

Kingston Community Pavilion Report

Ref: KPC Meeting 13 May 2020 Appendix 2

Kingston Community Pavilion Committee

Report for Kingston Parish Meeting, May 2020

Coronavirus Outbreak

Timeline of Events in relation to the Pavilion

- March 11: Posters placed in Pavilion asking to be informed if anyone using Pavilion had contracted Covid-19
- March 13: Pavilion first closed (until 27th March)
- March 19: Pavilion officially stopped taking new bookings
- March: 21: Use of external cupboards stopped
- March 23: **Pavilion closed until further notice.** Statements of closure appear on posters at the Pavilion & on the website.
- March 24: Tennis courts closed
Use of external taps stopped (notices put up)
- March 30: Pavilion Committee Meeting by Zoom**
- April 1: Flooding noted in the Pavilion and clean-up by FH, RH & TK
Insurers said we can enter Pavilion to do checks & ***unoccupancy period is now extended to 60 days*** (originally from 13th March)
Alpha heating also attended to identify and fix problem. Water & electrics were turned off. At about 5 pm key electrics were turned back on e.g. for security & fire alarms and defibrillator.
- April 8: TK was in & out of the Pavilion this last week, to open doors, so the Pavilion can dry out, identify issues and take photos for the insurance claim.
- April 10: RWB disinfected Pavilion touch-points internally & key ones externally.
Our thanks to RWB for his advice and also for spending about 6 hours in the Pavilion, to disinfect it.
- April 13: Security alarm went off and folding doors opposite tennis courts noted to be open. Closed by TK.
- April 14: TK changed the code on the security alarm and only Pavilion Committee members know the new code. This will help us identify if anybody inadvertently (or deliberately) enters the Pavilion, who should not.

The Committee recommended that we accept RWB's offer to disinfect the Pavilion, in order to reduce potential risks to maintenance & repair people entering the Pavilion, including TK.

The next step identified was to have the Pavilion cleaned one or two days before re-opening. This assumes, however, that nobody entering the Pavilion between now and the reopening date will be identified as possibly being in there with Coronavirus.

Insurance claim: JP notified the Pavilion's insurers about the flooding and has provided details and photos to them. Estimates for a new water cylinder are being obtained and for other necessary work.

Maintenance: general routine maintenance was initially put on hold, however, since the flooding, TK has been checking fire alarms and carrying out anti-legionella measures. The defibrillator is being checked daily, by CB.

Maintenance procedures in the pipeline to be performed (being co-ordinated by TK):

- Review of electrics
- Roof watering system; the electronic control board, which is faulty, should be replaced when the system is turned on again.
- Fire alarms and fire extinguishers; servicing is due

Legionella: anti-legionella precautions will be taken during the closure of the Pavilion. Once restrictions are lifted, we will proceed with training on Legionella safety measures.

Miscellaneous

Defibrillator: the training session has been postponed until further notice

Date of next Pavilion Committee meeting (by Zoom): May 11th at 7pm.