

KINGSTON COMMUNITY PAVILION
Minutes of Committee Meeting, Monday 13th July 2020

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

Apologies: Paul Griffith, Keith Hicks.

Minutes: of the meeting held on 11th May 2020 (using Zoom) were approved by the Committee and signed by the Secretary. Today's was the second meeting held during the Covid-19 pandemic using Zoom.

Flooding of Pavilion

Update on insurance situation:

AXA have contacted TK and they will be visiting the Pavilion on Wednesday 15th July to make their inspection and assessment of the flood damage. Damage mentioned by TK includes the water tank, flooring around the edges, the walls in some places and the kickboards in the kitchen. In addition, the recent high water bill does not seem to be the result of an ongoing leak in the Pavilion, so it is suspected that it was due to the flooding event.

Feedback from Tugwell on the water-cylinder warranty. No details of the warranty were found in BB's files. PM has tried to contact Tugwell, who installed the original hot water cylinder, without success. They are still a registered company. **Action: PM** to follow up again.

Funding of additional costs at the Pavilion resulting from either the flooding or measures required in response to Covid-19. A grant is not possible, however KPC does have reserve funds for "extra-ordinary costs," if necessary.

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Update & discussion on Coronavirus (COVID-19) as it relates to the Pavilion

Recent events that have taken place are:

May 4: Fire alarms: Southern Alarms carried out the regular service, along with the annual service of the fire extinguishers.

May 18: Tennis courts re-opened.

Pavilion taps have signs indicating that they should not be used and have been taped shut.

May 19: Security Alarms: Red Alert performed the regular service.

May 21: The lead roofing has been repaired.

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.

Are flood repairs required before re-opening of the Pavilion is to be considered?

In a discussion between TK, BB and JP, it was considered that we do need to fix the hot water system before we can re-open the Pavilion and an e-mail was sent to the

regular users of the Pavilion to inform them of this. The Committee supported this decision.

KPC has received a bill for the water at the pavilion for £1,923.42, which bears no correlation to previous water usage. The bill is based on a meter reading of 651, whereas usual yearly use is about 114. It could have something to do with the flood or be the result of an ongoing leak. TK switched the water off for a couple of hours, checking the meter at the times of switching off and back on. As the meter reading hardly changed, it is thought that the excess bill is a result of the hot water-cylinder leak and subsequent flooding. JP believes that the insurance may cover this, but we will need to provide information on the situation.

Update on maintenance checks being carried out: TK has been flushing the toilets and drains etc and testing the fire alarms every 3 or 4 weeks, as well as letting maintenance workers in, so presumably the Pavilion is no longer “unoccupied” for insurance purposes.

Current closure of Pavilion & potential re-opening:

TK confirmed that nobody with confirmed or suspected Covid-19 has been in the Pavilion. Only the Pavilion Committee know the new security alarm code, so nobody could have entered the Pavilion without us knowing. The following points should be noted.

- The insurance is due for renewal on 19th August; Covid-19 for insurance purposes will be a “known risk.”
- Risk Assessments will be required to fulfil our “duty of care” to users of the Pavilion.
- Many of our core users are probably over 70 and/or fall into vulnerable categories with respect to Covid-19.

Things to consider and/or be carried out before re-opening the Pavilion

ACRE (Action with Communities in Rural England) has published an Information Sheet, with Appendices, providing advice on the re-opening of Village & Community Halls in England, based on Government guidance. These were provided to the Committee in advance of the meeting for discussion. They were based on the advice (version 2) ***published on the 4th July***, which appears to be the same as their version 3 of 6th July.

All proposals below are therefore based on circumstances and advice that exist as of 4 & 6th July 2020.

Appendix A: Checklist; “Before re-opening the hall, go through the following checklist”. In version 2 they have deleted that hand dryers are not recommended for use.

The main focus of the discussions was on the 2 Risk Assessments F & G.

Appendix F: Covid-19 risk assessment fo re-opening Kingston Pavilion

Appendix G: Covid-19 Risk Assessment for Users/Hirers of Kingston Pavilion

Many questions were raised and discussed and the results of those discussions are reflected in the revised risk assessments, which will be circulated to the Committee separately.

These risk assessments should be used to determine what new measures ought to be instigated before and on re-opening, with respect to Covid-19.

