

Overall Risk Assessment

C & S Parish Playing Fields Association Ltd

Updated by: Dinny Davies **on** 01/09/2023 **Date signed off by committee:** 25/09/2023

Introduction

The Trustees asked the Management Committee to carry out an up to date risk assessment to control the risks to people who use and are involved in the maintenance and operation of the assets operated by the Management Committee.

The Trustees decided that there were sound legal reasons to carry out a risk assessment, to record the findings and to take steps to bring those to the attention of those who used or worked on the assets. This is also in line with the CSPPFA Ltd. Safety Policy. The Management Committee has carried out risk assessments before and felt it was time to take a fresh look at the hazards, review the existing controls and improve where necessary. The Management Committee wish to use the risk assessment as the basis for managing safety, linking together health and safety procedures, inspections and the regular audits. The risk assessment will be called the "Overall Risk Assessment" or the 'ORA' as referred to in the CSPPFA Ltd. Safety Policy.

The Trustees and members of the Management Committee are all unpaid volunteers. Some of the repair and maintenance work on the assets is also carried out by unpaid volunteers. The remaining repair and maintenance work is carried out by self-employed workers or businesses engaged by the Management Committee; these have responsibility for their own health and safety, as well as other matters such as the hours they work (within specified limits) and their financial and tax arrangements.

Some assets such as the field and play equipment are normally open to the public without restriction or supervision. Individuals or organisations may come to agreements to use the assets and carry out their own activities or events with or without payment to the CSPPFA Ltd. These agreements may include rental agreements, tenancy agreements or other form of "terms of use" agreement. Individuals or organisations carrying out their own activities or events are responsible for their own health and safety arrangements.

A member of the management committee carried out the risk assessment as described below.

Carrying out the risk assessment

The risk assessment was carried out using the HSE "Five steps to risk assessment" as a guide.

Before starting the assessment: -

- The learning and experience from previous risk assessments was reviewed.
 - A prompt or check list was compiled as an aid to identifying hazards.
 - A walk around the assets took place.
 - The HSE web site and publications were consulted for advice and information.
 - The assets were divided up into separate areas and assessed individually.
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- The 'ORA' was recorded as a set of individual Risk Assessments, for particular rooms, buildings or areas. This was so that the relevant Risk Assessment(s) could easily be specifically shared with the relevant users.
 - The 'ORA' was then discussed with the Management Committee and Trustees, any modifications agreed and the final version approved.
 - The Management Committee agreed the additional controls to be put in place.
 - The Management Committee agreed that all workers, individuals or organisations should see the relevant sections of the 'ORA'. As this was not practical for the general public, relevant safety information should be displayed on the main notice boards.
 - The Management Committee agreed that the ORA would be reviewed annually, updated if necessary and the controls audited. The 'ORA' would also be reviewed and updated at any time that there was a significant change of use or modification.
 - It should be noted that the 'ORA' looks at the overall assets and activities at one date and is as comprehensive as possible. As time passes the 'ORA' may need updating and modifying to adapt to change of use and activity.
 - It should also be noted that there will be a number of activities which fall outside the normal activities of the Management Committee. In these cases a separate risk assessment will be needed, for example – a “one-off” event such as an annual gala, a car boot sale, a firework display.

The individual Risk Assessments, that together make up the ORA

The 'ORA' is currently comprised of the following specific Risk Assessments:

- Village Hall Risk Assessment
- Youth & Community Centre Risk Assessment
- Play Area Risk Assessment
- Norley Road Field Risk Assessment
- Weaverham Road Field Risk Assessment

- Norley Road Car Park Risk Assessment
- Village Hall Kitchen Risk Assessment
- Village Hall Storeroom Risk Assessment
- Village Hall Changing Rooms Risk Assessment
- Tennis Club Risk Assessment
- Scout Building Risk Assessment