

Newington Parish Council Facilities Management Risk Statement

The Pavilion

Introduction:

The Pavilion is not considered to be a permanent place of employment for Newington Parish Council (NPC). In any case the Health and Safety Executive (HSE) stipulates that guidelines for buildings applies to organisations with five or more employees which excludes NPC.

The nature of the Pavilion is that it provides a lettable space. As such risks extend to members of the general public whether they be organisations or individuals.

NPC has a collective accountability for Health & Safety at the Pavilion and this document is a Facilities Management Risk Statement for the monitoring; identification and management of risks.

Statutory Compliance:

- Regulatory Reform (Fire Safety) Order 2005
- Control of Asbestos Regulations 2002
- BS7671 (IEE Wiring Regulations)
- Approved Code of Practice - The control of legionella bacteria in water systems (L8).
- The Building Regulations 2010 – Access to & Use of Buildings, Part M1 & Part M3
- Control of Substances Hazardous to Health (COSHH) Regulations 2002

Management Approach:

1. The NPC Pavilion Working Group under the Chair Person will carry out an Annual Risk Assessment (Appendix 1) each April, or when a change occurs to the fabric of the building or when a letting function changes.
 - The letting function is currently deemed to be Newington Community Sports Club; Football Clubs and private hire of the meeting room.
2. A responsible person will be identified and carry out regular inspections as stipulated in the Appendices.
 - The Facilities Management Log Book will be reviewed Monthly (or when it sits) at the Amenities Committee Meeting.

Schedule of Compliance:

Alarm Contract Renewal Date: 30.11.18 (rolling contract £75pa)
Alarm Annual Maintenance Date: 30.11.18
5 Yr BS7671 Test Date: November 2018
Portable Appliance Test 2 Yr Date:
Fire Extinguishers Annual Fire Protection Certificate Date:

Amenities Chair Signature:

Date: 14 May 2019

Appendices:

APPENDIX 1 – Newington Parish Council Annual Risk Assessment – The Pavilion

APPENDIX 2 - Newington Parish Council Weekly Facilities Management Check List – The Pavilion

APPENDIX 1 – Newington Parish Council Annual Risk Assessment – The Pavilion

Risk Levels:

Low risk is present but likelihood is low and Controls will mitigate

Medium risk is present but Further Action will be required

High risk the building cannot be used until safer Controls and Further Actions have been identified and implemented

Inspectors Name & Signature: <u>Debbie Haigh</u> Date: <u>Apr 22nd 2019</u>			
Received & Approved by Pavilion Working Group: _____(Y)		Date: _____	
Next Inspection Scheduled With Clerk _____(Y)			
Amenities Committee Chair's Signature: _____		Date: _____	
Hazard	Risk Level	Existing Controls	Further Action Required
Asbestos (harm to persons)		There is no Asbestos identified within the building	
Fire (damage to building; property or harm to persons)		<ol style="list-style-type: none"> Both Exit Doors are clearly marked All Fire Extinguishers are in situ Four smoke detectors remain in situ. FM Records are complete 	Kitchen fire extinguisher requires a test
Legionella (poisoning)		<ol style="list-style-type: none"> All water storage / usage is identified in the FM Records FM Records are complete 	
Intrusion (loss or damage to building; property or harm to persons)		<ol style="list-style-type: none"> The Alarm works Alarm Contract is current Company has carried out a maintenance visit Doors and windows are secure Only named people have been issued with a key 	
Slips; Trips and Falls (personal injury)		<ol style="list-style-type: none"> Flooring remains sound Ramp and / or rails remain in situ – Front Door and Disabled Toilet(s) FM Records are complete 	Disabled toilets complete Outside is being addressed by the Pavilion Working Group
Lone Working (personal harm)		<ol style="list-style-type: none"> Controls in place 	Being Managed by mobile phone
Electrics (shocks or fire source)		<ol style="list-style-type: none"> The BS7671 (IEE Wiring Regs) 5 Year programme is up to date The voluntary 2 year Portable Apparatus Tests are current for the Gym and Parish Room FM Records are complete 	<ol style="list-style-type: none"> Clerk to book a test Nov 2018 Gym requires test for urn & kettle
Gas (explosions or noxious fumes)		There is none at the Pavilion	
Water (flood damage)		<ol style="list-style-type: none"> Location of stop cock remains the same. FM Records are complete 	<ol style="list-style-type: none"> Clerk to approach Barnes or Moss to find out location