The guidance also recommends that all user groups complete their own risk assessments, especially the Tennis club, Tennis coach and Football club as they all operate under their own public liability insurance, as well as that of the Pavilion.

Appendix E: Special Hiring Conditions; a revised version will be circulated on the basis of the discussions, which had already been covered by previous discussions on Appendices F&G.

Appendix C: Covid-19 secure poster. It was suggested that we add, "*We recommend that you* wash your clothes when you get home to reduce risk of transmission," to point 10 on the poster (attached). This poster should be displayed at the entrance to the Pavilion.

Appendix H: Covid-19 first aid kit. this refers to a first aid kit required if somebody in the Pavilion develops Covid-19 symptoms, whilst there. No comments were made.

Cleaning measures to be undertaken before re-opening. As discussed at the last meeting, an appropriate cleaning schedule before opening would be:

- a deep clean of the Pavilion inside, by our regular cleaner
- the disinfection stage will not really be necessary – unless the person checking the fire alarms, etc., develops symptoms of Covid-19
- cleaning and disinfection of touch points outside the Pavilion

Timing of the above cleaning to be a 3 day gap between the last entry of the Pavilion and Charlie coming in to clean it, followed by another gap of 3 full days before allowing entry to general users of the Pavilion.

After re-opening, it is anticipated that the usual cleaning every Monday morning would take place.

However, according to the risk assessments this is far from sufficient whilst Covid-19 remains an issue, so that we will require people to volunteer to carry out cleaning measures before, during and after their meetings.

Review other (i.e. existing) risk assessments, as necessary: FH kindly offered to help review these. **Action BB & FH**

Partial re-opening, full re-opening or remain closed for time being?

One or two enquiries have been made about re-opening.

It was agreed by the Committee that the Pavilion should remain closed until further notice, because repairs are necessary following the flooding and the risk assessments on Covid-19 need to be completed and implemented. This also applies to any form of partial re-opening.

Several posters relating to the measures required on re-opening e.g. hand-washing, “Catch it, Bin it, Kill it” can be printed from the PHE website.

How to keep users of the Pavilion informed?

An email was sent to regular users on 6th July, informing them of the continued closure of the Pavilion. BB has received 3 replies: 2 simply expressed thanks for the update and the third group indicated that they were in no rush to get back in the Pavilion.

Football: they expect their new season to start on Saturday Sept 12th. If this date holds, they would hope to start training at the Green 3 or 4 weeks beforehand (mid-August), but would not need access to the Pavilion itself. There is a meeting planned for the clubs in the league soon, so they'll keep us updated when they have some more news. Its not clear if they would need access to the external cupboard, but they probably would, in which case the risk assessments by the Footballers and by the Pavilion for use of the cupboard should be completed before then.

ACRE recommends that we send out the 2 Risk Assessments to users of the Pavilion for them to consider and to complete their own version of the risk assessment, Appendix G. ACRE also recommends that we send them a questionnaire at the same time, which is ACRE's **Appendix B: Covid-19 re-opening questionnaire**.

Finally, when the Pavilion is re-opened, we would also need to have the Special Hiring Conditions finalised.

If we ask Meeting/Group organisers to act as *volunteers*, involving cleaning measures, then they are to be treated as employees and as such the Committee would also need to follow HSE advice for an employer's risk assessment for Covid-19 in discussion with those volunteers.

ACRE Information Sheet 2.6 Employees, Self-employed people, and *volunteers*

“a) Organisations have a specific duty of care to employees and, as they also have a duty of care to self-employed staff and volunteers, it is recommended that they are afforded the same level of protection as employees. Government guidance has been issued for Employers and that for offices and contact centres and 5 steps to working safely are the most appropriate for community halls. The key point for halls is that, in addition to carrying out the hall's ordinary risk assessment before re-opening, the hall should follow HSE advice for an employer's Risk Assessment for COVID-19, in discussion with staff, which involves:

- Identifying what work activity or situations might cause transmission of the virus.
- Thinking about who could be at risk.
- Deciding how likely it is that someone could be exposed.
- Acting to remove the activity or situation, or if this is not possible, control the risk.

