

BCS Recreation Ground Jubilee Pavilion

Risk Assessment

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1. Emergency contact

The Parish Clerk or Bookings Clerk can be contacted by post, phone or by email. Users of the pavilion will be provided with an emergency contact number when making the booking.

1. 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. Access ramps are in place for users with limited mobility.

1. Electricity - Low risk

The electrical installation is inspected on a regular basis in accordance with the regulations and licensing requirements. User groups and casual hirers are responsible for their own equipment.

1. Fire – Low

The Pavilion is a no smoking area and appropriately signed. Emergency exits are clearly marked and should not be obstructed at any time. Fire extinguishers are provided. Fire action notices are displayed in several locations in the building. Users should have their own emergency evacuation protocol.

1. First Aid Provision – Low

An appropriate first aid kit is in the kitchen, together with an accident reporting book in the foyer. All incidences should be reported to the Parish Office.

Signs are displayed in the hall to indicate where the first aid kit is located.

Please note: Defibrillators in the vicinity are located on the Exterior Wall of Pavilion building.

1. Hygiene – Low

The premises include a kitchen for use by the hirers. Users are responsible for ensuring that food is prepared safely and hygienically. The kitchen should be left in a clean and tidy condition. Ground

1. Heating System – Low

The heating boiler is serviced yearly. Any problems with the heating in the Pavilion should be reported to the Parish Office promptly.

1. Hazardous Substances (CoSHH) – Low

All cleaning materials are stored in a cupboard. Normal use of the cleaning materials is solely by Parish Council staff.

1. Heights – Low

All decoration in the Pavilion for events is undertaken by user groups who abide by their safe methods of working.

1. Legionella – Low

The showers, run from separate boilers to the heating, have been deactivated as they are no longer used. Prior to putting them into use testing for Legionella will be performed.

1. Lone Working – Low

Parish staff and representatives are the only people who regularly work on their own in the Pavilion and are covered by the Parish Council's Lone Working Policy (a copy of which is available from the Parish Office).

1. Manual Handling - Low

Users are expected to be sensible in the way they store and handle their own heavy or awkward objects. Users are not permitted to store equipment at the Pavilion without prior consent of the Parish Council.

1. Noise pollution – Low

Users are expected to be aware of their responsibilities for their activities in accordance with the terms of the premises Terms and Conditions which are available from the Parish Office.

1. 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 Parish Office. Any issues are dealt with promptly.

1. Slipping, Tripping, Falling - Low

The Pavilion is well maintained, cleaned and has adequate lighting and signs.

1. Changing rooms - Low

The changing rooms are available for users including football clubs for changing. No shower facilities are currently available.

1. Playing Field – Low

Football and Cricket clubs using the playing fields must ensure that they do so in accordance with their club and league rules. It is the responsibility of sports teams to undertake an inspection of the pitch prior to play. In the event of injury, a full report should be made in writing to the parish office at the earliest opportunity. It is the responsibility of sports teams to ensure any required pitch repairs and cleaning of dog fouling are properly carried out before commencing use. 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 regular basis by the Booking Clerk, and any issues are reported and actioned promptly. These areas are open to the natural elements and wildlife, and users should be aware of the effects of poor weather and uneven surfaces (including wildlife habitats).

Again, the areas are regularly checked by the Clerk and users should be aware of possible wet and uneven surfaces.

1. Transport (vehicles) – Medium as access to field often blocked

The gate to the car park will be opened when the Pavilion is in use. For emergency access is via the secondary gate with the key available in the Pavilion storage room.

Vehicles must not be parked to block the emergency access gate.

Vehicles must be always parked in car park.

If the car park is full, then vehicles must find suitable other parking as arranged with the bookings clerk.

1. Vandalism – Low

The Pavilion is in an enclosed space and only open when it is being used by hirers. The playing field and play equipment is always open to the public. Regular checks are made of the area and any issues promptly reported. The main (vehicular) gate is locked every evening.

1. Weather extremes – Likely to happen / low risk

Day to day maintenance of the Pavilion is the responsibility of the Parish Council via the Pavilion Committee. Users are expected to take reasonable care when using the facilities in poor weather conditions. In the event of very wet or icy weather, the Parish Council may cancel football matches to avoid injury to users and preserve the playing surfaces.

The hall has central heating which copes with 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.