

Kingston Community Pavilion Report

Ref: KPC Meeting 8 July 2020 Appendix 2

Kingston Community Pavilion Committee

Report for Kingston Parish Meeting, June 2020

Coronavirus Outbreak

Timeline of Events in relation to the Pavilion

March 13:	Pavilion first closed (until 27 th March).
March 23:	Pavilion closed until further notice. Statements of closure appear on posters at the Pavilion & on the website.
March 24:	Tennis courts closed and use of external taps stopped.
April 1:	Flooding noted in the Pavilion and cleaned-up. Insurers said we can enter Pavilion to do checks, observing the appropriate guidelines. Alpha heating also attended to identify and fix problem.
April 8:	TK identified the issues and took photos for the insurance claim.
April 10:	RWB disinfected Pavilion touch-points internally & key ones externally.
April 14:	TK changed the code on the security alarm and only Pavilion Committee members know the new code.

Since then, only TK and the necessary maintenance workers have entered the Pavilion, with at least 3-day intervals between entries.

Regular maintenance:	TK has been checking the fire alarms and carrying out anti-legionella measures. The defibrillator is being checked daily, without entering the Pavilion.
May 4:	Fire alarms: Southern Alarms carried out the regular service.
May 18:	Tennis courts re-opened. Pavilion taps have signs indicating they should not be used.
May 19:	Security Alarms: Red Alert performed the regular service.
May ?	The lead roofing has been repaired.

Scheme of Delegation from KPC to the Pavilion Committee: this was reviewed by the Pavilion Committee and by KPC during May.

Updated Safety Guidance & In the Event of a Fire documents: the following phrase was added to these documents; “Whenever possible, it is recommended that the Responsible Person (key-holder) has a mobile phone with them at the Pavilion, so that Emergency Calls can be made if necessary.” A similar phrase will be added to the 2 documents on the web site, which are "Conditions of Use" and "Booking Policy", to be confirmed at the next Committee meeting.

The Future

Insurance claim: JP notified the Pavilion’s insurers about the flooding and has provided details, estimates and photos to them. AXA (the Insurer’s) have appointed their surveyor (CCG), to validate our claim. JP will contact them week commencing 22nd June, if we do not hear from CCG before then.

Likely next steps:

1. Insurance repairs.
2. Once it is deemed possible to re-open the Pavilion, taking into account Government guidelines and the vulnerability of potential users of the Pavilion, we shall need to have it cleaned and also consider the other measures that might need to be put in place e.g. social distancing requirements, placement of hand-sanitiser, appropriate posters and so on.
3. Legionella: anti-legionella precautions are being taken during the closure of the Pavilion. Once Covid-19 restrictions are lifted, we also need to progress with the training on Legionella safety measures.

Date of next Pavilion Committee meeting (probably by Zoom): July 13th at 7pm.