

KINGSTON COMMUNITY PAVILION
Minutes of Committee Meeting, Monday 21st September 2020

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

Minutes: of the meeting held on 13th July, 13th & 19th August 2020 were approved by the Committee and signed by the Secretary.

Repairs following flooding of Pavilion

Insurance situation: AXA offered £3,727.57 to cover the cost of repairs under the buildings cover. TK obtained quotes for the work that needs to be done. KPC approved the above insurance settlement for the buildings cover and JP has also received written confirmation of the settlement from the insurer. Consequently, the repair work can be commenced.

The person that has the necessary electrical certification will be requested to replace the electric sockets, without damaging the floor, if possible. The person repairing the floor around the sockets, if it's necessary, should liaise with the aforesaid individual about it, to ensure a suitable repair to the floor.

If the insurers confirm that the cylinder replacement is not covered, then that will be funded from existing KPC reserves.

Cover for contents is a separate claim and remedial work on the chair legs has been finished. FH confirmed that the payment for this is being processed.

Timetable for repairs to be carried out: this is not clear yet, but the water cylinder (a few days work) and the redecoration (1 -2 weeks work) need to be scheduled in by the companies concerned and it could take some time (up to a few weeks and a couple of months, respectively) to be scheduled in. **Action:TK**

Update & discussion on Coronavirus, as it relates to the Pavilion

Questionnaire: on July 26th, a questionnaire was sent to the organisers of the “user groups” at the Pavilion. 10 questionnaires were returned completed. Overall, the younger age groups and those playing outdoors (e.g. tennis & football) were eager to restart their activities, however, the other groups who would be inside the Pavilion and who tend to be older seem to be in no rush to go back inside the Pavilion.

BBQ Cupboard: in early August, the external “BBQ” cupboard was tidied up to create sufficient space to store the equipment used by the “informal group” of footballers and for other items. The large woodchip panels are currently being stored in the Pavilion corridor and should be removed soon. **Action: TK**

Football & Tennis: Risk assessments were provided by Kingston FC u-17s, the “Informal Football Group” (both based on the FA template) and the Tennis Coach, in order for them to access the external cupboards at the Pavilion. 2 extra-ordinary

meetings of the Pavilion Committee took place in August to review these risk assessments and permission to use those cupboards was granted to them all. New Posters have been put up on the external cupboards, to indicate this usage, as well as an automatic hand-sanitiser dispenser unit on the inside of each of the external cupboards.

Both football groups have recommenced, however, the u-17s have not yet been able to find a league they can join. About 12 players are turning up each Saturday for the “informal group” sessions.

Tennis floodlights: permission was also given for the Tennis Coach to store 4 tennis floodlights in the external “BBQ” cupboard at the Pavilion.

The Pavilion itself remains closed, so there is no access to the changing rooms or toilets.

Update on maintenance checks being carried out: since the last Committee meeting, only TK and the necessary maintenance workers have entered the Pavilion, with at least 3-day intervals between entries. TK has been checking the fire alarms and carrying out anti-legionella measures.

Closure of Pavilion & potential re-opening date: it was confirmed once again that the Pavilion should remain closed at least until the flooding repairs were completed.

Covid-19 Risk Assessments

ACRE have published an updated version of their Information Pack and risk assessments on 18th September, taking into account the Government guidelines introduced on 14/9/20. Given the scientific briefing from Downing Street earlier today, additional guidelines may be forthcoming.

As a result, it was agreed to delay reviews of the risk assessments, hiring conditions, and other opening measures, until such time as the Pavilion is likely to open again.

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 consider the other measures that might need to be put in place e.g. social distancing requirements, placement of hand-sanitiser, appropriate posters, etc.

Only one enquiry has been made recently about a child’s birthday party and they were informed that the Pavilion remains closed.

It was confirmed that nobody with Covid-19 has been in the Pavilion.

Covid First Aid Kit/Room: rather than use the Referee’s room or small meeting room, it was suggested that the main meeting room be used for isolation, as the few attendees could be sent straight home and there would be only the one room potentially contaminated.

Feedback on other risk assessments, in relation to Covid-19: generally speaking, ***the risk assessments for adult events*** at the Pavilion do not need to be changed in relation

to Covid-19, but they do need to be read in association with the new Covid-19 risk assessment.

The following risk assessments do require additional controls, for discussion as follows.

Fire alarm testing, Legionella and First Aid Kit:

- (i) the “tester” or “checker,” for each of the above, should sanitise their hands before and after performing the checking procedures, or wear gloves.
- (ii) The “checker” should wipe clean any tools used and panels or buttons that will be touched, before and after the procedure; e.g. fire alarm panel, taps and shower heads, etc that are flushed with water.
- (iii) First Aid: the footballers have their own procedures. For other people requiring first aid, the first aid should be administered by:
 - a. The person themselves where possible
 - b. Someone from their household or “bubble” where possible
 - c. An adult, who should wear PPE to protect themselves, if necessary e.g. if it is Covid-19 related. This means the First Aid Kit should have some PPE next to it, for potential use.

Childrens’ Events: the Covid-19 risk assessment and the children’s event risk assessment should be followed rigorously. Other elements should be discussed when we consider actually opening the Pavilion.

It was not considered necessary to inform users of the Pavilion about keeping the Pavilion closed, for the time being and, in any case, FH mentions its status in the Kingston News.

Matters arising (other than Action points): none.

Action points:

- External repairs & maintenance: nothing new to add.
- Internal maintenance:
 - Fire alarm; clarification of items on the last report:
 - do we have a zone drawing?
 - they say there is no PL fitting in the meeting room fau. What is that? **Action: PM** to follow up.
- Legionnaires disease: requirements before opening, training & next steps: anti-legionella precautions are being taken during the closure of the Pavilion, except for the outside taps. Once Covid-19 restrictions are lifted, we also need to progress with the training on Legionella safety measures. TK will look in to whether the external taps can be turned off/isolated to prevent their use. **Action: TK**

KPC update: nothing to add to JP’s recent e-mails, already covered above.

Any other business: PG will ask one of the School Governors if the school requires access to any additional computers.

Date of next meeting: November 23rd at 7pm.