

## **Minutes of Extra-ordinary Pavilion Committee Meeting 13<sup>th</sup> August 2020, by Zoom**

**Committee Members Present:** Bob Butchart, Fiona Harrison (KPC), Terry Krezl, Peter Mercer, Jerry Sinclair & Terry Stanley.

**Apologies:** Paul Griffith (sent some comments by e-mail), Keith Hicks.

### **Background:**

3 groups/people wish to use the external Pavilion cupboards, which BB, TK and JP discussed last week. As a result of those discussions, it was decided that risk assessments should be provided by those groups, in order for the Pavilion Committee & KPC to review and approve before the activities could be restarted:

- a). to access the external Pavilion cupboard (Pavilion Committee)
- b). for organised activities to recommence on St Pancras Green (KPC).

The following have previously been circulated to the Committee.

- A list of things to be considered when using the external cupboards, by the various groups
- A risk assessment for the “informal football group” to recommence on Saturdays
- A number of communications from Chris Wade relating to the proposed storage of his tennis floodlights in the BBQ cupboard.
- A proposed Poster to go on to the external cupboards

Please note that **ACRE’s Appendix K** from their Information Sheet of July 20<sup>th</sup> states about Indoor and outdoor exercise and sport:

1. **“Governing body guidance:** Sport and exercise should take place in accordance with guidance to deal with COVID-19 risks issued by the relevant governing body for the sport or activity. ACRE recommends village and community halls require hirers to comply with such guidance, rather than trying to adapt hiring conditions and policies for each specific activity.
2. **Changing facilities:** People should be encouraged to arrive ready changed and, where possible, travel home to change/shower....”

### **KINGSTON Football Club u-17s**

The cupboard facing the tennis courts, usually used by the Football Club, is to be used exclusively by them, namely by the 2 Coaches.

Training – takes place on Saturdays. They wish to restart on 22<sup>nd</sup> August.

Matches – are due to start in September and will take place on Saturdays also.

No risk assessment has been received from them yet. **Action: BB** to request one again and to organise a date for its review by the Committee.

According to JS, the FA’s Risk Assessment of July 18 still seems to be the most recent.

### **INFORMAL Football Group**

This is organised by JS & CW for a group of teenagers aged about 15-17 and one person in their early 20’s, who wish to play just for fun, rather than competitively.

All of this group's equipment (plastic goalposts, nets & cones) is now stored in the BBQ cupboard of the Pavilion, separately from equipment used by Kingston FC.

The point was made that there is nothing to stop people just turning up at St Pancras Green and having a game of football, as long as numbers do not exceed 30 and they are acting sensibly.

However, as soon as the Pavilion cupboards are accessed, then we need to ensure appropriate access to those cupboards and require the groups concerned to follow the guidance to deal with COVID-19 risks issued by the relevant governing body for the sport or activity (i.e. the FA).

JS had prepared a risk assessment, which was reviewed by the Committee. Some revisions are shown in the attached risk assessment.

In addition, the following aspects were discussed based on the FA guidance.

1. Part of the FA safeguarding practice is for coaches/adults involved to have DSO clearance. CW has DSO clearance in order to practice as a tennis coach, however, JS' DSO clearance may have expired. **Action: JS** to renew if necessary.
2. Parents should be briefed and provide consent for their children to play.
3. The players should be briefed on the "procedures" to be adopted.
4. The self-health check should be one of the first points noted in the risk assessment, rather than appearing in the middle.
5. JS/CW need to obtain contact details of the players in order for the NHS Test, Track & Trace to be used, if it becomes necessary. N.B. Parent's details are being obtained anyway for First Aid purposes.
6. Included in the risk assessment is the need for this informal group not to mix with the Kingston u-17s and both groups must limit their numbers to 30 or less. There will be dates when both groups may be wanting to use the Green at the same time, in which case JS/CW will coordinate with the Coaches of the u-17s to ensure that the informal group plays on a completely separate part of the Green from the u-17s, without "mixing". ***If this this does not prove possible then Kingston FC u-17s have priority to use St Pancras Green.***

*Post-meeting note:* could the informal group play on Saturday afternoons or Sunday mornings sometimes?

JS indicated his agreement to the above measures.

