



## Queen Camel Parish Council

### Risk Assessment for Queen Camel Sports Pavilion, Equipment Shed and Playing Field

Date Risk Assessment adopted by QCPC	TBA	Date Risk Assessment was last conducted	16/7/25	Conducted by	Phil Jones
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This Risk Assessment (RA) is 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, Equipment Shed and Playing Field at Queen Camel Playing Field. The desire is to ensure the health, safety and welfare of volunteers, visitors and users of the Playing Field and its facilities. The 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 Queen Camel Playing Field 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.

Ref	Identified Hazard/Risk and (Persons at Risk)	Control Measures in place.	Risk Rating (LxS=)	Remarks/Actions to consider
1	<b>Access to and from the Pavilion/equipment shed-</b> Slip/trip fall hazard to all users and volunteers which may result in injury. During hours of darkness there is no lighting and no ambient lighting.	<ul style="list-style-type: none"> <li>- Fire Exit signed within the pavilion. Equipment Shed is singular room with one access/entry. No exit sign required.</li> <li>- No events on field arranged beyond hours of darkness so no exterior lighting required.</li> <li>- PFWG monthly check list in use to identify issues.</li> <li>- All PFWG members and playing field Volunteers have been notified as to where to find RA and H&amp;S policies.</li> </ul>	<p><b>1x2</b></p> <p><b>Low</b></p>	
2	<b>Furniture and equipment in pavilion-</b> slip/trip hazard to all users/volunteers.	<ul style="list-style-type: none"> <li>- Storage containers and cupboard situated throughout pavilion for users use.</li> <li>- PFWG Pavilion monthly check list in use</li> <li>- Notices displayed in Pavilion as a reminder</li> <li>- Requirement for tidiness stated in Volunteers/users guide - hire agreement &amp; Induction paper for new members and volunteers.</li> </ul>	<p><b>1x2</b></p> <p><b>Low</b></p>	
3	<b>Electrical installations (Pavilion and Equipment Shed)-</b> Risk of electrocution to users of the Pavilion or Fire resulting from electrical fault.	<ul style="list-style-type: none"> <li>-Appropriate RCD safety devices installed for all circuits located in main Pavilion area.</li> <li>- PAT testing regime in place and full electrical testing due for retest Nov 25.</li> <li>-Users of non-pavilion electrical equipment MUST use a circuit breaker as stated in hire agreements &amp; volunteers/users guide</li> </ul>	<p><b>1x3</b></p> <p><b>Med</b></p>	
4	<b>Fire-</b> Risk of Fire from accidental/deliberate ignition or electrical fault which could result in harm/injury to users of the Pavilion/Equipment Shed.	<ul style="list-style-type: none"> <li>- A Fire Safety review has taken place July 2025 (annually). Fire extinguishers serviced and in order.</li> <li>-Fire Action process displayed in Pavilion and Equipment Shed.</li> <li>- When in use Pavilion/Equipment Shed with doors left unlocked/open when in building in use with persons inside.</li> <li>-Pavilion/Equipment Shed is No Smoking area with signs displayed.</li> <li>- Appropriate Fire Extinguishers allocated inside doorways of Pavilion/Equipment Shed. Fire blanket in kitchen area.</li> </ul>	<p><b>1x3</b></p> <p><b>Med</b></p>	
5	<b>Food hygiene-</b> Incorrect preparation and storage of food can cause risk of harm from injury or infection.	<ul style="list-style-type: none"> <li>-Door stops on fridge to prevent doors closing when not in use.</li> <li>- Sharp instruments stored in kitchen area.</li> <li>- No cooking equipment available</li> <li>- Users advised to bring pre-prepared food for events</li> <li>- Food kept on premises to be stored appropriately</li> <li>- PFWG Pavilion monthly check list in use</li> </ul>	<p><b>1x1</b></p> <p><b>Low</b></p>	

