

**Kingston Community Pavilion Committee**  
**Report for Kingston Parish Council's July 2021 Meeting**

**Coronavirus Outbreak & timeline of Events in relation to the Pavilion**

March 13, 2020:	<i>Pavilion closed until further notice.</i> Statements of closure appear on posters at the Pavilion & on the website.
March 24, 2020:	Use of external taps stopped. Signs indicate they should not be used and are taped up. In spite of this, however, they are used occasionally and have to be re-taped.
March 30: 2020	First Pavilion Committee Meeting held by Zoom.
April 1, 2020:	Flooding incident. Insurers said we can enter Pavilion to do checks, observing the appropriate guidelines.
April 14: 2020	TK changed the code on the security alarm and only Pavilion Committee members know the new code.

*Since then, only Committee Members & the necessary maintenance workers have entered the Pavilion, avoiding more than one worker being in the Pavilion at the same time, where possible.*

**Regular maintenance:**

- A rota of several Committee Members is in place for general inspection, checking of the fire alarms and carrying out anti-legionella measures. JP informed us that our insurers have confirmed that they continue to provide full cover for the Pavilion.
- The defibrillator is being checked daily, without entering the Pavilion & monthly functional checks continue to be performed.

In July 2020, a risk assessment for the re-opening of the Pavilion was circulated for review, based on ACRE's template. This is continually being updated, in accordance with new information and Government guidelines. The most recent version of 22/4/2021 has been used to prepare new hiring conditions and a Risk Assessment, which is currently under review by the Committee. Other measures required are also being looked into.

Throughout 2020 & 2021, risk assessments have been reviewed in order for the external cupboards at the Pavilion to be accessed by the tennis coach and footballers.

*In summary, the Pavilion closed on 13/3/20 and will remain closed until all essential maintenance work is completed.*

**Other Business**

**Regular Maintenance:** of the Pavilion continues as usual. This includes:

- **Security Alarms:** last serviced on 2<sup>nd</sup> June and all was okay.
- **Fire alarms & extinguishers:** the next service will be 9<sup>th</sup> July.
- **Replacement of South Side Bi-fold Doors:** an estimate for replacement of these doors, which face the tennis courts, has been obtained, This could potentially come out of the Capital Funds. We should confirm that these doors comply with current building regulations. The funding will be considered by KPC at their next meeting on 14 July. Lead-time is 15-17 weeks from order.

- **Varnishing** of the outside window frames, sills and doors and of the 2 beams inside the main room have now been completed.
- **Flooring:** ingress of water at the main entry door sometimes occurs in heavy rain and the flooring in the main corridor up to the main room requires repair. An estimate is being obtained.
- **First Aid Kit:** a new kit was purchased & the old one has been replaced.
- **Boiler:** it has been decided to replace the boiler and a report is being obtained on the pros & cons of a new gas boiler and an air source pump. In addition, estimates and advice on practicalities are being obtained from Alpha Heating and Payne's, for replacement boilers and for the running costs of the 2 types of boiler.
- **Electrics, PAT testing & emergency lights:** the initial report indicated that the installation is generally in good condition, however, there were a few observations found which were causing the installation to be deemed unsatisfactory. The 4 points listed under observations were remedied on Friday 28<sup>th</sup> May and Interlec have now issued an EICR indicating that the Electric Installation in the Pavilion is satisfactory. This should be checked again within 5 years.
  - *PAT Testing:* all items listed were tested and passed inspection, excluding 1 kettle in the Kitchen, which should be replaced.
  - *Emergency Lights:* a 3hr emergency lighting discharge test was undertaken, and apart from the bulkhead over-door emergencies, every other fitting failed within 30 minutes of switching over. An estimate has been provided for replacement of the existing lights and we should proceed with installation of new emergency lights after clarification is made regarding whether non-fire rated lights are satisfactory or not.

#### New Cleaner

OSO Clean has decided that they are unable to offer cleaning for the pavilion going forward. A Lewes-based cleaning company have visited the Pavilion and will provide an estimate for weekly cleaning and let us know what is the most suitable day for them to clean.

#### Re-opening of the Pavilion

- Once it is deemed possible to re-open the Pavilion, taking into account Government guidelines, we shall need to have it tidied up, cleaned and implement appropriate measures e.g. social distancing requirements, placement of hand-sanitiser, appropriate posters etc.
- An NHS QR code has been obtained.
- Special Hiring Conditions and our Risk assessment will need to be finalised.
- In addition, we require the essential maintenance issues to be resolved before re-opening e.g. replace the boiler and emergency lights.
- We have advised people who were interested in June/July bookings that the Pavilion will not be open.
- Administration: the Conditions of Use of the Pavilion, the Booking Policy, and Booking Procedure have been reviewed, as have the majority of the "standard" risk assessments.

Date of next Pavilion Committee meeting: August 2nd 2021 at 7pm.