, to which the public have access at all times, and is only open/attended when it is being used by sports teams, groups or ad hoc</p>	2	1	L	<p>Queen Camel has a low incidence of criminal damage and theft/burglary. Vehicular access to be restricted with gates being locked when the Pavilion is not in use.</p>	L

users. The property is at risk of vandalism and break-in with potential risk of injury to the perpetrator/s.				PFMC and PC members have a responsibility to conduct visual checks when in the vicinity of the Playing Field and report issues for action if identified. Signs detailing Emergency Contact mobile number to be displayed for issues to be reported by members of the Public if found. All incidents of suspected criminality to be reported to the Police for investigation.	
Weather extremes- In extreme weather (snow and ice) there is an increased risk of slips and trips by persons attending the Pavilion and in freezing conditions there is risk of damage from burst water pipes.	1	2	L	The Pavilion does not have a caretaker provision so removal of snow or ice from the entrance and doorway is the responsibility of the user of the Pavilion. Users of the Pavilion can cancel their activities if necessary. There is thermostatic controlled fan heaters within the Pavilion set to turn on in freezing conditions. Consideration should be made to turn of the water supply if freezing conditions are forecast.	L
Storage of Rubbish- General waste and food waste can result in unpleasant smells and increase in flies and insects, especially during warmer weather which can result in unpleasant circumstances to users of the Pavilion.	2	1	L	There is a large General Waste 'Black' wheelie bin allocated to the Pavilion which is collected every three weeks by Somerset Waste Partnership. The Black bin is placed out for collection and returned to the Pavilion in line with the collection dates. Users of the Pavilion are encouraged to take any rubbish away with them, especially items for recycling as there is no provision for recycling at the Pavilion.	
Use of the Equipment Shed- The equipment shed stands alongside the Pavilion and contained mechanical equipment, tools, fuel, oils and other substances.	2	2	M	Access to the Equipment Shed is restricted to those who perform maintenance responsibilities and is managed under a separate Risk Assessment.	L