6	<b>Rubbish/Recycling bins-</b> General waste and recycling stored in pavilion creating risk of unpleasant environment and increase in flies and insects, especially in warmer weather, causing health risk from decaying rubbish/food waste.	<ul style="list-style-type: none"> <li>- Collection of Recycling every week and general rubbish every three weeks.</li> <li>- PFWG Pavilion check list in use, includes checking for rubbish in Equipment Shed.</li> <li>- Rubbish/Recycling put out as part of Pavilion cleaning routine.</li> </ul>	<p><b>1x2</b></p> <p><b>Low</b></p>	
7	<b>Hazardous Substances (Pavilion)-</b> Cleaning and other fluids held within the Pavilion may cause injury if in contact with the skin or ingested.	<ul style="list-style-type: none"> <li>- All cleaning substances kept in manufacturers containers</li> <li>- Cleaning fluids kept in designated locked cupboard (kitchen area) or at height.</li> <li>- Appropriate protective equipment worn when appropriate</li> <li>- PFWG Pavilion check list in use to check all chemicals are out of sight and harm's way.</li> <li>- All PFWG members and Volunteers are notified of where to access the RA and H&amp;S policies and added to volunteers/user's guide.</li> </ul>	<p><b>1x2</b></p> <p><b>Low</b></p>	
8	<b>Water management-</b> 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 supply (e.g. Legionella) following periods of inactivity.	<ul style="list-style-type: none"> <li>- PFWG Pavilion check list in use requiring showers, including refs room shower, and taps are run for 5 minutes.</li> <li>- Toilets flushed monthly, including refs' room.</li> <li>- Outside tap to be isolated when not in use</li> <li>- Water to be turned off in extreme weather conditions to reduce the risk of pipes freezing</li> </ul>	<p><b>1x2</b></p> <p><b>Low</b></p>	
9	<b>Overhead cable-</b> There is an electric cable between the Pavilion and the Equipment Shed and overhead power cables to the South side of the Playing Field, close to the fence line. These pose a risk to persons who operate at height, operate above their heads or fly kites etc.	<ul style="list-style-type: none"> <li>- Equipment shed supply is in an RCD circuit that should trip if damaged.</li> <li>- Power supply cable from the Pavilion to equipment shed is fixed to a suitable fixed wire</li> <li>- The power cables are on the fringe of the Playing Field reducing the likelihood of any incident. No member of the PFWG or group of volunteers will be required to work at a height that would involve potential to have contact with these cables.</li> <li>- Signs have been displayed (by Scottish Southern Electricity) warning of their presence and the risks involved.</li> <li>- PFWG Grounds check list in use to identify and report concerns</li> </ul>	<p><b>1x3</b></p> <p><b>Med</b></p>	
10	<b>Climbing on pavilion-</b> The Pavilion is single story with a slightly sloping roof. Persons climbing onto the roof may fall or jump from the roof causing injury.	<ul style="list-style-type: none"> <li>- No ready access to climb on roof</li> <li>- Anti-climb measures in place on metal uprights for flood lighting</li> <li>- PFWG Pavilion check list in use to identify and report concerns</li> </ul>	<p><b>1x2</b></p> <p><b>Low</b></p>	
11	<b>Use of the Equipment Shed-</b> The equipment shed stands alongside the Pavilion and contained mechanical equipment, tools, fuel, oils and other	<ul style="list-style-type: none"> <li>- Only designated volunteers allowed into equipment shed</li> <li>- All PFWG members and Volunteers have been notified of where to access the RA and H&amp;S policies.</li> </ul>	<p><b>1x2</b></p> <p><b>Low</b></p>	Update on QCCC being asked to provide a list of ES users and who is in charge at each session for reference. To be recorded in PFWG minutes for reference.

