
For the attention of all members of Charvil Parish Council's Amenities Management Committee

You are hereby summoned to attend a Meeting of the Amenities Management Committee on

Monday 13th April 2026 at 8pm in Charvil Village Hall

for the purpose of transacting the following business.

Apologies for absence should be forwarded to the Assistant Clerk.

Amanda Burton, Assistant Parish Clerk

- 1. Apologies for absence**
- 2. Declarations of interest and any written requests for pecuniary interests in items on the agenda to be considered by the Assistant Clerk**
- 3. Open Forum**

A public session for residents to bring any issues that they might like the Parish Council to consider
- 4. To approve the minutes of the Amenities Committee meeting held on 9th March 2026 at the Charvil Village Hall ***
- 5. To note the Assistant Clerk's Report ***
- 6. Review the Usage reports for the Facilities ***
- 7. To note any matters arising from the Weekly Park Inspection Reports**
- 8. Other items for consideration**
 - 8.1 To decide which type of benches are required at East Park Farm and where they are to be located. Recommendation to be passed to full council for ratification. *
 - 8.2 To decide where the table tennis table is to be located at St. Patrick's Recreational Ground. Recommendation to be passed to full council for ratification.
 - 8.3 To devise a list of general Frequently Asked Questions for any prospective nursery or pre-school provider or long term hirer for the pavilion. These are to be passed to full council for review alongside the Ofsted questions proposed by Cllr A'Bear. *
 - 8.4 To hear the risk assessments for all Amenities areas have been reviewed and updated where required. Review / approve changes to the risk assessments for the village hall, pavilion and East Park Farm facilities. *
 - 8.5 To note a resident has offered daffodil bulbs for planting within the village.

8.6 To consider the formation of a marketing plan in order to boost/maintain the usage across the facilities.

8.7 To review the current status of the Amenities areas included within the Strategic Plan.

9. To note any agenda items for the next meeting

10. To note any items that need to be discussed at the full council meeting

By virtue of the confidential nature of the business to be contracted the press and public were excluded from the remainder of the meeting under Section 2 of the Public Bodies (Admission to Meetings) Act 1960

11. To consider the quotation to replace the faulty extractor fan in the disabled toilet at the Village Hall with a view to approving. *

12. To consider the quotation to replace the faulty lights at the pavilion after failing recent emergency light tests with a view to approving. (Note: the cause of the failure could be batteries or LEDs, this is to be determined and will be invoiced appropriately). *

13. To retrospectively approve the quotation to supply and install pipework and caps (72 holes) at East Park Farm to facilitate the poles for a removable barrier to prevent balls rolling into the stream during sports hire of the field for cricket and/or football. *

The next meeting will be on Monday 8th June 2026

AGENDA ITEM 4

Asst. Clerk to the Council
Amanda Burton
The Village Hall
Charvil
Reading
Berks
RG10 9TT

www.charvilparishcouncil.gov.uk

Minutes of the Meeting of the Amenities Committee held on 9th March 2026

Present Matt Walker, Mark A'Bear and Pat Sutlieff

Apologies

Absent Jane Hartley

- 26/972 DECLARATIONS OF INTEREST AND ANY WRITTEN REQUESTS FOR PECUNIARY INTERESTS IN ITEMS ON THE AGENDA TO BE CONSIDERED BY THE ASSISTANT CLERK – None**
- 26/973 OPEN FORUM** – Alan Simpson attended the meeting to get an understanding on the Amenities Committee prior to his upcoming co-option to the Parish Council.
- 26/974 To approve the Minutes of Amenities Meeting held on Monday 9th February 2026 at the Charvil Village Hall** –The minutes were approved by the committee and signed by Councillor Walker (Chair of Council).
- 26/975 To note the Assistant Clerk's Report** – report was noted. The Committee were encouraged to hear that the stream at East Park Farm will be dredged in the new financial year, but were keen to confirm an exact date. It was requested that Countryside Services are contacted in April to follow up and if possible confirm a date ideally before the start of the cricket season. If no date is offered investigate the possibility and cost for the Parish Council to undertake the work.
- 26/976 Review the Usage Reports for the Facilities.**
The report shows a positive growth in all facilities over the years. The committee asked for the charts and graphs to reduce to five years' worth of data. Cllr A'Bear offered to produce a graph detailing the years. Further to the requests for the football ground next season the Asst Clerk asked if the Parish Council would prefer two teams to be based at East Park Farm on a Saturday morning or for both pitches to be allocated to one team. The committee would prefer two teams if possible as it poses a lesser risk.
- 26/977 Consider Park Inspection Weekly Reports**
These have been received, it was reported that there is a small burn hole in the back Perspex in one of the bus shelters.
Cllr Walker asked if it was possible for the bench on the opposite side of the road to Park View Drive South be varnished and Cllr Sutlieff enquired if it was possible for the Perspex in the shelters themselves to be cleaned – Assistant Clerk to follow up both requests.

Other items for consideration

26/978 To hear feedback on the newly installed playground at East Park Farm.

Cllr Sutlieff shared the very positive comments that had been received from a social media post from local residents. It was noted that there had been a request for an additional bin on the social media post and also a request in person. There was also a suggestion regarding the installation of picnic benches near to the park. These items are to be added to the Strategic Plan as possibilities for the future.

26/979 To consider the potential barrier for use at East Park Farm and decide the course of action

The committee reviewed the details provided for a potential barrier (these had already been shared with the cricket club who were happy with the proposed solution) and would be happy to proceed. Assistant Clerk to check with the Clerk to the Council regarding possible funds and when they can be purchased. The Asst. Clerk is also to contact the cricket club and ask if they would be willing to contribute by installing the holes in the ground and pipes for the poles to be inserted into. In addition, it may be worth considering recouping the cost of the nets by building into a future year's cricket strip hire costs.

26/980 To discuss the content for the Spring edition of the Parish Magazine.

The Assistant Clerk reported which articles had been received and which were outstanding. Cllr Walker will provide the Chair's foreword and Cllr Sutlieff the article on the new playground at East Park Farm by the deadline. It was confirmed that Cllr Cripps was to provide the PEH article and new Pulse Survey. The committee agreed that the back page of the magazine should be used to advertise the Community Connect Event and that the flyer produced regarding the precept increase be included within the magazine.

26/981 To review the current status of the Amenities areas included within the Strategic Plan.

The committee would like to add the possibility of a picnic bench at East Park Farm near to the playground added along with the possibility of a bin located close by. Cllr Walker to update the spreadsheet and share with the attendees of the Strategic Plan Call scheduled for 10th March 2026.

26/982 To note any agenda items for the next meeting.

Strategic Plan

Marketing plan to boost/maintain facilities usage

FAQ's for prospective nursery providers (Cllr A'Bear to draft a set of questions including details of Ofsted requirements/stipulations).

26/983 To note any items that need to be discussed at full council meeting.

Community Connect –

- Location village hall vs pavilion.
- Attendance restricted to Strategic Plan, Speed watch, flooding, the charity trustees, the neighbourhood team of the Thames Valley Police, the fire brigade, fete committee and to invite a representative of Bellway Homes.
- Advertising – use the back page of the village magazine – same format as last year's design. Ask Media Assistant if he can reproduce an updated flyer.

The meeting closed at 8:45pm

AGENDA ITEM 5

Assistant Clerk's Report March 2026

The remedial plumbing works at the village hall and pavilion have been re-scheduled for 16th & 17th April.

The replacement supporting wall to the MUGA was completed Monday 6th April 2026.

Quotation for the supply and fitting of the pipes and holes in front of the stream to accommodate the removable barrier obtained. Item included on agenda.

Completion of the spring edition of the magazine.

Completion of the quarterly invoicing for all regular groups and clubs.

Reviewed each risk assessment for all of the facilities and updated where appropriate. Topic included on the agenda.

Arranged with the grounds maintenance team the change at East Park Farm from football season to cricket – posts down, grass cutting schedule, remedial works and boundary marking. Changes to start Monday 27th April.

Tennis passes available for new season. 50% of last year's total number have already been issued.

PPL/PRS license arranged and in place since 1st April 2026.

Repaired the car park chain at the village hall (additional metal connector link) after it was driven through.

Amended the graphs on the usage reports – show 5 years comparison and added annual comparisons.

AGENDA ITEM 6 - FACILITIES USAGE

Table of Village Hall Usage

MONTHS	H 17/18	H 18/19	H 19/20	H 20/21	Ave 14-21	H 21/22	H 22/23	H 23/24	H 24/25	H 25/26	H 26/27
APR	109.8	138.0	144.0	50.0	118.9	27.5	137.3	183.2	178.5	190.3	183.1
MAY	151.8	164.0	178.0	75.0	153.7	97.5	165.0	143.3	178.8	166.3	174.7
JUN	160.8	164.5	160.5	0.0	138.5	109.3	144.1	164.3	168.8	196.0	196.5
JUL	107.0	148.8	122.5	5.5	105.7	118.5	112.9	171.3	177.7	163.3	
AUG	34.5	50.0	61.8	52.5	53.7	94.3	92.3	139.8	121.3	132.2	
SEP	158.0	157.8	179.8	90.3	146.5	148.0	167.0	181.3	161.3	180.8	
OCT	182.3	171.0	175.5	93.5	162.3	190.8	176.2	208.0	236.3	194.8	
NOV	189.3	200.3	228.8	215.0	197.8	205.5	207.1	221.5	218.7	231.3	
DEC	111.5	95.3	147.5	43.0	108.8	115.0	102.3	144.0	197.8	132.3	
JAN	177.8	176.0	177.8	10.0	146.0	165.8	183.3	171.8	202.5	201.0	
FEB	168.3	165.5	165.5	10.5	141.3	165.0	165.3	178.0	189.5	200.4	
MAR	165.8	195.5	215.8	23.8	163.4	196.5	206.0	200.5	238.7	227.5	
Total/yr	1,716.5	1,826.5	1,957.3	669.0	1,636.8	1,633.5	1,858.6	2,106.8	2,269.7	2,215.8	554.3

Table of Committee Room Usage

MONTHS	CR 17/18	CR 18/19	CR 19/20	CR 20/21	Ave 14-20	CR 21/22	CR 22/23	CR 23/24	CR 24/25	CR 25/26	CR 26/27
APR	93.0	80.5	93.5	0.0	82.1	0.0	59.1	72.4	75.8	82.0	82.5
MAY	91.5	95.8	129.0	0.0	83.6	0.0	79.8	66.2	72.5	84.5	72.0
JUN	87.3	97.5	95.5	0.0	84.0	0.0	84.6	92.3	69.8	79.5	80.5
JUL	88.8	88.0	92.5	0.0	81.4	2.0	53.4	70.8	70.5	74.0	
AUG	70.3	67.0	76.5	0.0	56.7	12.0	41.0	40.5	43.5	88.2	
SEP	104.3	103.3	94.8	0.0	92.2	43.0	81.0	81.3	70.0	83.5	
OCT	109.3	106.8	105.3	0.0	92.8	44.5	83.0	80.5	68.5	108.0	
NOV	112.0	102.5	98.0	0.0	93.5	58.0	88.6	98.3	87.5	96.8	
DEC	53.0	63.8	54.3	0.0	53.0	28.0	74.9	69.0	59.5	67.5	
JAN	103.0	104.5	139.0	0.0	105.0	56.5	95.4	93.0	75.5	92.3	
FEB	96.8	102.5	99.5	0.0	100.3	69.8	81.0	78.5	95.8	93.3	
MAR	88.8	108.3	92.0	0.0	98.8	75.0	103.5	83.3	107.5	98.0	
Total/yr	1,097.8	1,120.3	1,169.8	0.0	1,023.2	388.8	925.3	926.0	896.2	1,047.5	235.0

Table of East Park Farm Pavilion

MONTHS	PA 16/17	PA 17/18	PA 18/19	PA19/20	PA 20/21	Ave 16-21	PA 21/22	PA 22/23	PA 23/24	PA 24/25	PA 25/26	PA 26/27
APR	0.0	57.0	105.3	63.0	4.0	45.9	21.8	61.5	64.0	118.8	86.3	102.5
MAY	0.0	82.5	95.5	82.5	0.0	52.1	40.0	115.3	86.0	120.5	73.5	105.0
JUN	0.0	100.8	104.5	80.0	0.0	57.1	67.8	108.5	102.0	103.8	83.5	69.8
JUL	0.0	85.3	107.3	82.0	0.0	54.9	41.8	80.3	79.0	150.0	80.5	
AUG	14.5	76.3	84.5	58.8	0.0	46.8	61.5	33.0	0.0	83.3	106.0	
SEP	41.8	85.3	86.5	90.5	3.0	61.4	118.5	108.5	25.0	87.3	75.8	
OCT	49.8	90.8	104.5	66.0	3.0	62.8	91.3	105.5	57.0	130.3	129.3	
NOV	69.0	91.0	85.0	77.5	96.0	83.7	112.5	124.0	95.5	120.0	77.5	
DEC	29.5	70.5	68.0	43.0	6.5	43.5	61.3	78.3	54.0	102.5	85.5	
JAN	61.0	97.5	101.3	78.5	1.5	68.0	76.5	95.0	83.0	80.3	85.5	
FEB	57.5	91.0	87.5	74.8	0.0	62.2	73.8	118.8	111.3	88.5	131.8	
MAR	61.0	95.3	98.8	90.5	0.0	69.1	130.0	108.5	103.5	79.5	99.8	
Total/yr	384.0	1,023.0	1,128.5	887.0	114.0	707.3	896.5	1,137.0	860.3	1,264.5	1,114.8	277.3