***Public Liability Insurance:*** the response received from KPC's insurers about the football group carrying out activities on the green is:

*"As Public Liability Insurance is not a legal requirement in most situations it is difficult to insist the group possess such cover particularly if it is not a structured football club affiliated to the local Football Association who would be afforded this as part of their membership.*

*The key consideration as far as the Parish Council is concerned is that if they are minded to allow the group use of the land they are informed in writing that although the Parish Council possesses Public Liability Insurance for their responsibilities*

*towards owning and maintaining the land this cannot cover claims for injury, loss or damage arising from their activities and they may wish to consider arranging Public Liability Insurance for these risks.*

The ensuing discussion came to the following conclusions:

1. Kingston Parish Council require a commitment, in writing, from JS/CW that the informal group of footballers understand that KPC cannot cover claims for injury, loss or damage arising from their activities.
2. They may wish to consider arranging their own Public Liability Insurance for these risks.
3. JS should discuss with Kingston FC the possibility of being covered by Kingston FC's Public Liability Insurance, which may involve them adhering to certain conditions e.g. payment of a subscription. **Action: JS** to contact Kingston FC.
4. If JS/CW choose to go down the route of not possessing Public Liability Insurance, they are required to inform the parents of the players that the players are not covered by any such insurance and that KPC is not liable.

As long as JS/CW incorporate the above points into their risk assessment and agree to implement them, the Pavilion Committee is supportive of the group accessing the equipment in the BBQ cupboard of the Pavilion for the purpose of playing football.

***However, until the above measures are implemented the football equipment in the BBQ cupboard of the Pavilion must not be used.***

FH indicated that KPC were in agreement with the above and that there was no need for further review by KPC.

Infra-red non-contact thermometers; their potential use was discussed, but it was not considered appropriate for the footballers, as long as the self-health checks were being used as per the FA guidelines.

The Committee agreed that the sample poster of "Clean hands save lives please sanitise your hands" was appropriate to go on the external cupboards, once the use of the cupboards was finally agreed. The same applied to use of an automated hand sanitiser on the cupboard door and they agreed that a 2<sup>nd</sup> one could be ordered.

#### **Storage of the Tennis Coach's Floodlights for Tennis**

The BBQ cupboard has been cleared and tidied up, so that the informal football group's football equipment can be stored there during the Covid-19 pandemic, thus allowing the other external cupboard to be used exclusively by Kingston FC.

There is also sufficient space now, for other items to be stored there e.g. floodlights. After discussion between BB, TK and JP of KPC, CW was asked to agree to a number of conditions, in order for his request to be considered.

CW has agreed in e-mails dated 9/8/2020 to the following:

*"Thank you for confirming that at present there appears to be sufficient space to store my tennis portable floodlights in the BBQ cupboard.*

*I Understand that priority for storage in the cupboard will be given to materials belonging to the Pavillion and those materials designed for community use. I also understand that priority will be given to the informal football group.*

*I appreciate that the Pavillion Committee and / or KCP will have the right in future to ask me to remove the lights from the cupboard if space becomes limited.*

*I have written the letter you have requested regarding any claims which I will personally give you.” Best wishes, CW*

The letter to which CW refers has already been circulated, for information.

### **CW’s RISK ASSESSMENT FOR COVID -19 TO USE BBQ CUPBOARD AT THE PAVILION .**

The text in blue are the suggested modifications by the Pavilion Committee.

1. I WILL WIPE CLEAN THE DOOR HANDLES AND MAIN TOUCH POINTS BEFORE OPENING AND AFTER CLOSING THE CUPBOARD.
2. I WILL USE HAND SANITISER BEFORE OPENING AND **AFTER** CLOSING THE CUPBOARD.
3. AFTER USING MY LIGHTS I WILL WIPE THEM CLEAN BEFORE PUTTING THEM BACK IN TO THE CUPBOARD.
4. AFTER PUTTING THE LIGHTS IN THE CUPBOARD **AND LOCKING IT**, I WILL AGAIN WIPE CLEAN THE DOOR HANDLES AND MAIN TOUCH POINTS ~~BEFORE LOCKING THE CUPBOARD~~.
5. I WILL SAFELY DISPOSE OF THE WIPES INTO ONE OF THE RUBBISH BINS ON THE GREEN, **OR TAKE THEM HOME IN A PLASTIC BAG IF THE BINS ARE FULL.**
6. **I WILL THEN USE HAND SANTISER AGAIN.**

To summarise, it was considered that there is enough space to store the tennis lights in the BBQ cupboard and the Pavilion Committee is supportive of them being stored there, on the above conditions.

### **POSTER to go on the External Cupboards**

It was agreed that these are suitable to go on the external cupboards at the Pavilion, once the cupboards are allowed to be used.

TK confirmed that it is okay to have his landline phone number on the poster.

In point 6, “Tissues should be disposed of, into one of the rubbish bins on the Green or taken home.”

### **Pavilion repairs**

TK informed us that it was proving difficult to get the floor repaired by a recognised flooring expert, so it was agreed that the repairs to the floor should be carried out by a “handyman”.

### **Next Meeting**

Another extra-ordinary meeting will be required to review Kingston FC’s risk assessment prior to the 22<sup>nd</sup> August, if they are to restart training on that date.