

**Kingston Community Pavilion Committee**  
**Report for Kingston Parish Council's September 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 & Tennis Coach 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 security & 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. New defib pads & “starter packs” have been received as the existing ones expire in November.

In July 2020, a risk assessment for the re-opening of the Pavilion was circulated for review, based on ACRE's template of that time. This is continually being updated, in accordance with new information and Government guidelines. The most recent version was issued on 21<sup>st</sup> July 2021 and these will need to be reviewed before reopening the Pavilion.

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 remains 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:** these were serviced and the emergency lights checked on 9<sup>th</sup> July. We have obtained estimates for a new fire alarm control panel.
- **Emergency lights:** the emergency lights that failed the duration test, in May, were replaced by Interlec on 9<sup>th</sup> August.

- **Replacement of South Side Bi-fold Doors:** an estimate for replacement of these doors, which face the tennis courts, has been obtained, Apparently, this can come out of the Capital Funds. We are awaiting feedback from potential fitters.
- **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 has been obtained.
- **Boiler:** it has been decided by KPC to replace the gas boiler with an air source heat pump. BHESCO have made an on-site visit.

#### New Cleaner

A Lewes-based cleaning company have visited the Pavilion and agreed to clean the Pavilion on a weekly basis. The day on which the weekly clean will be made has yet to be determined.

#### Re-opening of the Pavilion

- We require the essential maintenance issues to be resolved before re-opening.
- Special Hiring Conditions and our Risk assessment will need to be finalised, taking into account Government guidelines and ACRE recommendations.
- Once it is deemed possible to re-open the Pavilion, 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.
- We have advised people who were interested in August/September bookings that the Pavilion will not be open.

Date of next Pavilion Committee meeting: October 4<sup>th</sup> 2021 at 7pm.