Table of Football Pitch Usage

MONTHS	FP 16/17	FP 17/18	FP 18/19	FP 19/20	FP 20/21	Ave 16-21	FP 21/22	FP 22/23	FP 23/24	FP 24/25	FP 25/26	FP 26/27
APR	0.0	11.0	14.0	11.0	0.0	7.2	18.0	9.0	16.0	14.0	9.0	4.0
MAY	0.0	4.0	4.0	4.0	0.0	2.4	14.0	2.0	8.0	6.0	5.0	0.0
JUN	0.0	0.0	0.0	0.0	0.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0
JUL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
AUG	5.0	5.0	6.0	4.0	2.0	4.4	2.0	0.0	0.0	1.0	0.0	0.0
SEP	18.0	14.0	8.0	12.0	9.0	12.2	4.0	11.0	8.0	20.0	9.0	
OCT	21.0	9.0	13.0	13.0	15.0	14.2	15.0	21.0	20.0	15.0	5.0	
NOV	16.0	17.0	11.0	13.0	0.0	11.4	13.0	17.0	17.0	12.0	7.0	
DEC	8.0	6.0	11.0	11.0	4.0	8.0	3.0	9.0	8.0	3.0	3.0	
JAN	8.0	12.0	12.0	8.0	4.0	8.8	14.0	12.0	17.0	9.0	9.0	
FEB	10.0	5.0	10.0	10.0	0.0	7.0	16.0	16.0	14.0	14.0	15.0	
MAR	13.0	10.0	13.0	8.0	0.0	8.8	12.0	15.0	10.0	12.0	16.0	
Total/yr	99.0	93.0	102.0	94.0	34.0	84.4	113.0	112.0	118.0	106.0	78.0	4.0

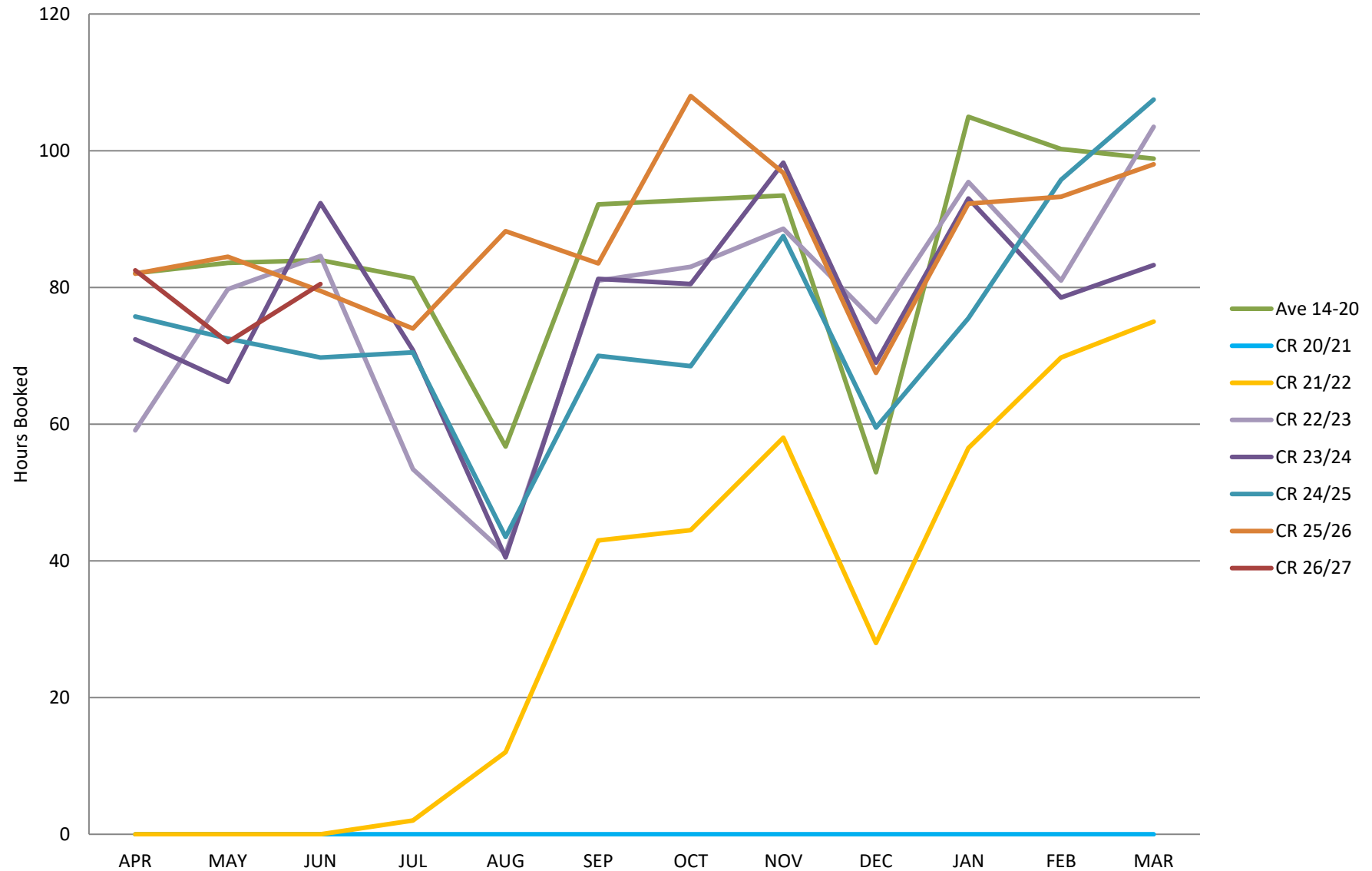
Table of Cricket Pitch Usage

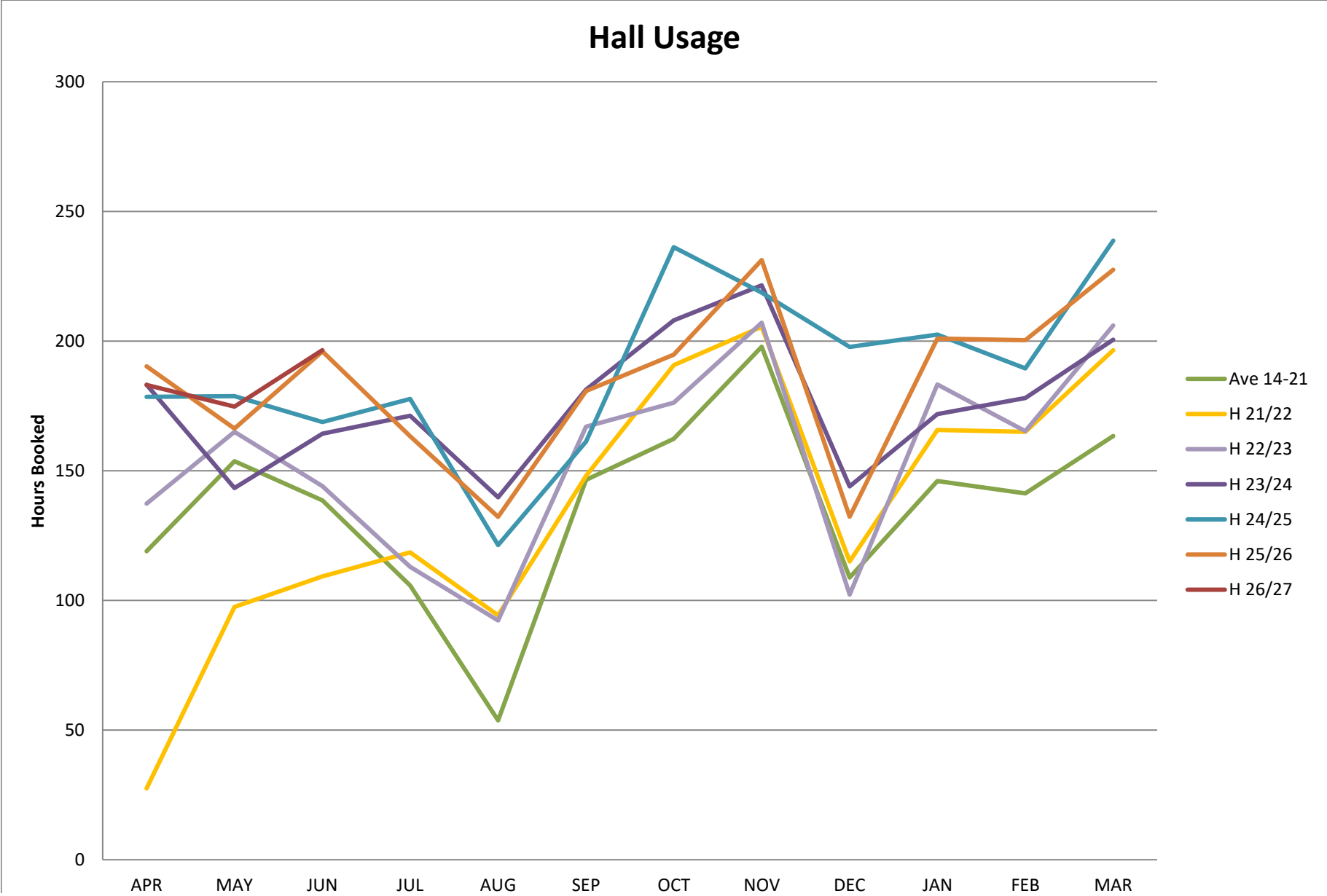
MONTHS	CP 21/22	CP 22/23	CP 23/24	CP 24/25	CP 25/26	CP 26/27
APR	0.0	0.0	0.0	0.0	1.0	5.0
MAY	0.0	1.0	15.0	6.0	19.0	22.0
JUN	0.0	0.0	17.0	20.0	18.0	25.0
JUL	0.0	0.0	17.0	23.0	18.0	
AUG	0.0	1.0	17.0	23.0	13.0	
SEP	0.0	0.0	1.0	1.0	0.0	
OCT	0.0	0.0	0.0	0.0	0.0	0.0
NOV	0.0	0.0	0.0	0.0	0.0	0.0
DEC	0.0	0.0	0.0	0.0	0.0	0.0
JAN	0.0	0.0	0.0	0.0	0.0	0.0
FEB	0.0	0.0	0.0	0.0	0.0	0.0
MAR	0.0	0.0	0.0	0.0	0.0	0.0
Total/yr	0.0	2.0	67.0	73.0	69.0	52.0

Table of Tennis Court Usage

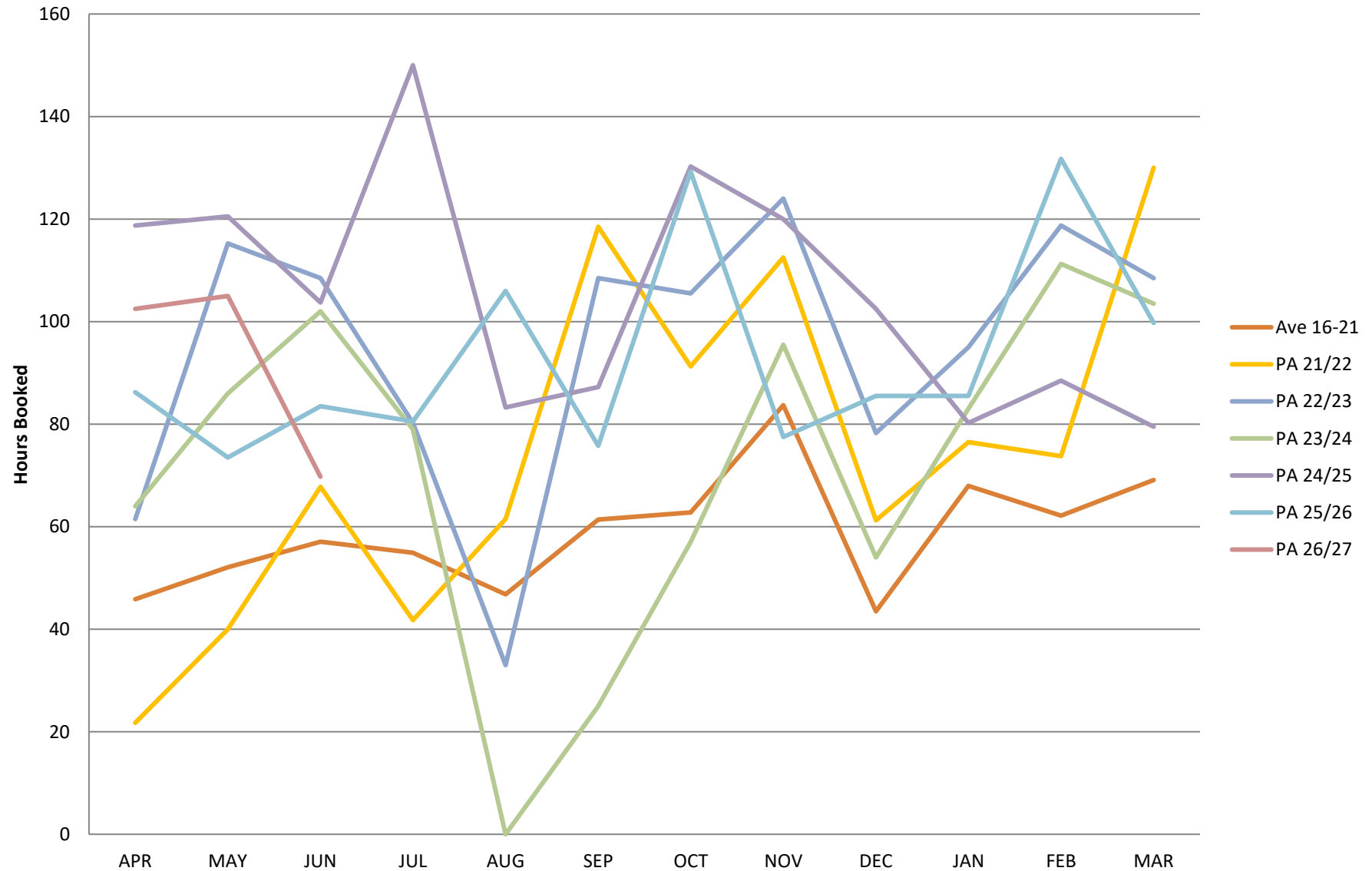
YEARS	TN 21/22	TN 22/23	TN 23/24	TN 24/25	TN 25/26	TN 26/27
Residents	40.0	35.0	36.0	36.0	41.0	26.0
Non-Residents	29.0	21.0	15.0	21.0	21.0	9.0
Other	0.0	0.0	0.0	0.0	0.0	0.0
Total/yr	69.0	56.0	51.0	57.0	62.0	35.0

