

Elham Parish Council

Risk Assessment – The Gore Pavilion Adopted 16th November 2020 Minute 214/20 Reviewed 4th April 2022 72/22 (1) To be reviewed: March 2023)

RISK RATINGS						
		Likelihood Rating				
		1	2	3	4	4
Impact	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25
		Low: 1 to 8	Medium: 9 to 15	High: 16 to 25		

Likelihood:

1. Minimal, no reason to suggest it will happen.
2. Possible under unfortunate circumstances.
3. Possible under normal conditions.
4. Probable.
5. Inevitable.

Impact:

1. Negligible or No injury (other than discomfort or inconvenience or frustration).
2. Slight or Single minor injury requiring first aid.
3. Moderate or Single major injury requiring medical attention (hospital or multiple minor injuries).
4. High or Single fatality / life threatening injury or multiple major injuries.
5. Very High or Multiple fatalities / life threatening injuries.

Risk	Current Risk Score				Mitigation	Residual Risk Score			
	L	I	Score	Colour		L	I	Score	Colour
Illegal Occupancy	3	4	12	A	Field gates are secured. Repairs carried out according to risk posed. To be reported to the Police, FHDC and insurance company. Insurance cover in place. Clear up costs allowed for in the annual budget.	3	3	9	A
Condition of the Pavilion	2	2	4	G	Regular building inspection carried out internally and externally. Repairs to be carried out according to risk posed. Insurance cover in place.	2	2	4	G

	2	2	2	G	Weather Extremes - The pavilion has oil filled radiator heating which copes with all normal winter cold spells.	2	1	2	G
Pavilion - Access to / from building	2	2	4	G	Doorways are clearly positioned with PIR lighting. Regular inspections carried out. Investigate additional PIR lighting.	2	1	2	G
	2	3	6	G	Weather Extremes - The Pavilion does not have a caretaker provision so removal of snow or ice from the pathways is the responsibility of users.	2	2	4	G
Vandalism - Fire, vandalism, injury, theft	3	3	9	A	The Pavilion is in a field open to the public all the time. Regular checks are made of the area and issues to be promptly reported to the Clerk and Police. Insurance cover is in place	2	2	4	G
Condition of porta loos	2	2	4	G	Regular inspection carried out. Porta loos locked when the Pavilion not in use.	2	1	2	G
	2	2	4	G	Weather Extremes: Plumbing to the porta loos to be insulated against cold weather and frozen pipes. Water supply turned off in extreme conditions.	2	1	2	G
Vandalism of porta loos	3	3	9	A	The porta loos are in a field open to the public all the time. Porta loos are locked when Pavilion not in use. Security lighting to the porta loos. Regular checks are made of the area and issues to be promptly reported to the Clerk and Police. Insurance cover is in place.	3	2	6	G
Porta loo access - Slips, trips, falls	3	3	9	A	Regular inspections of the ground surface are carried out by the Clerk or Councillors. Repairs carried out according to risk posed.	2	3	6	G
	3	3	9	A	Weather Extremes - The pavilion does not have caretaker provision so removal of snow or ice from pathways is the responsibility of the users. To be cleared prior to the users arriving.	2	3	6	G
The Gore (fields) Slips, trips, falls, cuts	3	3	9	A	Defective surface: Regular inspections for safety defects are carried out and problems reported to Clerk. Repairs carried out according to risk posed.	2	2	4	G
	2	2	4	G	Fencing: Regular inspections of the fencing carried out. Repairs carried out according to risk posed.	2	1	3	G

	2	3	6	G	Seating: Regular inspection by Councillors. Repairs carried out according to risk posed. If beyond repair seating will be removed.	2	2	4	G
	2	3	6	G	Football Goal Posts: Regular inspection of posts for damage/vandalism. Upright post movement checked regularly and remedied as required. Dangerous equipment removed from use. Goal holes filled in should posts be removed.	2	2	4	G
	2	2	4	G	Dog Fouling: Dog bins provided and emptied regularly by FHDC. 'Dog fouling' warning signs to be installed.	2	1	2	G
	1	1	2	G	Gates: Regular inspection. Repairs carried out according to risk posed. Waste Bin: Emptied regularly by FHDC. Problems reported to Clerk and onto to FHDC.	1	1	1	G
Car park - Slips, trips, falls, traffic accidents	2	3	6	G	The car park is adequate for occasional use. Low volume of traffic using the car park.	1	2	2	G
	2	3	6	G	Defective surfaces: Regular inspections for safety defects are carried out and problems reported to Clerk. Repairs carried out according to risk posed.	2	3	6	G
	2	3	6	G	Extreme Weather - The Pavilion does not have a caretaker provision so removal of snow or ice from the carpark is the responsibility of the users of the car park.	2	2	4	G
Fencing – vandalism, damage by 3 rd party & deterioration.	2	4	8	G	Vandalism reported to the Police. If damaged caused by a road traffic accident and insurance claim will be made against the 3 rd party. Regular inspections of the fencing for defects. Repairs to be carried out according to the risk posed.	2	3	6	G
Trees - Storm damage, disease,	3	3	9	A	Annual inspection to be carried out by a qualified arboriculturist. A review to be carried out by the Parish Council Tree Warden quarterly. Report and maintenance requirements to be brought before full	3	2	6	G

loose limbs, branches					Council unless risk to public or highway is high, then Clerk to arrange any urgent tree work on advice of Tree Warden in agreement of the Chairman in line with the Financial Regulations. Insurance cover in place.				
Electrical goods – kettle and heater – electric shock	2	3	6	G	Appropriate trip switches and RCD safety devices are installed. To be inspected on a regular basis in accordance with the regulation’s /requirements. All appliances supplied by Parish Council are to be PAT tested on an annual basis by an approved tester. User groups and casual hirers are responsible for their own equipment.	2	2	4	G
Kitchen Area - injury	2	3	6	G	All children in kitchen area to be supervised by parent/carer/ or volunteer with DBS certificate.	2	2	4	G
Noticeboard – vandalism and deterioration	2	1	2	G	Vandalism reported to the Police. Regular inspections of the noticeboard carried out. Repairs carried out according to risk posed or removal if beyond repair. Insurance cover in place.	2	1	2	G

INFORMATIVE

Food Hygiene – food hygiene	-	-	-	-	The Pavilion includes a kitchen for use by users. Users are advised to pre-prepare food for events as equipment is limited and to ensure any caterers they use are licensed. The kitchen is kept clean.	-	-	-	-
First Aid Provision - Injury / accident	-	-	-	-	An appropriate first aid kit is in the kitchen, together with an accident reporting book. All incidents are reported / given to the Clerk. Signs are displayed in the Pavilion to indicate where the First Aid Kit is located, together with numbers for the local doctors’ surgery and the nearest A&E hospital.	-	-	-	-
Emergency Contact- Who to contact at Parish Council in the case of an emergency	-	-	-	-	PC’s telephone number / email address / postal address is made known to all user groups and occasional users. Displayed in the noticeboard on the front of the pavilion.	-	-	-	-