

Company name: Mawnan Parish Council

Date of risk assessment: 18/6/20

Risk Assessment venue/ location / event : **Carwinion Playing Field - COVID REOPENING**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Access & gates	Users of field, members of the public unable to gain entry; unauthorized vehicles on field;	Main access gates to carpark used as appropriate [remaining open for the majority of time] No vehicles on field unless authorised Vehicular access onto field restricted to far gate, which requires a key to open Wall separating carpark from field. Chains in place to restrict access.	Replace main gates [car & pedestrian] Remind existing groups of this restriction Replace chains/ repair wall.	Trust Administrator/ tenants Trust	current	M L L
Slips, trips & falls (field)	Users of Field Falls due to poor surface on field, allowances not made for poor weather conditions, equipment left out by users	Quarterly visual inspection of site done by Trust Regular inspection & maintenance to field [by users as well] Management of field & restriction if in poor condition	Written policy for all stakeholders as regards outdoor space safety. Trust to provide notices CLOSING FIELD TO ALL USERS & notify stakeholders of such.	Trust Trust	current	M L
Slips, trips and falls (external hardstanding/ carpark). Caused by uneven surfaces or slippery outdoor surfaces [not field itself]	Users of the Field, contractors, passers by in car park / outside space Accidents due to poorly maintenance to carpark & walkways	Parking area in front of building has maintained surface – extra parking to be on main road where necessary. Visual checks to paths/ steps. Gates and walls to be checked for opening/closing. Paths and steps into buildings regularly cleaned. 1 st attendee (where involved) to turn on outside lights where applicable.	Report any problems with lighting, paths or access to Trust/ MCA. remove or highlight any problems (make cones available) Remove or highlight any floor problems (cones available)	Users Administrator/ tenants Administrator/ tenants	current	L L L

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First Aid	All users of field Accidents taking place on site	Users of field to be advised that no facilities exist. Anyone organizing events must supply their own first aid equipment suitable for the activity. Location of MCA hall first aid kit known.	Risk Assessment/ hiring forms confirmed prior to event Inform Trust of any problems/ shortages of equipment noted	Tenants/ hirers	current	L L
Hazardous Substances	Any field users – especially those with regular events Intermittent weed spraying takes place on field, along with various (separate) works within the MCA / Preschool boundaries	Notice between stakeholder groups essential. Notifications about weed spraying (& substances used) on field by contractor to be kept by Trust administrator	Review as per stakeholder needs. Calendar works & share between user groups	Trust	Current / as contractor renews	L L
Fire	All users Fatality, serious burns, smoke/toxic fumes inhalation.	Safety information provided at start of any session. Individual buildings to have own fire procedures and policies. Risk assessments for each venue to be available on request by Trust.	Emergency contact info signage needed for Trust. Check hall & preschool fire policy/procedures. What if fire is outside regular building times – contact info?	Trust Administrator	Current	L L
Water & toilets	Any users Potable drinking water only available from indoor taps. Toilets only available when MCA hall is open. Outdoor [rear] toilet left open	Buildings locked when not in use by authorised users. Toilets cleaned & assessed by venue management (MCA/ Preschool)	Outside tap to be marked up as 'not drinking water' or boxed up and secured. Sign on main entrance 'no facilities available on this field outside events'	Administrator Administrator	Current	M M
Electricity	No Outside electricity on Field. Floodlight safety managed by Football Club. Users risk electric shock or burns from faulty equipment or installation.	Only mains lighting / electricity sources used. Football Club lights risk assessment needed. Equipment taken in by others needs to be safety checked.	No mains-powered electrical equipment to be used on field. Anything using a generator to have Risk Assessment completed.	Tenants/hirers	Current / seasonal	M

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Storage of equipment on site	Tenants/ user groups specifically/ events managers	Regular users to provide secure storage for any items left on field Agreed events to provide their own security & safety measures. Theft & access	NO equipment under any circumstances to be left unsecured/unattended on field Event vehicles to be used for storage will be locked when not attended by staff to reduce potential for accident by public coming into contact with tools or other goods. Any events/ activities making regular use of the field MUST have their own Public Liability Insurance & have completed a hiring form.	Tenants/hirers Hirers Tenants/hirers	Current	L L L
Signs	All users	Trust contact signs in place.	Further signs indicating group contact info and other management requirements shall be clearly displayed, preferably in pictographic form	Trust / tenants	Current	L
Management		Quarterly visual inspection by Trust. Appropriate insurance shall be taken out to protect users and any staff An annual inspection by an independent specialist shall be undertaken Appropriate maintenance and repairs shall be carried out and records kept	Stakeholder group to be constituted to manage field maintenance as a whole – not separate team usages. Inspections/ assessments by tenants to be made available on request	Trust Tenants/ administrator	Current	L L

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Hirers / events on field	<p>Anyone using field</p> <p>Lack of management Lack of communication</p> <p>Statutory & legal authorities / provisions not in place or adhered to</p>	Hirers must complete user form & advise of any measures taken pursuant to Item 5	<p>Post events notices at site to advise public</p> <p>Risk assessments for event to be requested & copy of Public Liability Insurances needed to accompany hiring forms</p> <p>Walk through/ over with Trust members and event organiser (depending on scale of event) before and after event</p>	<p>Administrator</p> <p>Hirer</p> <p>Hirer/trust</p>	Immediate	<p>L</p> <p>L</p> <p>L</p>
Contracted maintenance / works	All contractors supplied by the trust, general contractors used by other stakeholder groups, individuals undertaking assigned works	<p>Contacts / works orders include: Pre-work risk assessments, COSHH assessments and any other relevant Health and Safety paperwork expected prior to works commencing.</p> <p>General field Risk Assessment given to all contractors</p> <p>Regular updates for insurances, training records & hazardous substances use</p> <p>Request for contractor specific risk assessments (where regular an ongoing works are undertaken) to be forwarded.</p> <p>Notification passed to user groups for any agreed works that may affect access</p>	<p>Check works are being done to schedule and to standards addressed.</p> <p>Make sure risk assessment is understood and discuss task specific modifications if necessary</p> <p>Make sure master list is kept and updated</p>	<p>Administrator</p> <p>Administrator/ contractor/ stakeholders</p>	<p>Immediate</p> <p>Current/ ongoing</p>	<p>L</p> <p>M</p>

COVID-19 specific modifications/ actions

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COVID-10 actions – public use	All users / members of public spreading the virus & breaking gov't legislation	Access restricted as per government legislation.	Social distancing regulation notices installed	Administrator	Immediate	L
Use - stakeholder group specific	All users/ groups spreading the virus & breaking gov't legislation Perception by parishioners of Trust not being responsible and allowing prohibited use	Requesting risk assessments for each activity Access to field through designated wall gaps only [puppy training]. Opening info, signs etc to be put up explaining use and restrictions on field site	Risk assessments from football team & MCA [if opening up facilities for their use] Groups notified of CPFT advisory info. Sanitiser station installed?	Hirer/tenant Administrator Trust	Immediate Ongoing pending	L L L
Signs	All users	Extra signs specific to covid-19 legislation sourced and put up (external) Request for inside signs made of stakeholder groups as necessary	Large banner outside re: social distancing sourced. Extra signs about ' no facilities' being made.	Administrator	Pending	L

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