Committee Room Usage

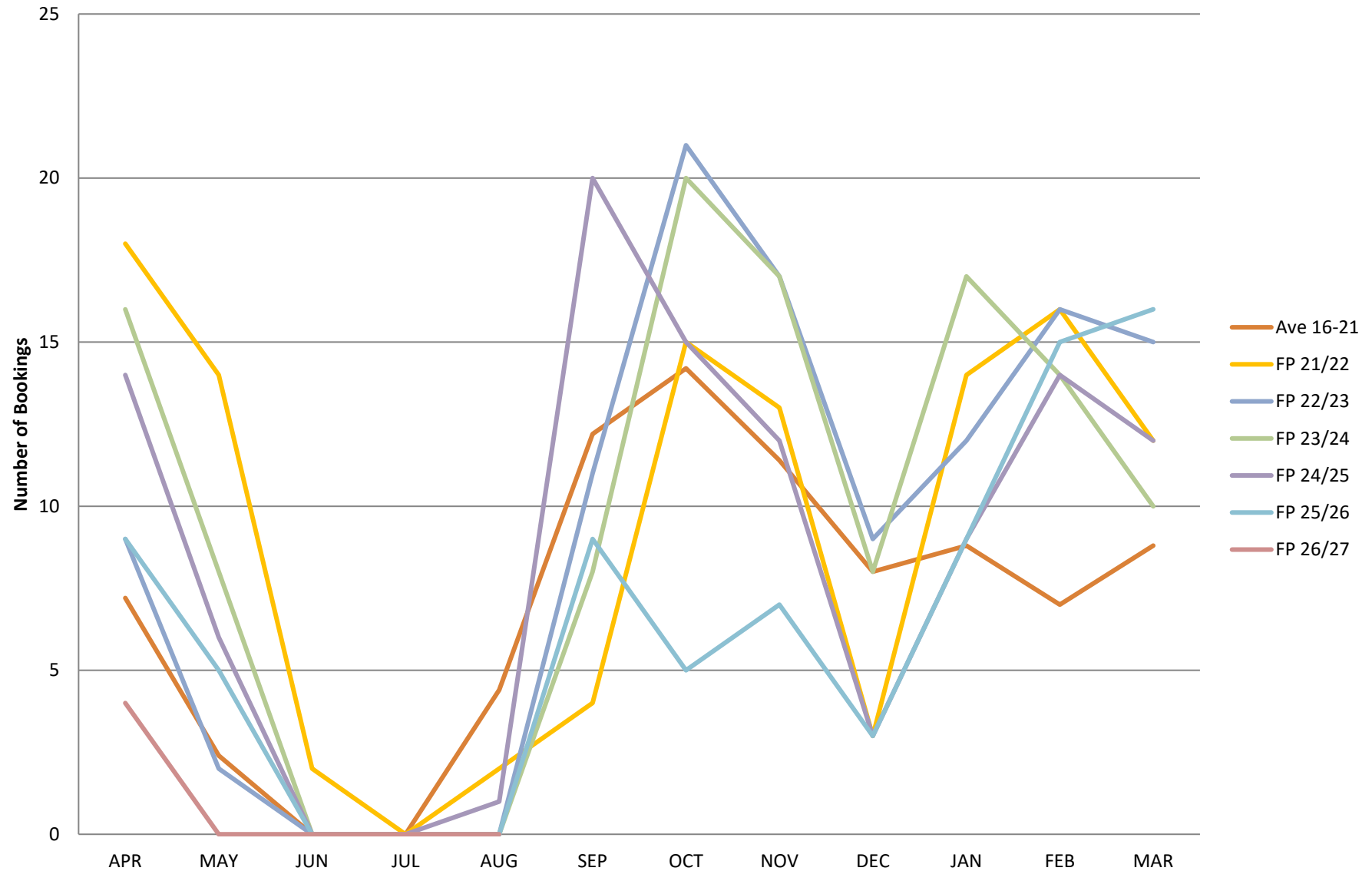


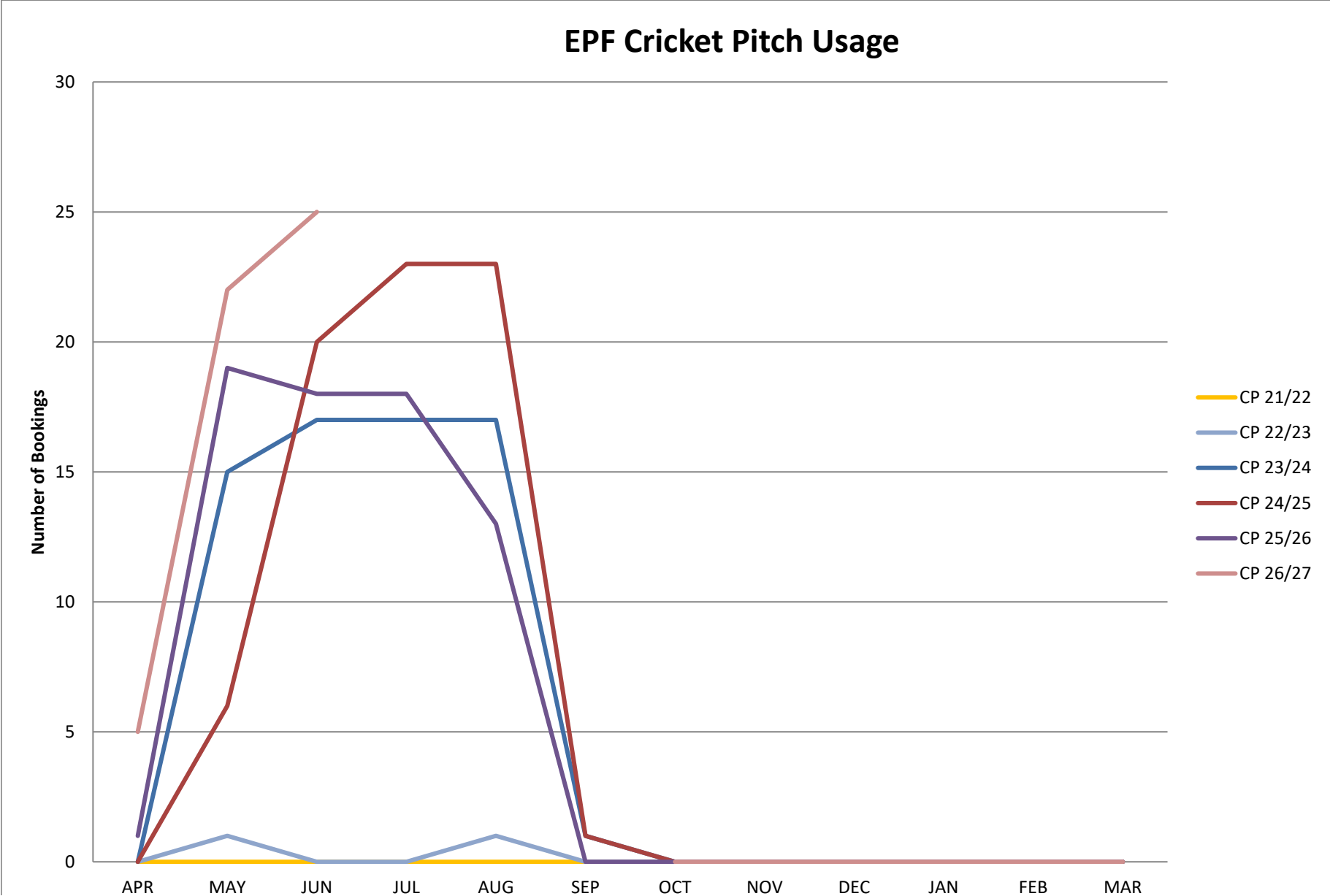


EPF Pavilion Usage

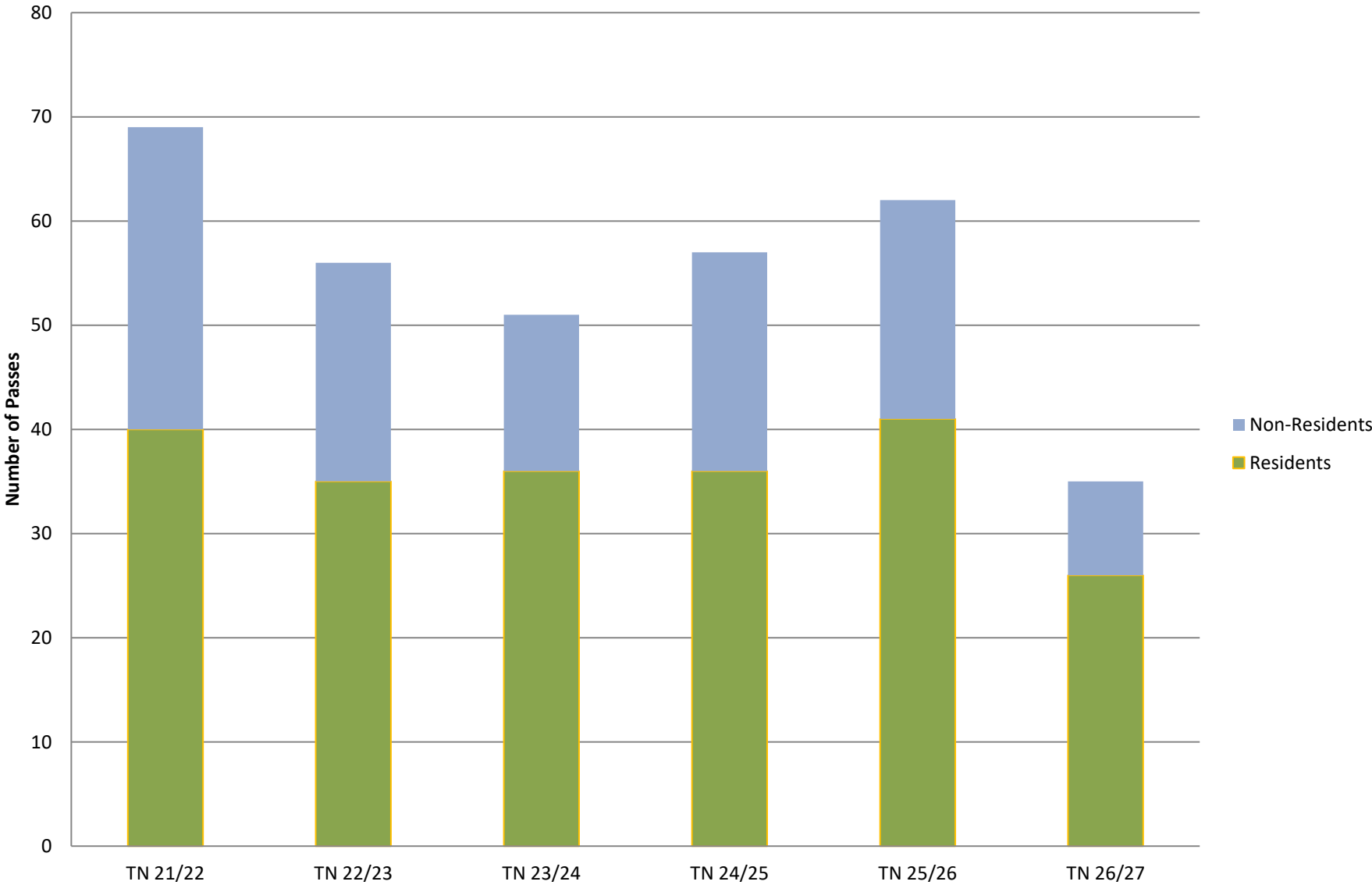


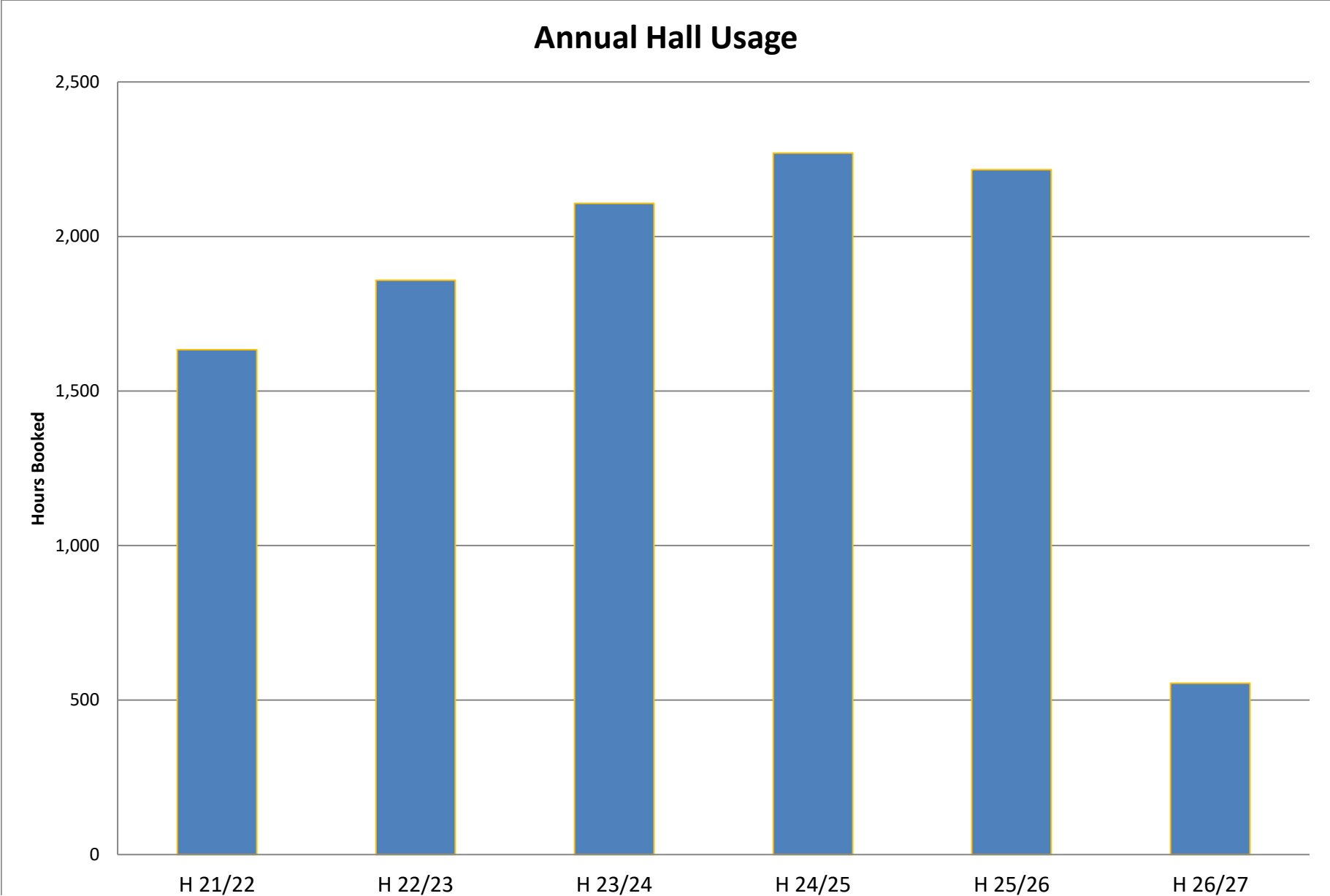
EPF Football Pitch Usage

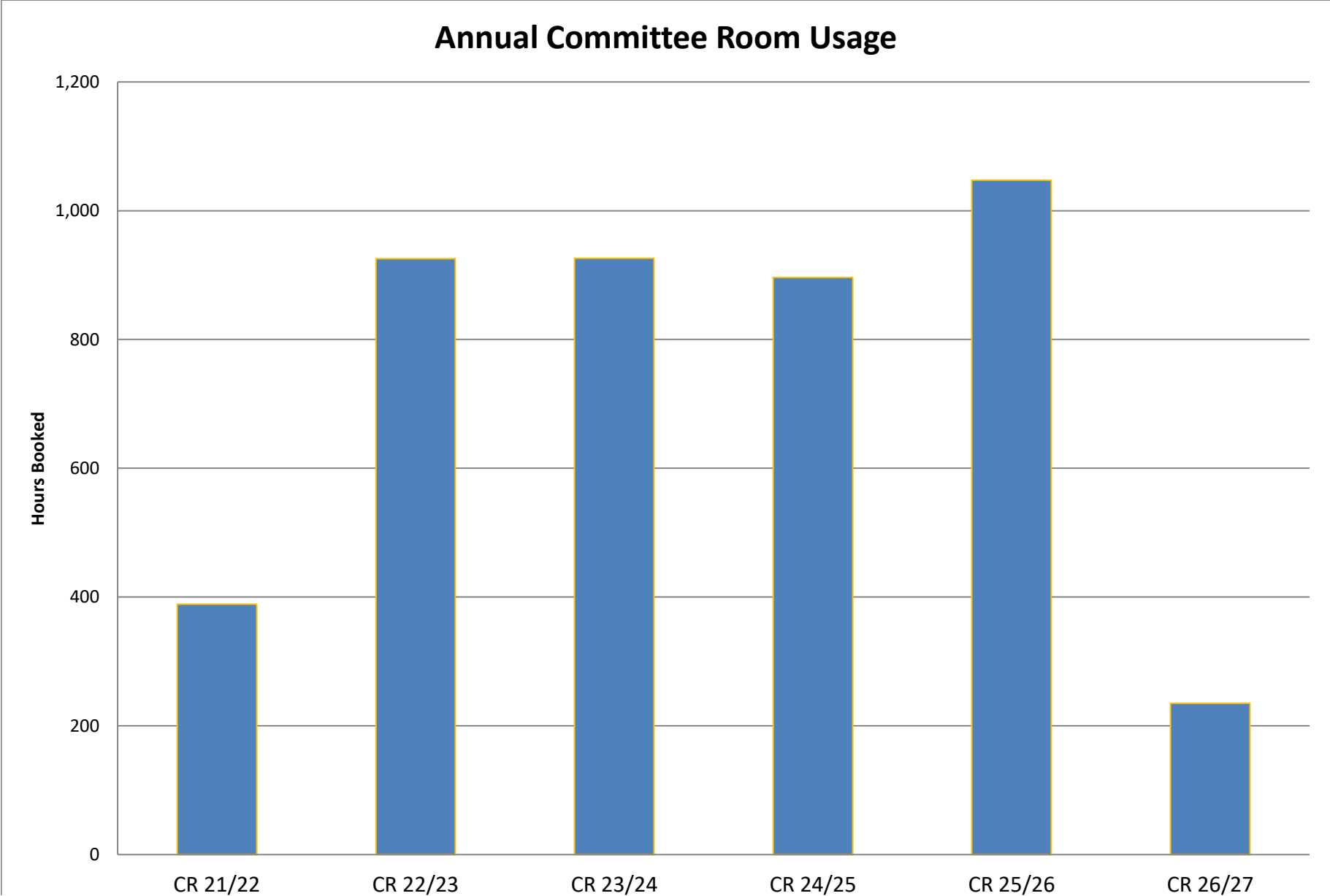


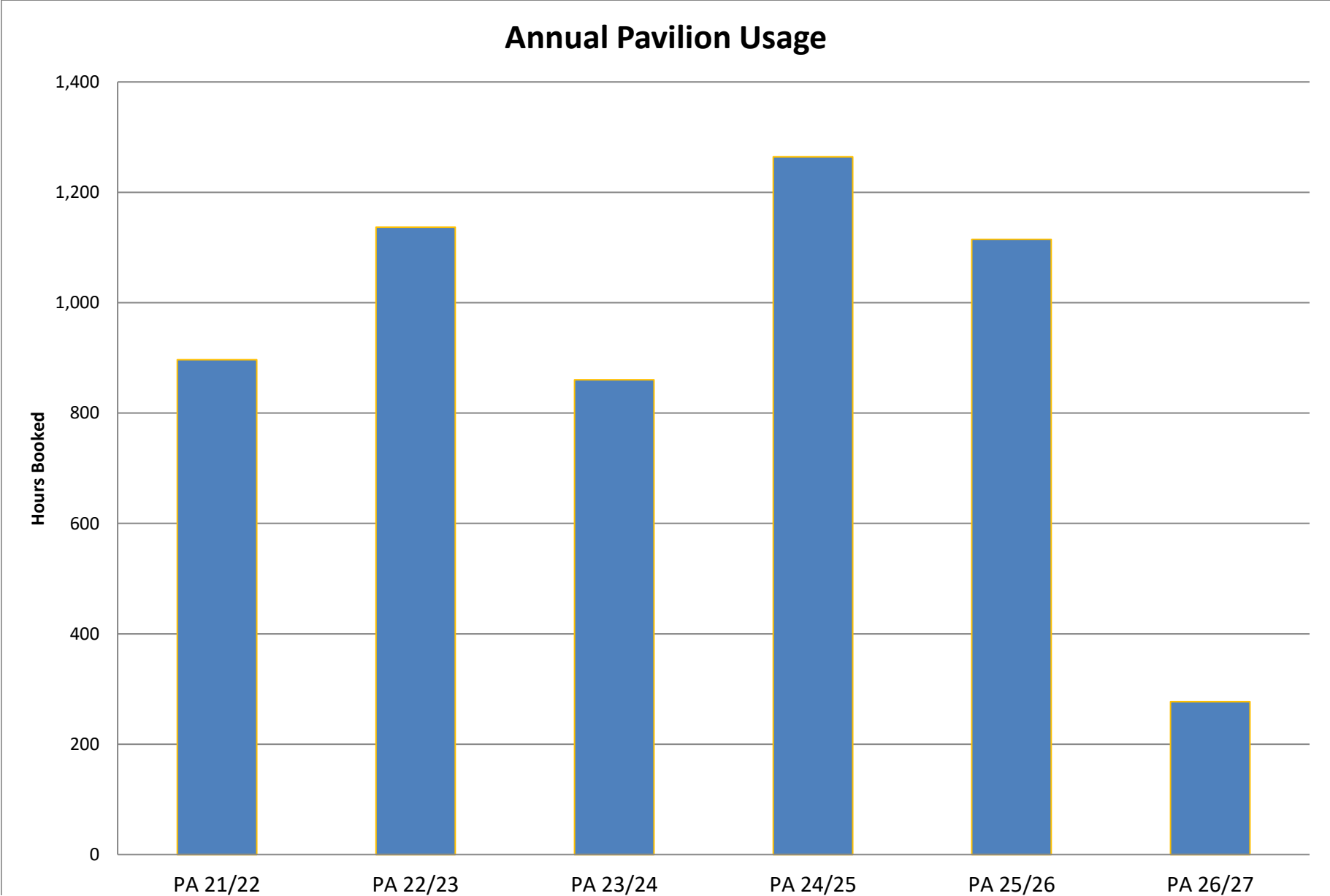


EPF Tennis Passes

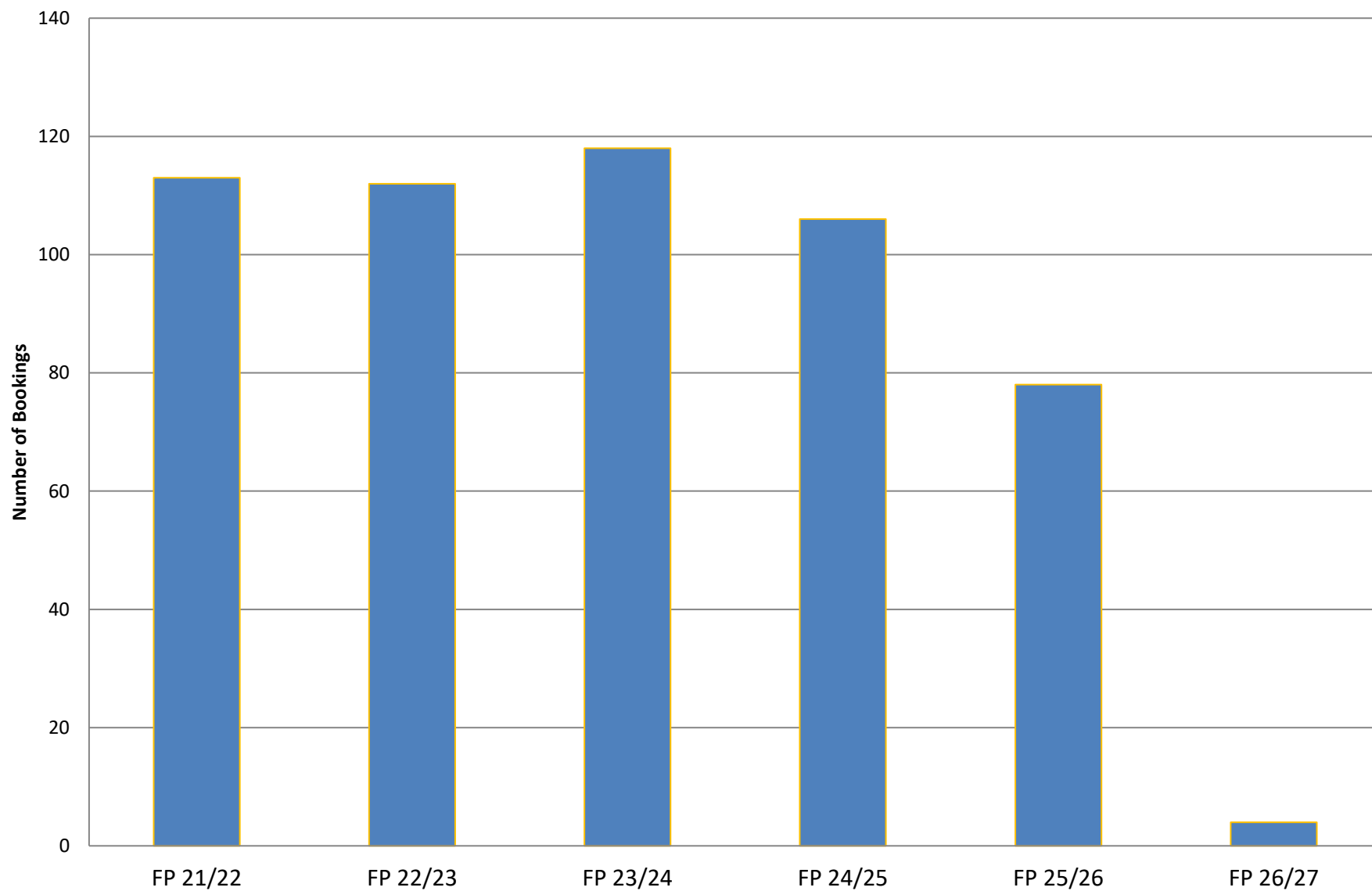


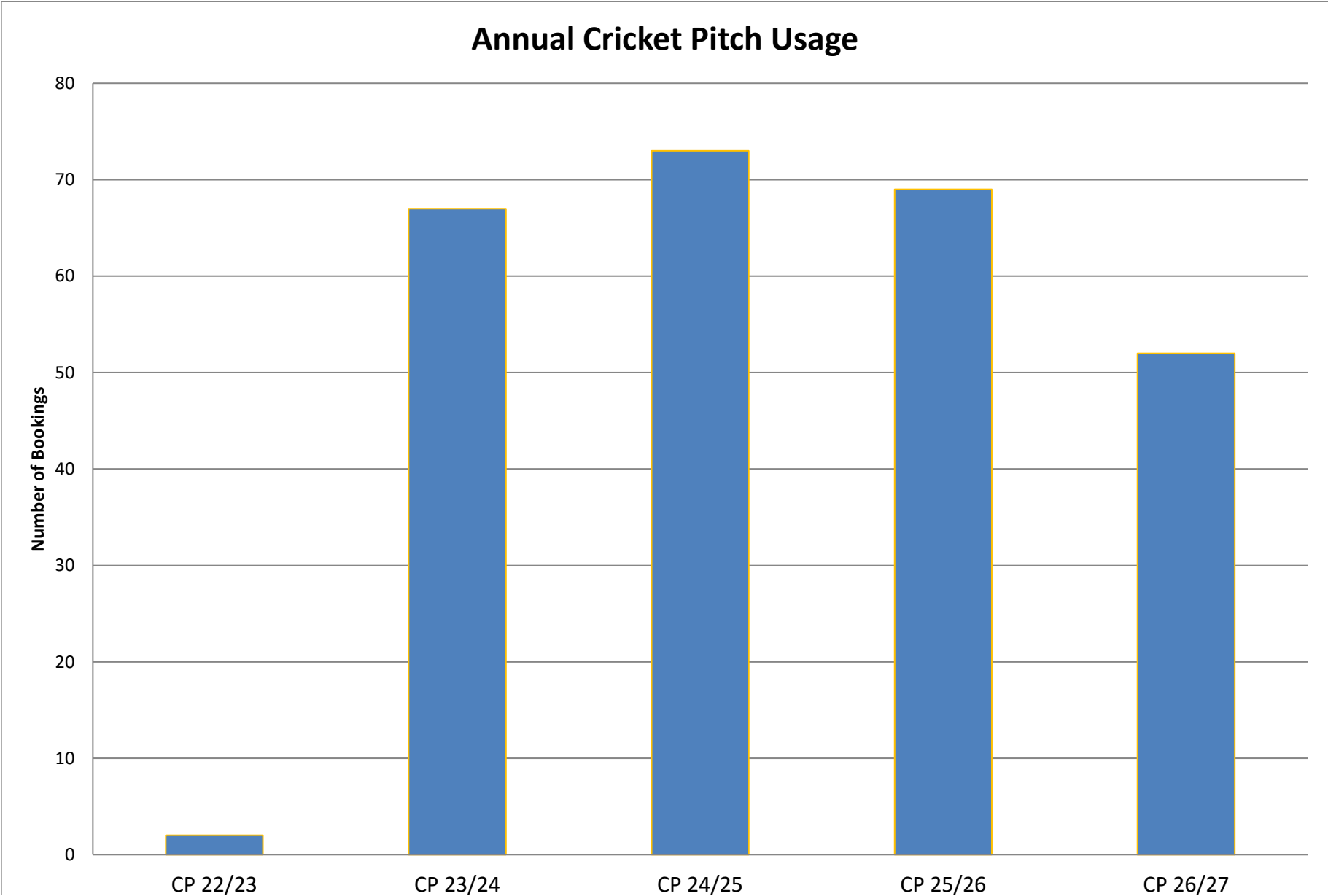


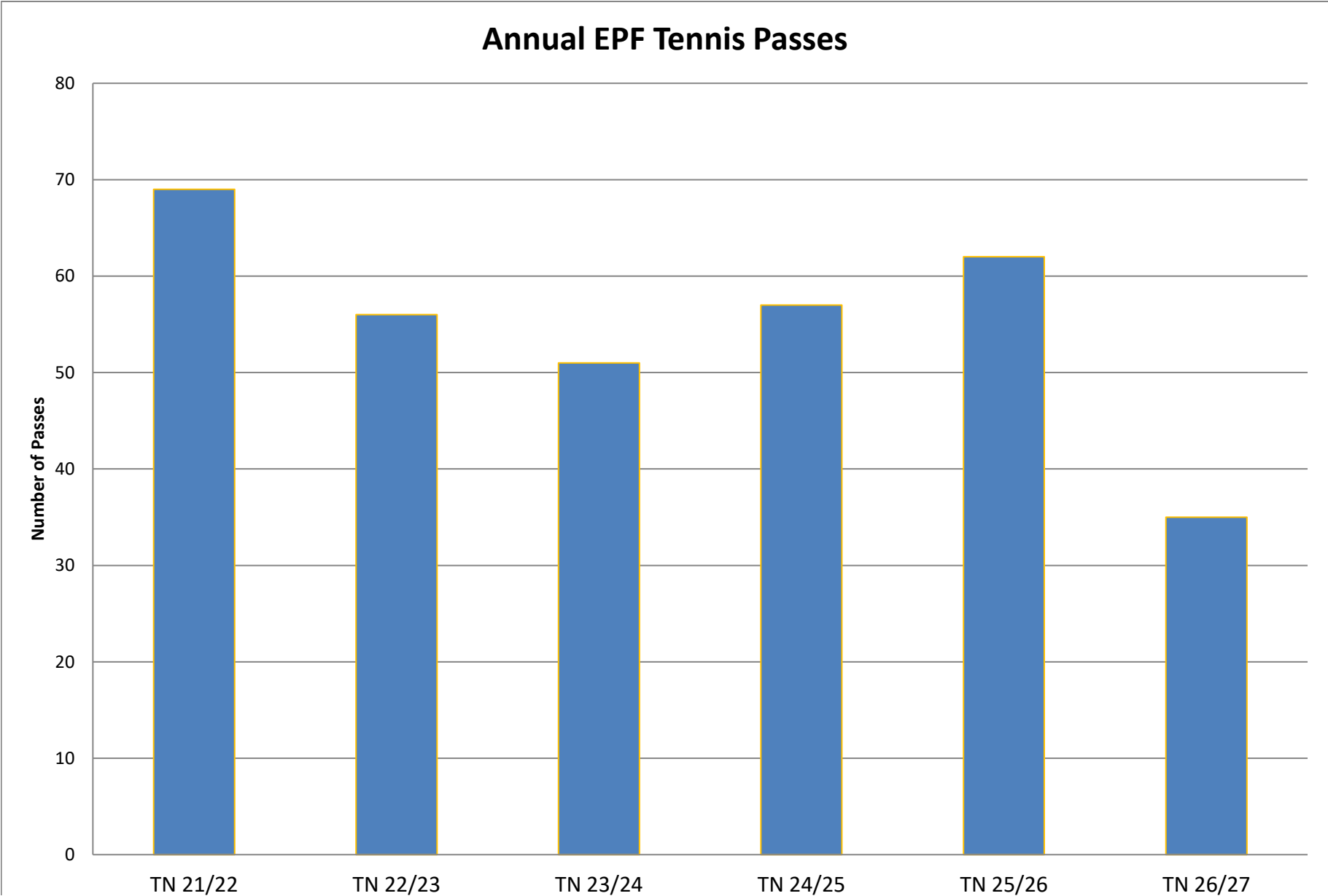




Annual Football Pitches Usage







AGENDA ITEM 8.1



Walk through Picnic bench £562.80 in VAT



Surrey Seat £464.40-£634.80

AGENDA ITEM 8.1



Marmax Gameboards – Chess and Snakes & Ladders

(0 reviews)

£299.99 ex VAT

Available to Order. Delivered in 1-2 weeks - Important please read before ordering



AGENDA ITEM 8.3

Ofsted Requirements for Nursery and Pre-School Provision

Nursery

Do the Ofsted requirements differ between Nursery and Pre-School provision?

Yes. Full details can be found at: [Providing childcare services in England - GOV.UK](#)

What are the main requirements for Nursery provision?

Nurseries MUST register with Ofsted before they can legally operate. This involves demonstrating compliance with various requirements, including having suitable premises, policies and procedures in place.

Is the East Park Farm pavilion a suitable premises for nursery provision?

Wokingham Borough Council has advised that the pavilion is not currently suitable for babies, but could potentially be used for older pre-school children. Any potential provider would need Borough Council and Ofsted approval to operate.

What staffing would be required for a nursery?

Nurseries MUST maintain appropriate staff-to-child ratios (see Ofsted requirements). For example, for children aged 2-3 years there must be at least one staff member for every four children.

What are the health and safety requirements?

Nurseries must comply with health and safety legislation, including conducting risk assessments and ensuring that equipment is safe. Full details can be found on the Ofsted website.

What would be the pavilion capacity for nursery provision?

There are minimum space requirements which must be adhered to. This includes having adequate indoor space per child, excluding areas like storage and staff rooms. The premises must be suitable for the age of the children cared for and the activities provided. The link below is a space requirements calculator for differing age groups:

[Ofsted nursery space requirements calculator – Open a Nursery in the UK](#)

Pre-School

What are the main requirements for pre-school provision?

Pre-school providers MUST register with Ofsted before they can legally operate. This involves demonstrating compliance with various requirements, including having suitable premises, policies and procedures in place. A toolkit and operating guide can be found at:

[Early years inspection: toolkit, operating guide and information - GOV.UK](#)

Is the East Park Farm pavilion a suitable premises for pre-school provision?

