

Kingston Community Pavilion Report

Ref: KPC Meeting 11 November 2020 Appendix 1

Kingston Community Pavilion Committee

Report for Kingston Parish Council's November 2020 Meeting

Coronavirus Outbreak

Timeline of Events in relation to the Pavilion

- March 13: **Pavilion closed until further notice.** Statements of closure appear on posters at the Pavilion & on the website.
- March 24: Use of external taps stopped. Signs indicate they should not be used and are taped up.
- April 1: Flooding incident. Insurers said we can enter Pavilion to do checks, observing the appropriate guidelines.

Since then, only the necessary maintenance workers have entered the Pavilion, usually with TK, avoiding more than one worker being in the Pavilion at the same time.

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 & monthly functional checks are also being performed.

May 18: Tennis courts re-opened.

July 18: A risk assessment for the re-opening of the Pavilion was circulated to the Committee for review. This was based on ACRE's template, which is being continually updated in accordance with new information and Government guidelines.

As a result, it was agreed by the Committee (21/9/20) to delay further review of the risk assessments, hiring conditions and other opening measures, until such time as the Pavilion is likely to open again.

August 8: 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.

August 22: 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. Permission to use those cupboards was granted to them all. Posters were 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.

Kingston FC use their "usual cupboard" and the informal group, including the tennis coach, use the "BBQ cupboard."

At the time of writing, these football groups continue to play on Saturday mornings, however, the u-17s have not found a league to play in.

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

September 21: The other risk assessments for use of the Pavilion were reviewed and a number of additional elements were identified that should be implemented, as and when the Pavilion re-opens.

Other Business

Phone lines: these have been switched to Utility Warehouse, halving the monthly costs. The new routers will need to be set up.

Insurance claim: AXA offered £3,727.57 (minus the excess) to cover the cost of repairs under the buildings cover. TK obtained quotes for the work that needs to be done and KPC approved the insurance settlement. Consequently, the repair work can be commenced.

The council noted that confirmation on cover for the extraordinary water bill costs and the cylinder replacement was outstanding, but agreed that cylinder replacement costs would be covered by existing reserves if not by the insurers.

The cover for contents is a separate claim and remedial work on the chair legs has been completed.

Maintenance and Insurance Repairs

1. These are being scheduled in the diary, as follows.
 - a. 19th October:
 - i. Alpha Plumbing visited the Pavilion to provide estimates for replacement of flexible pipes, as an anti-legionella measure.
 - ii. Hand-sanitiser and a “sanitiser sign” were placed on a card-table in the main Pavilion corridor, for use by maintenance workers entering and leaving the Pavilion.
 - b. 21st October:
 - i. Alpha Plumbing installed the new hot-water cylinder in the utility room at the Pavilion (Cost £2,251.25 +VAT)
 - ii. The ‘Rainwater Guy’ switched off the roof sprinkler system for the winter, accessing only the external BBQ cupboard.
 - c. 1st November: decoration of the Pavilion starts in the main meeting room.
 - d. 1st December: Red Alert will perform maintenance of the security alarms and provide an estimate to install an automatic timer lock on the external door of the changing room corridor.

Budget Proposals for 2021/22 (still being prepared)

Budget proposals for routine maintenance and other items in 2021/22 are being put together, as follows.

- **Anti-Legionnaires' measures:** Alpha Plumbing informed us that the flexible hoses could not be replaced at the hand-wash basins. The other items required will be installed with the new hot water cylinder. Budget required; **£0.**
- **Anti-Legionnaires' training:** for 4 people: **£700 + VAT**
- **Defibrillator:** electrode pads and starter kits expire Nov 21: **£170 (incl. VAT).**
- **Cleaning:** we will need to share our risk assessment with the Cleaning company before the deep clean is carried out prior to reopening the Pavilion. This will determine what, if any, extra precautions the cleaner will need to take. The charge per clean is, therefore likely to increase. This is managed by KPC.
- **External varnishing:** of the external wooden window frames, sills and doors: **being investigated.**
- **Automatic timer lock:** on external door of changing room corridor; **visit for estimate 1/12/20.**
- This list is not necessarily complete yet.

Next Steps

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 implement other measures that might need to be put in place e.g. social distancing requirements, placement of hand-sanitiser, appropriate posters and so on.

Date of next Pavilion Committee meeting, by Zoom: November 23rd at 7pm.