	substances causing potential injury from unauthorised access	<ul style="list-style-type: none"> <li>- Equipment shed secured by coded padlock with code held by volunteers and PFWG members</li> <li>- PFWG check list in use.</li> <li>- All Volunteers and PFWG members have been asked not to share codes.</li> </ul>		
<b>12</b>	<b>Storage of equipment in equipment shed-</b> Volunteers using equipment shed at risk of slip/trip/fall from items and equipment stored in shed	<ul style="list-style-type: none"> <li>- Only designated volunteers allowed in equipment shed</li> <li>- Volunteers to move equipment in order to access other equipment. Not to climb over furniture</li> <li>- All PFWG members and Volunteers have been notified of where to access the RA and H&amp;S policies. (25.07.24)</li> <li>- PF hire agreements and volunteer/user guide note requirement to be aware of RA and H&amp;S policy</li> <li>- Equipment shed has been cleared of redundant and items no longer required and tidied (Apr25). With annual tidy program introduced.</li> </ul>	<p><b>1x2</b></p> <p><b>Low</b></p>	Ensure all new volunteers are made aware of RA and H&S. PFWG to ensure annual tidy and clear-out program for Equipment Shed
<b>13</b>	<b>Equipment Shed Door-</b> The access doors are large metal structures that can be swung open/closed in strong winds risking impact or crush injury to persons or damage to the door hinges	<ul style="list-style-type: none"> <li>- Doorstop to prevent door opening no longer in place</li> <li>- Volunteers advised not to leave doors open in windy conditions or when unattended.</li> <li>- All PFWG members and Volunteers have been notified of where to access the RA and H&amp;S policies and added to playing field volunteer /users guide</li> </ul>	<p><b>2x2</b></p> <p><b>Med</b></p>	Consider doorstop to be refitted to prevent door over opening beyond its hinge capacity. Bolt purchased and to be fitted.
<b>14</b>	<b>Hazardous Substances (Equipment Shed)-</b> Cleaning fluids, lubricants and fuels are held within the Equipment shed may cause injury if in contact with the skin or ingested or can result in fire/damage to the Equipment shed.	<ul style="list-style-type: none"> <li>- All cleaning substances kept in manufacturers containers. Fuels and lubricants stored in appropriate containers for amount stored</li> <li>- Fuel stored in shaded areas and kept upright.</li> <li>- Refuelling performed in open and ventilated area with care taken to prevent spillages.</li> <li>- Equipment Shed doors left open when machinery started/moved to ensure ventilation.</li> <li>- Machinery not left idling in the equipment shed.</li> <li>- All PFWG members and Volunteers have been notified of where to access the RA and H&amp;S policies and added to playing field Volunteers/users guide.</li> </ul>	<p><b>1x2</b></p> <p><b>Low</b></p>	Consider storage of kerosene in smaller containers.
<b>15</b>	<b>Using maintenance equipment-</b> The Playing Field relies on Volunteers to use the equipment and perform maintenance and upkeep tasks which could pose a risk of injury from misuse.	<ul style="list-style-type: none"> <li>- Equipment only used by recognised volunteers who have received had instruction on the use of equipment</li> <li>- PPE provided to be used when using maintenance equipment</li> <li>- equipment not to be used by volunteers not confident/competent in its use</li> <li>- record of competent volunteers maintained</li> </ul>	<p><b>1x2</b></p> <p><b>Low</b></p>	PFWG to consider introducing a record of service/repair to equipment. To be recorded in PFWG minutes