East Park Farm pavilion is potentially suitable. It would be the provider's responsibility to ensure suitability through risk assessments, the availability of appropriate equipment, and measures to ensure the safety of children attending. The Ofsted safeguarding and welfare requirements MUST be followed at all times.

[Early years foundation stage \(EYFS\) statutory framework - GOV.UK](#)

What staffing would be required for a pre-school?

Pre-schools MUST maintain appropriate staff-to-child ratios (see Ofsted requirements). For example, for children aged 2-3 years there must be at least one staff member for every four children and one adult for every 8 children aged 3 or older.

What would be the pavilion capacity for pre-school provision?

There are minimum space requirements which must be adhered to. This includes having adequate indoor space per child, excluding areas like storage and staff rooms. The premises must be suitable for the age of the children cared for and the activities provided. The link below is a space requirements calculator for differing age groups:

[Ofsted nursery space requirements calculator – Open a Nursery in the UK](#)

What will be checked by Ofsted inspectors?

There are many requirements, including:

- That staff meet the early years requirements for training
- How much space is available for each child and that staff ratios are appropriate for the age of children cared for.
- How the available space will be organized to meet the children's learning, development and welfare needs
- The environment is suitable – heating, ventilation, natural light, repair and cleanliness
- Children have access to outdoor play
- Enough suitable kitchen, toilet and nappy-changing facilities
- Educational Programme to help children learn and develop

General

Is there an Ofsted checklist available that provides a better understanding of inspection requirements for early years childcare?

Yes, the website below provides a detailed checklist.

[Ofsted documents for nurseries 2026 | Early years inspection checklist - Ovivio](#)

Will staff need criminal record checks (DBS)?

Yes. Certificates will be mandatory for anyone aged 16 or older. These can take up to 6 weeks to obtain.

Who would be responsible for providing early years services, the provider or the parish council?

Early years providers MUST provide details of the 'registered person' who has overall responsibility for the provision. This can be an individual or an organization.

AGENDA ITEM 8.4

Charvil Parish Council Risk Assessment – EAST PARK FARM FACILITIES

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
