

**Report for members Parish Facilities Management**

Councillor Morris as acting Clerk and acting with delegated authority of the Council, held a site meeting with Liskeard Property Management Ltd (LPML)(Rob and Lisa Kernaghan) on Monday 3<sup>rd</sup> July 2023 to establish a structured facilities management program for the Pavilion and grounds, Public Toilets, MUGA, Outdoor Gym and Horizon Play area and the following arrangements were agreed as follows:

**General:**

LPML were instructed to commence work on producing a **Health and Safety Policy and Arrangements** for St Cleer Parish in accordance with the Health & Safety at Work Act 1974, to be published on the Council Web site on completion. Deficiencies and areas of non-compliance to be notified to the council for remedial action to be taken. This policy to be subject to an annual review by the Council.

**Pavilion & Grounds & Public Toilets**

LPML were instructed to undertake the following:

- Produce a **Fire Risk Assessments** for the Pavilion building and Public Toilets in accordance with the Fire Safety Order 2005 and Fire Safety Act 2021. Deficiencies and areas of non-compliance to be notified to the council for remedial action to be taken.
- To undertake routine **Monthly Safety & Security checks** and record the details of those checks and any defects found with details published on the Council Web site. This to include:
  - **Fire Safety:** Fire Alarm operation, Emergency Lighting function test, Exits available for use, Fire Doors functioning correctly, Fire Extinguishers serviced, charged & secure, Safety Signs and Notices correctly displayed, Evacuation Plan Displayed to include those with disabilities, Assembly Point identified.
  - **Legionella:** Water temperature check for hot and cold outlets.
  - **First Aid / Accident Book & Defibrillator:** First Aid box available / displayed and adequately stocked, Accident Book available with records processed, Defibrillator battery check and in good order.
  - **Security:** Check of buildings and grounds – weather / storm damage, forced entry, antisocial behaviour (vandalism, graffiti, alcohol or drug abuse).
- To undertake routine Weekly (Thursday) **Waste** & Fortnightly **Recycling** check:
  - Prepare **black bag general waste** for collection on Fridays.
  - Prepare **clear bag recycling** (Tins, Plastic & Cardboard) for Fortnightly Friday collection.
  - **Litter pick** Pavilion Grounds and empty the skateboard area litter bin.

- **PAT Testing:** To instruct Electrician / PAT tester to test all Portable Electrical Equipment located in the Pavilion building. **All currently overdue.**
- **Electrical Installation – Public Toilets:** To instruct Electrician to undertake an **Electrical Condition Survey currently 5 years overdue and repair defects to lighting and the Disability Warning Alarm.**
- **Defect Reporting:** To establish a process for reporting and follow up of hazards and defects identified.
  - **Public Toilets Vandalism:** **LPM instructed to: Replace Damaged Plastic Vent, Replace Damaged Waste Bin and Replace Damaged Toilet Roll Holder.**
- **Diarised - Essential Maintenance & Administration:**  
Identify competent contractors and set up a diary to ensure timely renewal reminders for:
  - **Employers & Public Liability Insurance** (Due Jan 2024)
  - **Pavilion Boiler & Hot Water Cylinders (Annual)** (Due Sep 2023)
  - **Pavilion Emergency Lighting – Battery Discharge Test (Annual)** (Overdue)
  - **Pavilion Fire Extinguishers (Annual)** (Due Feb 2024)
  - **Pavilion PAT Testing (Annual)** (Overdue)
  - **Pavilion Electrical Installation Condition (5 yearly)** (Due 2024)
  - **Pavilion Property Condition (5 yearly)** (Due April 2028)
  - **Public WC Property Condition (5 yearly)** (Due April 2028)

#### **Horizon Play area, Outdoor Gym, Mugger**

Subject to annual ROSPA reports last inspected April 2023.

Council to establish defect reporting procedure and authorise repairs and maintenance.

#### **Pavilion & Public Toilets Property Condition Survey April 2023**

Council are to set up a project plan to address the maintenance issues identified and identify a budget and costings:

- Pavilion Roof and Guttering
- Pavilion Drainage
- Walls Horizontal Cracking in Render & Masonry
- Structural Fire Precautions
- Emergency Lighting
- New Office Development

Cllr Ivor Morris (Parish Clerk)