		<ul style="list-style-type: none"> <li>- All PFWG members and Volunteers have been notified of where to access the RA and H&amp;S policies and added to playing field volunteers/users guide</li> <li>- New members and volunteers are recorded and the PC clerk informed as and when there are any changes</li> <li>- Equipment not to be used in vicinity of persons using the field (Operating manuals)</li> </ul>		
16	<b>Gang mowers-</b> Left out in open space when not in use causing risk of injury to field user by someone climbing or falling over them	<ul style="list-style-type: none"> <li>- Gang mowers located in isolated location near to equipment shed, out of common footfall route.</li> </ul>	<p><b>1x2</b></p> <p><b>Low</b></p>	<p>PFWG to explore options of restricting unwarranted access to gang mowers if appropriate. Risk remains Low.</p> <p>PFWG to consider security of gang mowers when not in use</p>
17	<b>Lone Working-</b> Volunteers working alone at the playing field will be isolated and could be at risk of injury without immediate availability of assistance.	<ul style="list-style-type: none"> <li>- Volunteers should make effort not to work alone.</li> <li>- If working alone, volunteers to have a mobile phone with them to summons assistance.</li> <li>- All PFWG members and Volunteers have been notified of where to access the RA and H&amp;S policies and added to playing field volunteers/users guide</li> </ul>	<p><b>1x2</b></p> <p><b>Low</b></p>	<p>PFWG to consider reporting/monitoring process for those lone working to ensure wellbeing.</p>
18	<b>Manual Handling/Storage-</b> Volunteers and field users moving equipment within the Equipment shed/pavilion/field may suffer injury whilst moving equipment or from equipment not being stored appropriately.	<ul style="list-style-type: none"> <li>- Users and volunteers are expected to be sensible in the way they handle and store any heavy or awkward objects.</li> <li>- Users/volunteers not to attempt to move equipment that they consider is too heavy or bulky.</li> <li>- Users/volunteers requested to store equipment appropriately</li> <li>- All PFWG members and Volunteers have been notified of where to access the RA and H&amp;S policies and added to playing field volunteers/users guide</li> </ul>	<p><b>1x2</b></p> <p><b>Low</b></p>	
19	<b>Fall from height.</b> The Pavilion and Equipment shed are single storey buildings, but tall, building and there may be times when working at height is required. Whenever working off the ground the person is at potential risk of a fall. Volunteers and pavilion users at risk.	<ul style="list-style-type: none"> <li>- Volunteers using the equipment shed are advised to keep their feet on the ground but if not, they have to work at height appropriate steps/platform and only when there are at least 2 persons present</li> <li>- PPE equipment (hard hat available in equipment shed.</li> <li>- Access to equipment shed restricted to field maintenance and volunteers</li> <li>- Builders step up available in pavilion for general use if applicable</li> <li>- All PFWG members and Volunteers have been notified of where to access the RA and H&amp;S policies and added to playing field volunteers/users guide</li> </ul>	<p><b>1x2</b></p> <p><b>Low</b></p>	