Vehicle Movement in Car Park	• Staff • Users of the facilities • Visitors • School • Community • Contractors • Drivers • Members of the public / pedestrians Could be struck by moving vehicles.	C4	Car park has restricted operating hours (8am until 6pm during the winter and 8am until 8pm during the summer) and is locked outside of those times. Locked barriers (height and road) prevent unauthorised access. All regular users, school office and contractors have a key to the padlocks. Separate Entrance and Exit to the car park from the road which are clearly marked. Car park is well lit. Car park bays are well marked out. Pathway in the middle of the car park to assist pedestrians. No ball games allowed. Signage installed.	Consider deterrent signs to encourage careful driving.	C2
Vehicle Use of the Service Road	• Staff • Hirers • Visitors using the facilities • School • Community • Contractors • Drivers • Members of the public / pedestrians Could be struck by moving vehicles.	B3	Use of the road is restricted by a locked barrier which is only opened for access and locked immediately. Keys held by staff, regular users and school office. No contractor vehicles permitted before 9am. Hatching painted on the road along with signage instructing No Parking in front of the barrier. Safety of the road is visually inspected by staff. Sweeping of the road and trimming back of bushes is included on the maintenance schedule for the grounds contractors.	Consider signage advising caution pedestrians in the road. Consider solar lighting located by the locking mechanism for the barrier.	B2

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Charvil Parish Council Risk Assessment – EAST PARK FARM FACILITIES

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
Falling materials from height.	- Staff - Members of the public / pedestrians Passers-by could be injured by falling materials.	C3	All trees under CPC remit are visually inspected weekly as part of the Weekly Park Checks. All remedial works are carried out by a qualified and certified tree surgeon. 3 year Visual Tree Assessments (VTA) are undertaken by an independent certified tree surveyor.	Maintain periodic inspections	B2
Slips, trips and falls	- Staff - Hirers - Visitors to the premises - Contractors - Members of the public / pedestrians All persons approaching, entering and using the facilities, through falling and breaking bones, striking heads and sprains.	B2	Hard surfaces are maintained as even as possible and visually inspected as part of the Weekly Park Checks. Adequate drainage installed and routinely checked by staff for any issues. Car park and pathways are well lit and lights visually inspected routinely by staff. All litter removed regularly by Litter Picker and Village Warden. Grass areas are maintained by grounds contractors – set schedule in place depending on time of year and visually inspected as part of the Weekly Park Checks. Pitch checks are conducted in very cold or wet weather and football matches cancelled if ground is not deemed safe.	Review incident logs of known slips and falls for any other remedial actions. Charvil Parish Council has a No Grit policy but do supply a grit bin located by the entrance door of the village hall and there is a large grit bin supplied by Wokingham Borough Council next to the post box at the bottom of The Hawthorns (close to the mini roundabout on Park Lane).	B1