These points are addressed in the COVID-19 Risk Assessment at **Appendix F**.

b) HSE guidance is that no one is obliged to work in an unsafe work environment and that in the risk assessment you should have particular regard to whether the people doing the work are especially vulnerable to COVID-19. If that is the case with your hall cleaner/caretaker, you may need to make alternative arrangements for the time being.”

All this assumes, of course, that the organisers are willing to volunteer in the first place. The point was raised that this sounds onerous and that people may not be willing to volunteer. So rather than sending out these documents, it was suggested that we first send a simpler e-mail to determine the level of interest in people wanting to return to the Pavilion and to act as volunteers. **Action: BB**

Liability & Insurance the following is a direct extract from the latest ACRE Information Sheet of 4th July:

“Q: If an outbreak of COVID-19 is traced to our hall, will we, trustees, or staff, be held liable?”

A: If those responsible for managing the hall use reasonable endeavours to ensure the hall is cleaned and maintained in accordance with the COVID-19 Secure Guidelines, have prepared a COVID-19 Risk Assessment, **see Appendix F**, and have written records of the action taken this should reduce very substantially the risk of being held liable. Providing this is the case, and any insurer requirements met, any liability should be addressed in the usual way by the hall’s public liability cover and legal expenses cover. Not only would a claimant have to prove the committee had been negligent and that they caught the disease at the premises, they may be held to bear responsibility themselves by putting themselves in harm’s way.”

Regarding the Pavilion, JP informs that the council's insurers have said the following: "I can also confirm there are no insurance requirements in relation to re-opening any facilities so as far as the insurance is concerned if you do, as long as the latest Government advices and guidelines are adhered to, our policy will continue to provide cover."

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Matters arising (other than Action points)

Telephone & Broadband provider: contract runs out soon. Are BT (who are expensive) still considered the best for the 2 lines in to the Pavilion?

This was discussed some years ago and the Committee voiced a preference for BT due to the accessibility of support. There are two lines - one allocated for the intruder alarm and one for broadband. After discussion, it was agreed that these 2 lines were still required, but a general telephone call line is not required. Furthermore, we no longer need to stay with BT. Zen and Utility Warehouse are recommended by Which magazine (PM).

Action points

External repairs & maintenance:

GRAF reassures us that they did replace the electronic control board for the system. The system was upset by the mains water supply being off (due to the hot water

cylinder problem) but GRAF talked TK through the reset procedure and it should be okay again now.

Defibrillator: being checked daily (& monthly for the full check), without entering the Pavilion.

External taps: It was noted that although the 2 external taps have been taped up and have signs saying, “Do not use”, they are sometimes being used. TK suggested turning off the water supply to these taps if they can be isolated, without affecting the roof irrigation. **Action: TK**

Internal maintenance:

Fire alarm: there were a couple of comments made on the forms following the service made in May.

1. Do we have a zone drawing?
2. They say there is no PL fitting in the meeting room fan. It's not clear what this means. **Action: PM** to follow up and clarify.

Legionnaires disease: Appendix A (checklist) of the ACRE Information sheet covers this in point 7, which says:

“Flush through the water system, five minutes for each tap or shower head, to remove any risk of legionella or other bacterial build up and ensure U bends are full. Keep clear of spray (place showerheads in a container of water while flushing to avoid spray) and wipe up afterwards with household disinfectant. Check hot water system is set at a minimum 50C. (See Chartered Institute of Environmental Health Officers guidance, link in Section 6).”

Automatic timer lock to allow access to changing room toilets. No action required at the moment.

Documents: all have been updated to mention that the “Responsible Person” should have a mobile phone with them, whenever possible: These should be put on the website and notice-board before reopening. **Action: BB** to resend to TK.

KPH update: KH shared with BB that they are reviewing the same documentation received from ACRE, regarding the checklist, Risk Assessments, questionnaire, etc.

KPC update: much had already been covered, but FH reported that the South Downs National Park Authority had made a review of the conservation area in Kingston and members of KPC had accompanied them.

Any other business

Scheme of Delegation from KPC to the Pavilion Committee: this was reviewed by the Pavilion Committee and finalised by KPC during May.

Switching power points on for the Action Group: TK has agreed to do this.

Date of next meeting: Monday September 21st at 7pm. Venue to be determined. If need be, an extra-ordinary Committee meeting may be held to discuss re-opening of the Pavilion. It should be noted that the footballers will probably want to use the external storage cupboard by mid-August.