20	<p><b>Inability to treat injuries:</b> Minor injuries to users of the Pavilion, Equipment Shed and the Sports area (when the Pavilion is open) may suffer minor injuries that can be treated through administering First Aid.</p> <p>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.</p> <p><b>No ready access to First Aid provision or Emergency Services access to field when pavilion/Equipment Shed not open</b></p>	<ul style="list-style-type: none"> <li>- appropriate first aid kit is located in the main Pavilion with a Sign displayed and within the Equipment Shed.</li> <li>- Defibrillator installed in locked heated cabinet and registered with SWAS and managed by PC through Guardian system.</li> <li>- Accident Book held in pavilion. (In the middle draw in the kitchen)</li> <li>- Emergency vehicle access available through Car Park entrance to playing field. Locked with combination lock, code available on Emergency noticeboard in pavilion along with what3words reference, should Emergency vehicle access is required.</li> <li>- First Aid kit on PFWG Pavilion check list</li> <li>- Hire agreements include requirement for First Aid kit.</li> <li>- Information in Volunteers/Users guide &amp; Hire Agreements.</li> </ul>	<p><b>2x2</b></p> <p><b>Med</b></p>	
21	<p><b>Play Area-</b> The Play Area is a purpose-built exterior facility for use by children. Equipment includes off the ground activities and swings and as such there is potential risk of accidents and injury to its users. All equipment has appropriate flooring throughout.</p>	<ul style="list-style-type: none"> <li>- The Play Area was installed Sep 2024 and subject to Health and Safety inspection prior to access to the public.</li> <li>- Play Area registered with Somerset Council for independent safety inspections quarterly</li> <li>- Play Area registered with Somerset Playing Fields Association for significant safety inspection annually</li> <li>- Fence around part perimeter of play area to prevent young children from running into moving vehicular traffic</li> <li>- Sign displayed to report any issues to PFMC.</li> <li>Safeguarding policy in place with Parish Council</li> <li>- Visual checks when being carried out when grass is being cut</li> </ul>	<p><b>2x2</b></p> <p><b>Med</b></p>	<p>PFWG to identify a system for regular weekly or fortnightly checks to be conducted/recorded to identify any health and safety concerns.</p> <p>PFWG to consider and action, if appropriate, issues raised from professional risk assessments. Rationale to be recorded in PFWG minutes</p>
22	<p><b>Uneven and slippery surfaces-</b> The majority of the field is grass which by its nature is uneven and can be slippery when wet. There is a risk of injury from slips and falls to users, including children and workers/volunteers on the Playing Field</p>	<ul style="list-style-type: none"> <li>- Users of the Playing Field are expected to wear appropriate clothing and footwear for the activity they are taking part in on the field.</li> <li>- Children should be supervised (as per the Safeguarding Policy) whilst using the Playing Field.</li> <li>- Appropriate safety surfaces installed within play area and front of pavilion</li> <li>- Grass level maintained through regular cutting schedule</li> <li>- PFWG grounds check list in use to identify and report concerns</li> </ul>	<p><b>2x2</b></p> <p><b>Med</b></p>	<p>Deep holes where goal posts were situated require filling or goals replacing. (Temporary measure of covering with traffic cones)</p>
23	<p><b>Weather extremes-</b> In extreme weather (snow and ice) there is an increased risk of slips and trips by persons attending the Equipment shed/pavilion and</p>	<ul style="list-style-type: none"> <li>- due to nature of facility, playing field is not, as a matter of course, used in icy/snow conditions</li> <li>- water turned off in pavilion when not in use during winter months</li> </ul>	<p><b>1x2</b></p> <p><b>Low</b></p>	

	in freezing conditions there is risk of damage from burst water pipes.	<ul style="list-style-type: none"> <li>- thermostatic controlled fan heaters within pavilion to prevent pipes freezing</li> <li>- PFWG Pavilion check list in action</li> </ul>		
<b>24</b>	<p><b>Car Park-</b> Cars can park in parking areas accessed from Green Lane. The car park surface replaced Apr 25 to remove uneven surfaces and trip hazards.</p> <p>Public footpath is incorporated within the car park. There is a risk of collision between vehicles or people within the car park.</p>	<ul style="list-style-type: none"> <li>- Sign on entrance warning of pedestrians and vehicles parked at 'own risk'.</li> <li>- Play Area and Playing field have fences restricting children running into path of moving vehicles</li> <li>- Grass in Car Park maintained as part of field maintenance schedule</li> <li>- Car Park is an outside area with good visibility</li> </ul>	<p><b>1x2</b></p> <p><b>Low</b></p>	
<b>25</b>	<b>Vehicles movements-</b> Vehicles moving around the playing field may collide with persons using the field posing risk of injury	<ul style="list-style-type: none"> <li>- All access gates to playing field are kept locked when not in use, preventing car access</li> <li>- Vehicle access only possible through volunteer, PFWG member of hirer.</li> <li>- Vehicles should remain to the outside perimeter of the field.</li> <li>- Hirers of field advised to understand RA</li> <li>- Larger Car Park installed Apr 25, so less need for vehicles to enter the playing field</li> </ul>	<p><b>1x2</b></p> <p><b>Low</b></p>	PFWG to ensure those with access to gate keys/codes lock gates after use.
<b>26</b>	<b>Trees-</b> Falling branches/trees or climbing of trees around the Playing Field poses a risk to those persons climbing trees from a potential fall or general field users from falling or overhanging branches	<ul style="list-style-type: none"> <li>- Over hanging branches and hedges cut March 2025</li> <li>- Play area low hanging trees trimmed Apr 25.</li> <li>- PFWG grounds check list in place to identify and report concerns</li> </ul>	<p><b>1x2</b></p> <p><b>Low</b></p>	
<b>27</b>	<b>Litter-</b> Litter and discarded items may consist of sharp or contaminated that could cause injury to children, users and volunteer workers on the Playing Field.	<ul style="list-style-type: none"> <li>- Waste bins located at the gateway close to The Glebe and in the Children's Play Area, both emptied weekly by Somerset Council</li> <li>- Litter to be collected prior to grass cutting or maintenance work taking place on field/play area.</li> <li>- PFWG grounds check list in place to identify and report concerns</li> <li>- Litter bin situated in pavilion porch and in Car Park emptied during weekly playing field checks.</li> </ul>	<p><b>1x2</b></p> <p><b>Low</b></p>	
<b>28</b>	<b>Dogs walking-</b> The Playing Field no longer welcomes dogs due to dogs off lead and dog mess. Publicised via village comms	<ul style="list-style-type: none"> <li>- signs requested dogs to be kept on lead</li> <li>- Playing field subject to Somerset Council Public Space Protection Order which requires owners to keep dogs on lead</li> <li>- Playing field has a Right of Way along eastern edge. Dog owners are asked to keep their dogs on lead</li> <li>- Dog Warden has been engaged with routine patrols to be conducted.</li> </ul>	<p><b>1x2</b></p> <p><b>Low</b></p>	PFWG and PC members to be encouraged to challenge and advise dog owners failing to keep dogs on lead