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Charvil Parish Council Risk Assessment – EAST PARK FARM FACILITIES

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
Benches	• Staff • Hirers • Members of the public / pedestrians If damaged or unsecure they could cause injury to people sitting on them.	C2	Checking of the equipment is included in the weekly park checks which are completed by the Village Village Warden and Village Litter Picker. The checks are reviewed by the Amenities Manager and any issues recorded for action.		C1
Cricket Pitch	• Staff • Hirers • Members of the public / pedestrians All persons approaching and using the facility could injure themselves on ground or cordon.	B2	Surface of the 3G strip is visually inspected regularly. Grass area is maintained by an external company and is part of the regular maintenance schedule – weeding, feeding, rolling etc. Cordon around the strip is bright blue rope so easily visible to passers by. All hirers of the cricket pitch agree to adhere to the Conditions of Hire.	Periodic reviews to ensure safety	B1

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Charvil Parish Council Risk Assessment – EAST PARK FARM FACILITIES

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
Football Pitches	- Staff - Hirers - Members of the public All persons approaching and using the facility could injure themselves – uneven ground, goal posts, net entanglement, transmission of germs through animal waste or litter.	B2	Ground is maintained by an external grounds company who have in place an annual maintenance schedule which includes regular cutting of the grass, weeding, and feeding. Rolling and spiking of the ground is done when practicable during the winter months to keep surface as even as possible. Verti-draining is done to aid the drainage and prevent flooding which causes slippery surfaces. Goal posts are visually checked regularly and painted when required to ensure surface is visible and smooth. Goal posts are removed outside of football season. Nets are up only when matches are taking place and stored in a locked storage cupboard that the regular teams have a key for. Grounds are inspected in inclement weather and closed if necessary. Boundary fence is visually checked periodically. No motor vehicles are permitted on the pitches (excluding maintenance and emergency vehicles) without the express permission from the Parish Council. All hirers of the pitches agree to adhere to the Conditions of Hire of the pitches.	Maintain regular litter picking. Check the signage is still in place encouraging owners to pick up waste after their pets. Check the level of spare top soil kept in the storage cupboard for teams to use if there are any rabbit holes or uneven parts of ground that require filling. Check the signage is still in place requesting everyone to pick up their litter.	B1

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Charvil Parish Council Risk Assessment – EAST PARK FARM FACILITIES

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
MUGA	• Staff • Members of the public using the facilities • School community Any damage to the enclosure or ball hoops could cause an injury to those using the facilities.	B3	Visual check of the equipment and area is done weekly by the Village Litter Picker. Annual inspection is completed by RoSPA and report is reviewed by the Amenities Committee and any action required is considered. Access to the site is controlled with fencing and a gate which could be locked if problems identified. Access is restricted during the school day in the autumn and spring term and is used by the Charvil Primary School. During the period of use the gates are locked. Area regularly litter picked.		B2
Playground (Play Park) next to the Pavilion.	• Members of the public using the facility. If the equipment is broken it could cause injury to the children using it.	B3	Visual check of the equipment and area is done weekly by the Village Warden. Annual inspection is completed by RoSPA and report is reviewed by the Amenities Committee and any action required is considered. Area regularly litter picked.	Signage is displayed stating use of the equipment is at own risk.	B2

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Charvil Parish Council Risk Assessment – EAST PARK FARM FACILITIES

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
Tennis Courts	• Staff • Hirers • Visitors to the premises Any damage to the enclosure or nets could cause an injury to those using the facilities.	B3	Checking of the equipment is done regularly by staff. Access to the courts is restricted to Annual Pass Holders and Tennis Coach only. Code to the padlock is changed weekly by the Caretaker. Signage on the door giving contact information should there be any problems on the courts. Any use of the courts has to be in accordance with the Conditions of Hire – all annual pass holders are made aware of this. Area regularly litter picked. Signage fixed to the fencing to warn No Climbing. Surface is jet washed by an external company periodically and between main washes it is treated with a water/vinegar/soap solution by the Village Warden to reduce the build up of moss / algae.		B2

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Charvil Parish Council Risk Assessment – EAST PARK FARM FACILITIES

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
Barriers	• All authorised key holders • Members of the public • Vehicles Injury could be sustained from using the barriers or padlocks. Injury or damage could be sustained from an unsecured barrier. Driving or walking into a closer barrier.	C2	All keyholders have been shown how to use the locking mechanisms on the padlocks and barriers. For the road barrier, concrete has been laid at the bottom and a rubber stopper to make it easier for the drop down of the lever. Padlocks and barrier hinges are oiled periodically to ensure smooth functioning. When in the open position the barriers are padlocked in place to avoid movement and injuries to passers by or vehicles. Bright yellow paint to ensure good visibility. Barriers visually inspected periodically to ensure in good working order.		C1

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Charvil Parish Council Risk Assessment – EAST PARK FARM FACILITIES

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
Further subsidence / sinkholes appear in the car-park	Financial loss and/or reputational damage to CPC due to new, additional sinkholes resulting in: - personal injury or vehicle damage sustained by members of the public, staff, volunteers, contractors and other users of the car park - additional costs of repair works required	C3	Wokingham Borough Council ('WBC') has provided copies of the following documents: - Ground Penetration Radar (GPR) results - Drainage report - Letter from Archibald Shaw – Consulting Civil and Structural Engineers. These documents were accompanied by a letter from Wokingham Borough Council confirming the works were completed to their satisfaction. The documentation has been reviewed by the Charvil Parish Council on 13th May 2024. Details of the documents and decision are available from the Parish Clerk.	Investigate the potential to "transfer" this risk, e.g. - obtain insurance against further sinkholes (or leverage WBC insurance etc.) - end the lease with WBC - renegotiate lease with WBC with clause that CPC cannot be held responsible for ground under the building, sports facilities or car park. Discuss with WBC commissioning further investigations into the root cause as per suggestion from Archibald Shaw. Daily visual inspections of the surface where the sinkhole was in the car park by members of the gate gang when opening/closing the car park. Weekly visual inspections of the car park by litter picker/village warden (to provide potential early warning of impending subsidence). Ground radar scans of the car park and tennis courts to be conducted every three years by WBC. First scan to be scheduled for April 2027.	C2

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Charvil Parish Council Risk Assessment – EAST PARK FARM FACILITIES

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
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RISK MATRIX							
CONSEQUENCES		SEVERITY	1. INSIGNIFICANT	2. MINOR	3. MODERATE	4. MAJOR	5. CATASTROPHIC
		People	Slight injury	Minor injury	Major injury/Health effects	Single fatality/ permanent total disability	Multiple fatalities/ permanent total disability
		Environment	Slight impact	Minor impact	Moderate impact	Major impact	Massive impact
		Asset	Slight damage	Minor damage	Local damage	Major damage	Extensive damage
		Reputation	Slight impact	Limited impact	Considerable impact	Major national impact	Major international impact
LIKELIHOOD	E ALMOST CERTAIN	Incident has occurred several times in the company	E1	E2	E3	E4	E5
	D LIKELY	Incident has occurred more than once per year in the company	D1	D2	D3	D4	D5
	C POSSIBLE	Incident has occurred in company or more than once in industry world wide	C1	C2	C3	C4	C5
	B UNLIKELY	Incident has occurred in industry world wide	B1	B2	B3	B4	B5
	A REMOTELY LIKELY TO HAPPEN	Never heard of in industry world wide but could occur	A1	A2	A3	A4	A5

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Charvil Parish Council Risk Assessment – MARGARET GIMBLETT PAVILION

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
Vehicle Movement in Car Park	• Staff • Users of the facilities • Visitors • School Community • Contractors • Drivers • Members of the public / pedestrians Could be struck by moving vehicles.	C4	Car park has restricted operating hours (8am until 6pm during the winter and 8am until 8pm during the summer) and is locked outside of those times. Locked barriers (height and road) prevent unauthorised access. All regular users, school office and contractors have a key to the padlocks and knowledge of how to operate safely. Separate Entrance and Exit to the car park from the road which are clearly marked. Car park is well lit. Lights are visually inspected regularly. Car park bays are well marked out. Pathway in the middle of the car park to assist pedestrians. No ball games allowed. Signage installed. Surfaces are well maintained and swept as per the maintenance schedule. Adequate drainage installed and routinely checked by staff for any issues.	Consider deterrent signs to encourage careful driving.	C2

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Charvil Parish Council Risk Assessment – MARGARET GIMBLETT PAVILION

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
Vehicle Use of the Service Road	• Staff • Hirers • Visitors using the facilities • School Community • Contractors • Drivers • Members of the public / pedestrians Could be struck by moving vehicles.	B3	Use of the road is restricted by a locked barrier which is only opened for access and locked immediately. Keys held by staff, regular users and school office. No contractor vehicles permitted before 9am. Hatching painted on the road along with signage instructing No Parking in front of the barrier. Safety of the road is visually inspected by staff. Sweeping of the road and trimming back of bushes is included on the maintenance schedule for the grounds contractors. Adequate drainage is in place and routinely checked by staff for any issues.	Consider signage advising caution pedestrians in the road. Consider solar lighting located by the locking mechanism for the barrier.	B2

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Charvil Parish Council Risk Assessment – MARGARET GIMBLETT PAVILION

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
Falling materials from height.	• Staff • Hirers • Visitors to the premises • Contractors • Drivers • Members of the public / pedestrians Passers-by could be injured by falling materials.	C3	Roof is well maintained. Any repairs are carried out by certified roofing contractors. Periodic visual checks of the roof are made by staff. All trees under CPC remit are visually inspected weekly as part of the Weekly Park Checks. All remedial works are carried out by a qualified and certified tree surgeon. 3 year Visual Tree Assessments (VTA) are undertaken by an independent certified tree surveyor. Ceiling tiles are visually inspected by staff regularly. Users are reminded not to cause damage to the property.	Maintain periodic inspections	B2

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Charvil Parish Council Risk Assessment – MARGARET GIMBLETT PAVILION

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
Shutters	- Staff - Hirers - Cleaners - Visitors to the premises - Contractors If shutters are not opened and an incident occurs in the building there is limited means of escape.	B4	All shutters on the doors and windows are serviced annually by an external company (Loddon Doors). All shutters are visually inspected regularly. Each key holder is shown how to operate the shutters safely and instructed that all shutters must be up during the hire period. Spare key to the shutters kept in the drawer in the kitchen – all users are made aware of this.	Consider signs to remind people to open all shutters when using the building and a contact number should there be any problems.	B2
Slips and Falls	- Staff - Hirers - Visitors to the premises - Contractors - Drivers - Members of the public / pedestrians - All persons approaching, entering and using the facility, through falling and injuring themselves.	B3	<u>Outside:</u> Areas regularly visually inspected to ensure they are clear. All litter removed from the car park and surrounding ground. All areas well lit (includes car park and exterior footpaths around the building) Outside lighting is on automatic timers to come on before dark and go off early hours. Car park surface and pathways are maintained as even as possible. Disabled parking available close to the building. Pathways around buildings are swept free of leaves regularly.	Review incident logs of known slips and falls for any other remedial actions. Paint high visibility anti-slip yellow paint on the edges of exterior rear storage cupboard step. Charvil Parish Council has a No Grit Policy but consider the supply a grit bin should users deem it necessary for use after conducting a risk assessment for their own session/hire.	B1

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Charvil Parish Council Risk Assessment – MARGARET GIMBLETT PAVILION

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
Slips and Falls	• Staff • Hirers • Visitors to the premises • Contractors • Drivers • Members of the public / pedestrians All persons approaching, entering and using the facility, through falling and breaking bones, striking heads and sprains.	B2	<u>Inside:</u> Correct cleaning fluids are used to cleanse and maintain floor surfaces. Anti-slip flooring throughout the building. Including the flooring in the showers. Entrance mat provided to prevent rain water being carried into the building. No storage in corridors. All rooms/areas lit by battery back-up in case of power failure. Emergency lighting checked regularly by an external contractor. No trailing electrical leads or cables. Equipment provided for cleaners and hirers of the facilities if there is any liquid spillages on the floor. Signage displayed instructing users of the building to mop up spillages as soon as possible. Appropriate warning signage supplied to indicate a hazard – this is to be left out until area dry and safe to walk on. <u>Baby changing:</u> Provision of a baby changing station is located in the disabled toilet – the equipment is wall mounted and	Review incident logs of known slips and falls for any other remedial actions. Visually inspect the entrance mat to the building regularly.	B1

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Charvil Parish Council Risk Assessment – MARGARET GIMBLETT PAVILION

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
			instructions for use are printed on the inside lid. Harness must be used at all times.		

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Charvil Parish Council Risk Assessment – MARGARET GIMBLETT PAVILION

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
Fire	• Staff • Hirers • Visitors to the premises • Cleaners • Contractors • Delivery Drivers Persons at risk of death and serious injury from uncontrolled fire	B3	Fire alarm and firefighting equipment is in place (extinguishers throughout, fire blanket in kitchen, door guards on all internal doors to main areas) Contractors in place responsible for maintaining and servicing fire safety equipment and emergency lighting. All actions made are recorded in the log book. Monthly visual checks of the fire extinguishers conducted by the Caretaker and recorded in the log book. Weekly checks and testing of all interior emergency lights and call points conducted by the Caretaker and recorded in the log book. Emergency evacuation procedures are displayed in both parts of the building. All casual hirers are notified of the procedures on arrival and instructed to notify their guests. Also reminded to keep fire escapes clear at all times. No smoking policy throughout the building. Emergency lighting in situ with back-up power in place and evidence of good maintenance and is serviced regularly by an external company. Emergency lighting fitted to the exterior fire door exits.	Consider installing exterior signage to keep fire exits clear. Consider installing a push bar on the entrance door to the sports end of the building. Signage displayed reminding users to turn the heating down on departure. Consider installing fire door guards on all interior doors, particularly in the corridors.	B2

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Charvil Parish Council Risk Assessment – MARGARET GIMBLETT PAVILION

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
Gas boilers and Electric heating	• Staff • Hirers • Visitors to the premises • Cleaners • Contractors All persons and property could be damaged through explosion related to gas; persons could be injured or killed due to gas leaks.	B4	The gas installations are in reasonable condition and appear to be well maintained. Gas boilers are serviced annually and any repairs are made by Prime Water Solutions. Electric fan heaters are in good condition and controlled by thermostats. Signage reminding users to turn the thermostats down to low on departure. All heaters are visually inspected regularly.	Consider the installation of carbon monoxide detectors in the exterior plant rooms.	B2

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Charvil Parish Council Risk Assessment – MARGARET GIMBLETT PAVILION

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
Electricity	• Staff • Hirers • Visitors to the premises • Cleaners • Contractors • Delivery Drivers Risk of fire, electric shock and death through any poorly maintained or incorrectly used electrical installations and equipment.	B4	Fixed installation correctly installed and maintained by a qualified and certified electrician Portable Appliance Testing (PAT) is undertaken on all CPC electrical equipment annually. All users of the building are made aware that any electrical piece of equipment brought into the building must have a valid PAT test – this is stipulated in the Conditions of Hire. Electrical sockets are generally in good condition throughout with no signs of cracks, loose fittings or discolouration indicative of faults. Fixed wire testing is completed every five years by a qualified and certified electrician. Certificate is held by the Clerk to the Council and Amenities Manager.		B2
Utility Failure	• Staff • Hirers • Visitors to the premises • Cleaners • Contractors	B3	PAT Testing annually for all portable appliances. 5 year fixed wire testing completed. Gas boilers serviced annually. Regular visual inspections of installations and equipment. Consider closing the building depending on failure.		B2

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Manual Handling	- Staff - Visitors to the premises - Cleaners - Contractors Potential to suffer from muscular skeletal injuries from moving equipment unaided (e.g. trestle tables)	C3	All members of staff complete a manual handling training course if not already proficient. Equipment provided for staff to move tables alone. Verbally informing users that it is advisable that tables are carried by two persons and chairs individually.	Consider the offer of training to hirers; ensure a clear waiver that using such equipment is at users' own risk	C2
Hazardous Substances (e.g. cleaning products)	- Staff - Visitors to the premises - Cleaners - Contractors Exposure to hazardous materials (e.g. corrosive or irritant cleaning products)	B4	Cleaning products used by the cleaning contractors kept in a locked cupboard. Cleaning contractor is responsible for having their own risk assessment for the products they use and have full COSHH information for their supplies. Cleaning products for hirers e.g. washing up liquid and anti-bacterial spray are in a cupboard in the kitchen away from children. Sign on the door to the kitchen stating that children are not allowed in the kitchen at any time. No dangerous or hazardous products kept where hirers or visitors access.	Caretaker to check weekly that no hazardous substances are left in the kitchen. Consider a lockable cabinet for the cleaning materials displaying a sign on the outer doors – Caution Contains Chemicals.	B2

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Working at height	- Staff - Visitors to the premises - Cleaners - Contractors Anyone working at any height could suffer injuries, possibly serious should they fall.	C3	<u>Staff use of ladders:</u> Staff aware that any use of ladders requires two people to be present – one person to perform the action required and the other to ‘foot’ the ladder. <u>Window cleaning:</u> Contractor used for window cleaning who uses a high reach cleaning method.		C2
Stored Equipment – Personal Injury	- Staff - Visitors to the premises - Cleaners - Contractors Someone could be injured by an incorrectly stored item.	D2	<u>Chairs & Tables (Main Hall):</u> - Chairs are stored in stacks of 6 maximum. - Signs advising maximum number of chairs per stack visible on the walls. - Tables are stored neatly in lines. <u>Clubs Equipment:</u> - Any clubs who wish store their equipment in the building must gain permission from the Parish Council. Whereby they are issued with a key and must agree to follow the Terms of Storage. - Cupboards contain shelving and racking to assist with safe storage. - No heavy equipment to be stored above shoulder height. <u>Kitchen Cupboards:</u> - Items are stored neatly and safely.	Review the Terms of storage regularly. Storage cupboards to be visually inspected regularly.	B1

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What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
Anti-Social Behaviour	• Staff • Visitors to the premises • Cleaners • Contractors • Delivery Drivers • Neighbouring homes / residents Cause damage to the property. Intimidate other users of the building. Disturbance to neighbouring homes. Verbal Abuse	D3	Facilities only hired for casual party bookings on a Saturdays and Sundays – no music after 8pm. Hirer has to be over 21. Ratio is 1 adult to every 10 children. No alcohol to be sold on the premises unless a Temporary Event Notice is obtained. Rule regarding noise level is that it is not to be heard outside the building. Smoking is not prohibited in any part of the building. All casual bookings ending after 9pm are closed by an external security firm who lock and secure the building and car park. All controls are listed in the Conditions of Hire for the Pavilion and hires of the building are expected to adhere to them at all times. Staff and Councillors to follow the CPC Lone Working Policy. Car park is kept locked overnight. Grundon waste bin is kept locked and secured by a chain to the railing. Dummy CCTV signs installed to act as a deterrent.	Consider the installation of CCTV.	D2

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Legionella	• Staff • Hirers • Visitors to the premises • Cleaners • Contractors Users could become ill if subjected to Legionella germs.	B3	A comprehensive Water Monitoring Risk Assessment has been completed by a reputable specialist company and is reviewed in accordance to the regulations. A water monitoring plan has been drawn up and is reviewed annually by a reputable external specialist company. Task list (including water temperature measuring, flushing outlets etc.) is completed in accordance to the water monitoring plan by the caretaker. Results are recorded in the log book kept in the building. A reputable external specialist conducts tests and tasks as laid out in the Risk Assessment and results are recorded in the log book kept in the building.		B2
Damp and Mould	• Staff • Hirers • Visitors to the premises • Cleaners • Contractors Users could become ill if subjected to mould spores.	B3	All surfaces in the showers are wipe clean. Extractor fans in place which are activated by motion and they continue running for a period of 15 minutes after departure. All areas are visually inspected regularly. Regular cleaning regime in place to eliminate problems.		B2

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Charvil Parish Council Risk Assessment – MARGARET GIMBLETT PAVILION

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
Safeguarding	• Vulnerable adults • Children under the age of 18 years. A vulnerable user of the building may be put at risk.	B3	All regular groups must have a Safeguarding policy or must agree to adhere to the Safeguarding policy in place by Charvil Parish Council. Amenities Manager has attended Safeguarding training. Safeguarding policy in place which is reviewed annually. All Staff fall under remit of the Safeguarding Policy and are DBS Checked.		B2

DATE of risk assessment:

18 March 2026

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AGENDA ITEM 8.4

Charvil Parish Council Risk Assessment – MARGARET GIMBLETT PAVILION

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
Other Accidents	• Staff • Visitors to the premises • Cleaners • Contractors • Delivery Drivers	B3	Basic first aid kit provided (sticker on the cupboard advising of the location) Sign on main noticeboard giving location of nearest hospital A&E. Address of the premises (including What 3 Words) displayed on the noticeboard if required for alerting emergency services. Accident book available – reviewed by the caretaker and any incidents reported to the Amenities Manager for follow up. Defibrillator machine installed on the corner of the building closest to the school. Advisory signage displayed in kitchen indicating to turn oven off at the mains switch on the wall when not in use.	Ensure that the first aid kit is regularly checked by the caretaker and replenished as required. Ensure the defibrillator machine is checked regularly as per instructions. Consider fitting finger guards to interior doors off the main hall (kitchen and toilets). Consider provision of a bleeding control kit to be stored in the defibrillator cabinet.	B1

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AGENDA ITEM 8.4

Charvil Parish Council Risk Assessment – MARGARET GIMBLETT PAVILION

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
Building Flooding	• Staff • Visitors to the premises • Cleaners • Contractors Users of the building could slip and fall. Damage to the building. Possibly cause an electrical fire.	C3	Regular visual inspections of pipes. Twice yearly visits by external contractor to clean all pipework in the building. Check list on the door reminding users to check all taps are turned off on departure. Regular visual checks on toilets to make sure there are no blockages. Push button taps installed in most of the toilets.	Consider the installation of hand driers to avoid blockages in the toilets due to hand towels.	C2

AGENDA ITEM 8.4

Charvil Parish Council Risk Assessment – MARGARET GIMBLETT PAVILION

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
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RISK MATRIX							
CONSEQUENCES		SEVERITY	1. INSIGNIFICANT	2. MINOR	3. MODERATE	4. MAJOR	5. CATASTROPHIC
		People	Slight injury	Minor injury	Major injury/Health effects	Single fatality/ permanent total disability	Multiple fatalities/ permanent total disability
		Environment	Slight impact	Minor impact	Moderate impact	Major impact	Massive impact
		Asset	Slight damage	Minor damage	Local damage	Major damage	Extensive damage
		Reputation	Slight impact	Limited impact	Considerable impact	Major national impact	Major international impact
LIKELIHOOD	E ALMOST CERTAIN	Incident has occurred several times in the company	E1	E2	E3	E4	E5
	D LIKELY	Incident has occurred more than once per year in the company	D1	D2	D3	D4	D5
	C POSSIBLE	Incident has occurred in company or more than once in industry world wide	C1	C2	C3	C4	C5
	B UNLIKELY	Incident has occurred in industry world wide	B1	B2	B3	B4	B5
	A REMOTELY LIKELY TO HAPPEN	Never heard of in industry world wide but could occur	A1	A2	A3	A4	A5

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AGENDA ITEM 8.4

Charvil Parish Council Risk Assessment – CHARVIL VILLAGE HALL

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
Vehicle Movement in Car Park	• Staff • Hirers • Visitors to the premises • Contractors • Drivers • Members of the public / pedestrians Could be struck by moving vehicles.	C4	Car park is only open when the building is occupied. A chain and padlock prevents unauthorised access. All regular users and contractors have the code for the padlock and all casual bookings are facilitated by the caretaker or member of council. Entrance/Exit to the car park is clearly marked. Sign on the entrance to the car park stating it is for use by Hall patrons only. Car park is well lit. Lights are visually inspected routinely by staff. Car park bays are well marked out. Double yellow lines in front of the building and bottom of the car park to keep it clear and easy for cars to manoeuvre. No ball games allowed. Signage installed. Surfaces are well maintained and swept as per the maintenance schedule. Adequate drainage installed and routinely checked by staff for any issues.	Consider deterrent signs to encourage careful driving. Consider marked pedestrian lanes.	C2

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AGENDA ITEM 8.4

Charvil Parish Council Risk Assessment – CHARVIL VILLAGE HALL

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
Falling materials from height.	• Staff • Hirers • Visitors to the premises • Contractors • Drivers • Members of the public / pedestrians Passers-by or users of the building could be injured by falling materials.	C3	Roof is well maintained. Any repairs are carried out by certified roofing contractors. Periodic visual checks of the roof are made by staff. All trees under CPC remit are visually inspected weekly as part of the Weekly Park Checks. All remedial works are carried out by a qualified and certified tree surgeon. 3 year Visual Tree Assessments (VTA) are undertaken by an independent certified tree surveyor. Ceiling tiles are visually inspected by staff regularly. Hirers are advised not to use equipment higher than 14 feet in the main hall. Users are reminded not to cause damage to the property.	Maintain periodic inspections	B2

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AGENDA ITEM 8.4

Charvil Parish Council Risk Assessment – CHARVIL VILLAGE HALL

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
Slips and Falls	- Staff - Hirers - Visitors to the premises - Contractors - Drivers - Members of the public / pedestrians - All persons approaching, entering and using the facility, through falling and injuring themselves.	B3	<u>Outside:</u> Areas regularly visually inspected to ensure they are clear. All litter removed from the car park and surrounding ground. All areas well lit (includes car park, exterior footpaths around the building, steps and ramp) Outside lighting is on automatic timers to come on before dark and go off early hours. Edge of steps marked with anti-slip paint. Car park surface and patio stones are maintained as even as possible. Disabled parking available close to the building. Hand rails for use on the steps. Ramp available for less ambulant persons. Paving slabs are cleaned annually to keep free from moss and algae build up. Pathways around buildings are swept free of leaves regularly.	Review incident logs of known slips and falls for any other remedial actions. Repaint high visibility yellow paint on the edges of exterior steps, where it has significantly faded. Check supply of salt/grit is kept topped up during winter months. Consider resurfacing the car park. Consider the installation of a second hand rail to the other side of the steps to the building. Charvil Parish Council has a No Grit Policy but do supply a grit bin located by the entrance door of the hall should users deem it necessary for use after conducting a risk assessment for their own session/hire.	B1

AGENDA ITEM 8.4

Charvil Parish Council Risk Assessment – CHARVIL VILLAGE HALL

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
Slips and Falls	• Staff • Hirers • Visitors to the premises • Contractors • Drivers • Members of the public / pedestrians All persons approaching, entering and using the facility, through falling and breaking bones, striking heads and sprains.	B2	<u>Inside:</u> Correct cleaning fluids are used to clean and maintain floor surfaces. Anti-slip flooring in toilets, kitchen and entrance foyer. Entrance mat fitted to prevent rain water being carried into the building. No storage in corridors. All rooms/areas lit by battery back-up in case of power failure. Emergency lighting checked regularly by an external contractor. No trailing electrical leads or cables. Equipment provided for cleaners and hirers of the facilities if there is any liquid spillages on the floor. Signage displayed instructing users of the building to mop up spillages as soon as possible. Appropriate warning signage supplied to indicate a hazard – this is to be left out until area dry and safe to walk on. <u>Portable Stage:</u> Always erected by staff who are aware of assembly instructions and how to lift/carry parts safely. Steps	Review incident logs of known slips and falls for any other remedial actions. Visually inspect the entrance mat to the building regularly.	B1

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Charvil Parish Council Risk Assessment – CHARVIL VILLAGE HALL

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
Slips and Falls continued			for the stage are always installed for mounting and dismounting. <u>Baby changing:</u> Provision of a baby changing station is located in the disabled toilet – the equipment is wall mounted and instructions for use are printed on the inside lid. Harness must be used at all times. <u>Inflatable Equipment:</u> Hirers of equipment are made aware of the CPC Inflatables & Soft Play Equipment Policy and asked to adhere to the terms at all times. Need for equipment to be supervised, adequate insurance to be obtained and understanding full responsibility lays with the hirer of the equipment is made clear.		