29	<b>Dog Fouling-</b> Even though dogs are prohibited it is expected some owners to carry on regardless. Dog walkers are required to pick up dog mess as part of Somerset Council Public Space Protection Order. Failure to do so puts sports players, field users and particularly children at risk of infection (Toxocarasis) and general unpleasant experience.	<ul style="list-style-type: none"> <li>- Dog bin located by South pedestrian gate of the field.</li> <li>- Playing Field has a Public Space Protection Order in place with signs by SSDC of it being an offence not to pick up dog dirt.</li> <li>- Signs displayed for dogs not permitted in the Play area.</li> <li>- Signs displayed requesting dog owners to clear up after their dogs</li> </ul>	<p><b>2x2</b></p> <p><b>Med</b></p>	<p>PFWG/PC to monitor renewal of PSPO (expired May 2025). Not currently in force.</p> <p>PC/PFWG to consider regular publicity campaigns to remind dog owners of their responsibility</p>
30	<b>Weedkilling-</b> The use of weedkiller can have detrimental effect if it comes into contact with children and pets/animals. Weed killing necessary for suitable field surface for activities.	<ul style="list-style-type: none"> <li>- Use of certified person for safe application, appropriate spray and in appropriate conditions.</li> <li>- Member of PFWG present during spraying to request public not to use field when spraying taking place.</li> <li>- Follow guidance on cutting grass prior and after spraying</li> </ul>	<p><b>1x2</b></p> <p><b>Low</b></p>	
31	<b>Third Party Use-</b> The Playing field can be hired out for third party use. Different activities pose different risks to those involved in the activity and users of the playing field not involved in the activity.	<ul style="list-style-type: none"> <li>- Third Party users are provided with a hire agreement advising: <ul style="list-style-type: none"> <li>a. that they ensure Public Liability cover for their activity and that the PC is not liable for injury/damage resulting from the activity.</li> <li>b. Access to the Playing Field Risk Assessment</li> </ul> </li> </ul>	<p><b>1x2</b></p> <p><b>Low</b></p>	

### Risk Assessment Matrix

		Injury potential		
		Minor (1) (Requiring first aid e.g. cuts and grazes)	Significant (2) (Requiring further medical assistance e.g. ambulance/hospital)	Serious (3) (Major physical injury such as paralysis, loss of limb or even death)
Incident probability	Unlikely (1)	Low Risk	Low Risk	Medium Risk
	Possible (2)	Low Risk	Medium Risk	High Risk
	Very likely (3)	Medium Risk	High Risk	High Risk