AGENDA ITEM 8.4

Charvil Parish Council Risk Assessment – CHARVIL VILLAGE HALL

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
Fire	• Staff • Hirers • Visitors to the premises • Cleaners • Contractors • Delivery Drivers • Persons at risk of death and serious injury from uncontrolled fire	B3	Fire alarm and firefighting equipment is in place (extinguishers throughout, fire blanket in kitchen, door guards on all internal doors to main areas) Contractors in place responsible for maintaining and servicing fire safety equipment and emergency lighting. All actions made are recorded in the log book. Monthly visual checks of the fire extinguishers conducted by the Caretaker and recorded in the log book. Weekly checks and testing of all interior emergency lights and call points conducted by the Caretaker and recorded in the log book. Fire doors to atmosphere available in three locations. Emergency evacuation procedures are displayed on the CPC noticeboard in the foyer of the building. All casual hirers are notified of the procedures on arrival and instructed to notify their guests. Also reminded to keep fire escapes clear at all times. No smoking policy throughout the building. Emergency lighting in situ with back-up power in place and evidence of good maintenance and is serviced regularly by an external company.	Consider installing exterior signage to keep fire exits clear. Signage to remind users to turn down the heating on departure. Consider adding an automatic closing mechanism to the shutters between the main hall and kitchen that activate when the fire alarm sounds. Consider adding a copy of the emergency evacuation procedures and map of the building to the hire agreement. Consider installing a way to secure the grondon bin in the car park away from the building.	B2

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Charvil Parish Council Risk Assessment – CHARVIL VILLAGE HALL

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
Gas and heating	• Staff • Hirers • Visitors to the premises • Cleaners • Contractors • Delivery Drivers All persons and property could be damaged through explosion related to gas; persons could be injured or killed due to gas leaks.	B4	Emergency lighting fitted to the exterior fire door exits. The gas installations are in reasonable condition and appear to be well maintained. Gas boiler is serviced by British Gas annually. Any repairs to the boiler are made by British Gas (covered by HomeCare contract). Radiators are in good condition. Fan convector heaters in main hall are in good condition and serviced annually by an external company. Carbon monoxide alarm installed in the committee room where the gas boiler is sited.		B2

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Charvil Parish Council Risk Assessment – CHARVIL VILLAGE HALL

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
Electricity	• Staff • Hirers • Visitors to the premises • Cleaners • Contractors • Delivery Drivers • Risk of fire, electric shock and death through any poorly maintained or incorrectly used electrical installations and equipment.	B4	Fixed installation correctly installed and maintained by a qualified and certified electrician Portable Appliance Testing (PAT) is undertaken on all CPC electrical equipment annually. All users of the building are made aware that any electrical piece of equipment brought into the building must have a valid PAT test – this is stipulated in the Conditions of Hire. Electrical sockets are generally in good condition throughout with no signs of cracks, loose fittings or discolouration indicative of faults. Fixed wire testing is completed every five years by a qualified and certified electrician. Certificate is held by the Clerk to the Council and Amenities Manager. Circuit breakers on the main electricity feed. Walkway to the fuse box is kept clear and the space has yellow marks on the floor to highlight. Emergency light in the tables and chairs cupboard to illuminate the fuse box in the event of power failure.		B2

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Charvil Parish Council Risk Assessment – CHARVIL VILLAGE HALL

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
Utility Failure	• Staff • Hirers • Visitors to the premises • Cleaners • Contractors	B3	PAT Testing annually for all portable appliances. 5 year fixed wire testing completed. Gas boiler serviced annually. Regular visual inspections of installations and equipment. Consider closing the building depending on failure. Emergency lighting fitted outside by the emergency exits.		B2
Manual Handling	• Staff • Hirers • Visitors to the premises • Cleaners • Contractors Potential to suffer from muscular skeletal injuries from moving equipment unaided (e.g. trestle tables)	C3	All members of staff complete a manual handling training course if not already proficient. Equipment provided for staff to move tables alone. Provision of trolleys to transport the stacks of chairs in main hall (signage displayed indicating no more than 8 chairs per stack). Verbally informing users that it is advisable that tables are carried by two persons.	Consider offering training to hirers; ensure a clear waiver that using such equipment is at users' own risk	C2

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Charvil Parish Council Risk Assessment – CHARVIL VILLAGE HALL

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
Hazardous Substances (e.g. cleaning products)	• Staff • Hirers • Visitors to the premises • Cleaners • Contractors Exposure to hazardous materials (e.g. corrosive or irritant cleaning products)	B4	Cleaning products used by the cleaning contractors kept in a locked cabinet within a locked cupboard. Cleaning contractor is responsible for having their own risk assessment for the products they use and have full COSHH information for their supplies. Cleaning products for hirers e.g. washing up liquid and anti-bacterial spray are kept on a high shelf in a cupboard in the kitchen away from children. Sign on the door to the kitchen stating that children are not allowed in the kitchen at any time. No dangerous or hazardous products kept where hirers or visitors access.	Caretaker to check weekly that no hazardous substances are left in the kitchen. Consider displaying a sign on the outer doors of the locked cabinet – Caution Contains Chemicals.	B2

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Charvil Parish Council Risk Assessment – CHARVIL VILLAGE HALL

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
Working at height	• Staff • Hirers • Visitors to the premises • Cleaners • Contractors Anyone working at any height could suffer injuries, possibly serious should they fall.	C3	<u>Changing light bulbs:</u> • Ones are lower height to be changed by staff using appropriate commercial step ladder that is stored in the locked council cupboard - any use of ladders requires two people to be present – one person to perform the action required and the other to ‘foot’ the ladder. • Higher lights in the main hall are to be changed by a contractor who has own equipment. <u>Accessing loft space:</u> Step ladder provided for access – two people required. <u>Window cleaning:</u> Contractor used for window cleaning who uses a high reach cleaning method.	Loft space is not used for storage of any kind. Therefore need to access it would be for contractors if there were any problems.	C2

AGENDA ITEM 8.4

Charvil Parish Council Risk Assessment – CHARVIL VILLAGE HALL

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
Stored Equipment – Personal Injury	• Staff • Hirers • Visitors to the premises • Cleaners • Contractors Someone could be injured by an incorrectly stored item.	D2	<u>Chairs & Tables (Main Hall):</u> • Chairs are stored in stacks of 8 maximum. • Signs advising maximum number of chairs per stack visible on the walls. • Tables are stored neatly in lines. <u>Clubs Equipment:</u> • Any clubs who wish store their equipment in the hall must gain permission from the Parish Council. Whereby they are issued with a key and must agree to follow the Terms of Storage. • Cupboards contain shelving and racking to assist with safe storage. • No heavy equipment to be stored above shoulder height. <u>Parish Council Cupboard:</u> • Walkways are kept clear • Chemicals are kept in a locked cabinet. • Items stored neatly and safely. <u>Kitchen Cupboards:</u> • Items are stored neatly and safely. <u>Chairs & Tables (Committee Room):</u> • Chairs are stored in stacks of 4 maximum. • Signs advising maximum number of chairs per stack visible on the walls. • Tables are stored neatly – five deep in two lines against back wall.	Review the Terms of storage regularly. Storage cupboards to be visually inspected regularly.	B1

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Charvil Parish Council Risk Assessment – CHARVIL VILLAGE HALL

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
Anti-Social Behaviour	• Staff • Hirers • Visitors to the premises • Cleaners • Contractors • Delivery Drivers • Neighbouring homes / residents Cause damage to the property. Intimidate other users of the building. Disturbance to neighbouring homes. Verbal Abuse	D3	Facilities only hired for casual party bookings on a Friday and Saturday evening. Hirer has to be over 21. Ratio is 1 adult to every 10 children. No alcohol to be sold on the premises unless a Temporary Event Notice is obtained. Rule regarding noise level is that it is not to be heard outside the building. Smoking is not prohibited in any part of the building. All casual bookings ending after 9pm are closed by an external security firm who lock and secure the building and car park. All controls are listed in the Conditions of Hire for the Village Hall and hires of the building are expected to adhere to them at all times. Staff and Councillors to follow the CPC Lone Working Policy. Car park is kept locked overnight and when the building is not in use. Grundon waste bin is kept locked. Dummy CCTV signs installed to act as a deterrent.	Consider the installation of CCTV.	D2

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Charvil Parish Council Risk Assessment – CHARVIL VILLAGE HALL

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
Safeguarding	• Vulnerable adults • Children under the age of 18 years. A vulnerable user of the building may be put at risk.	B3	All regular groups must have a Safeguarding policy or must agree to adhere to the Safeguarding policy in place by Charvil Parish Council. Amenities Manager has attended Safeguarding training. Safeguarding policy in place which is reviewed annually. All Staff fall under remit of the Safeguarding Policy and are DBS Checked.		B2

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Charvil Parish Council Risk Assessment – CHARVIL VILLAGE HALL

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
Other Accidents	• Staff • Hirers • Visitors to the premises • Cleaners • Contractors • Delivery Drivers	B3	Basic first aid kit provided (sticker on the cupboard advising of the location) Sign on main noticeboard giving location of nearest hospital A&E. Address of the premises (including What 3 Words) displayed on the noticeboard if required for alerting emergency services. Accident book available – reviewed by the caretaker and any incidents reported to the Amenities Manager for follow up. Defibrillator machine installed outside the entrance door. Finger safe guards fitted to internal doors to the main hall, kitchen and committee room which are visually inspected regularly. Radiators have thermostatic control valves fitted. Advisory signage displayed in kitchen indicating to turn oven and hot water urn off at the mains switch on the wall when not in use.	Ensure that the first aid kit is regularly checked by the caretaker and replenished as required. Ensure the defibrillator machine is checked regularly as per instructions. Consider provision of a bleeding control kit to be stored in the defibrillator cabinet.	B1

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Charvil Parish Council Risk Assessment – CHARVIL VILLAGE HALL

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
Building Flooding	• Staff • Hirers • Visitors to the premises • Cleaners • Contractors Users of the building could slip and fall. Damage to the building. Possibly cause an electrical fire.	C3	Regular visual inspections of pipes. Check list on the door reminding users to check all taps are turned off on departure. Regular visual checks on toilets to make sure there are no blockages. Push button taps installed in most of the toilets. Hand driers installed to avoid blockages in the toilets due to hand towels.		C2

AGENDA ITEM 8.4

Charvil Parish Council Risk Assessment – CHARVIL VILLAGE HALL

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
Asbestos	• Staff • Hirers • Visitors to the premises • Cleaners • Contractors Coming into contact with any particles containing asbestos	B3	A full asbestos survey has been completed by a reputable specialist company. Full asbestos management plan has been drawn up and is reviewed annually by a reputable external specialist company. Staff are made aware of the location of the asbestos. Regular visual inspections are carried out. Any works proposed which will affect the asbestos must first be approved by the Parish Council after taking advice from a competent person. Contractors carrying out such work will need to be licensed and demonstrate their competence before being allowed to start. A full risk assessment and method statement will need to be produced, including disposal arrangements for the waste. Contractors are informed if any work were to be required in the area where asbestos has been identified. They are to be shown the both the survey and management plan and have to complete a daily log whilst on site.		B2

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What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
Legionella	• Staff • Hirers • Visitors to the premises • Cleaners • Contractors • Coming into contact with any particles containing legionella	B3	A comprehensive Water Monitoring Risk Assessment has been completed by a reputable specialist company and is reviewed in accordance to the regulations. A water monitoring plan has been drawn up and is reviewed annually by a reputable external specialist company. Task list (including water temperature measuring, flushing outlets etc.) is completed in accordance to the water monitoring plan by the caretaker. Results are recorded in the log book kept in the building. A reputable external specialist conducts tests and tasks as laid out in the Risk Assessment and results are recorded in the log book kept in the building.		B2

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Charvil Parish Council Risk Assessment – CHARVIL VILLAGE HALL

What are the hazards?	Who might be harmed and how?	Risk level	What are you already doing?	Do you need to do anything else to control this risk?	Risk level
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RISK MATRIX							
CONSEQUENCES		SEVERITY	1. INSIGNIFICANT	2. MINOR	3. MODERATE	4. MAJOR	5. CATASTROPHIC
		People	Slight injury	Minor injury	Major injury/Health effects	Single fatality/ permanent total disability	Multiple fatalities/ permanent total disability
		Environment	Slight impact	Minor impact	Moderate impact	Major impact	Massive impact
		Asset	Slight damage	Minor damage	Local damage	Major damage	Extensive damage
		Reputation	Slight impact	Limited impact	Considerable impact	Major national impact	Major international impact
LIKELIHOOD	E ALMOST CERTAIN	Incident has occurred several times in the company	E1	E2	E3	E4	E5
	D LIKELY	Incident has occurred more than once per year in the company	D1	D2	D3	D4	D5
	C POSSIBLE	Incident has occurred in company or more than once in industry world wide	C1	C2	C3	C4	C5
	B UNLIKELY	Incident has occurred in industry world wide	B1	B2	B3	B4	B5
	A REMOTELY LIKELY TO HAPPEN	Never heard of in industry world wide but could occur	A1	A2	A3	A4	A5

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