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MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

First Floor
Melksham Community Campus,
Market Place, Melksham,
Wiltshire, SN12 6ES
Tel: 01225 705700

Email: clerk@melkshamwithout-pc.gov.uk

Web: www.melkshamwithout-pc.gov.uk

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Tuesday 4th October 2022

To all members of the Council **Asset Management Committee**: Cllr John Glover (Chair of Council), Cllr David Pafford (Vice-Chair of Council), Cllr Alan Baines (Vice-Chair of Committee), Cllr Terry Chivers (Chair of Committee), Cllr Shona Holt, Cllr Andy Russell and Cllr Rob Hoyle

You are summoned to attend the Asset Management Committee Meeting which will be held on **Monday 10th October 2022 at 6.30pm at Sports Pavilion, Westinghouse Way, Bowerhill, SN12 6TL** to consider the agenda below.

TO ACCESS THE MEETING REMOTELY PLEASE FOLLOW THE ZOOM LINK BELOW. THE LINK WILL ALSO BE POSTED ON THE PARISH COUNCIL WEBSITE WHEN IT GOES LIVE SHORTLY BEFORE 7PM.

Click link here:

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRIVWVU54UW1YWWE4NkNrZz09#success>

Or go to www.zoom.us or Phone 0131 4601196 and enter: Meeting ID: 279 181 5985
Passcode: 070920 Instructions on how to access zoom are on the parish council website www.melkshamwithout.co.uk If you have difficulties accessing the meeting please call (do not text) the out of hours mobile: 07341 474234

The recording will be available to view on YouTube the day following the meeting, search for Melksham Without Parish Council, until the minutes of that meeting are approved, which become the legal record of the meeting.

Yours sincerely

Teresa Strange, Clerk

Serving rural communities around Melksham

AGENDA

PRIOR TO THE MEETING A SITE VISIT TO THE SPORTS FIELD AND PAVILION WILL TAKE PLACE AT 6PM

1. Welcome, Housekeeping and Apologies

2. To receive Declarations of Interest

3. To consider holding items in Closed Session due to confidential nature *Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of business (6d, 6j) where publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

4. Public Participation

5. Play Areas & Public Open Space

- a) To review and consider any actions required following receipt of ROSPA reports (if received)
 - b) To review ROSPA report for Pathfinder Place (Davey) Play Area in terms of trigger for being adoption ready
 - c) To review ROSPA report for Bowood View (Whitworth) Play Area in terms of trigger for being adoption ready.
 - d) To approve quotation for safety surfacing clean on play areas to get ready for winter usage or to consider investing in play area repair kit and training (perhaps a trial)?
 - e) To note large crack on the play area safety surfacing at Hornchurch Road and consider options for its repair.
 - f) To note play area leases are due to expire next year (Berryfield & Kestrel Court) and consider way forward; noting new Wiltshire Council Service Devolution & Asset Transfer Policy <https://cms.wiltshire.gov.uk/documents/b44821/Supplement%201%20Tuesday%2027-Sep-2022%2010.00%20Cabinet.pdf?T=9>
 - g) To consider undertaking a public survey on the future of the parish council's recreation facilities (agenda item request from Cllr Chivers) <https://us18.list-manage.com/survey?u=4bd17c63ec1f428f31c22dc76&id=30def2a854&attribution=false>
 - h) To consider adding to the Grasscutting Contract to trim "maintenance strip" between watercourse ditch and newly planted hedge at Hornchurch Road Public Open Space
 - i) To consider sites for Wiltshire Council Picnic benches on wildflower areas (suggested Public Open Space behind Wellington Drive and behind Bowerhill Primary school)
 - j) To consider supply and installation of 2no. goal posts at Public Open Space behind Wellington Drive (2no. spare from Bowerhill Sports Field)
 - k) To consider quotations received for repairs to the gate at the entrance to Beanacre Play Area.
- 6. QEII Diamond Jubilee Sports Field & Pavilion (known informally as Bowerhill Sports Field):**
- a) To note response received from Future of Football following Full Council's decision regarding their request to install their own goal posts at the sports field
 - b) To approve quotation to cut back hedges at sports field to mitigate the problem with lost balls following complaints from hirers

- c) To consider quote for longer term solution to improve the middle pitch
- d) To note grass cutting and bin emptying contract is due to expire and consider way forward
- e) To consider whether the panic/call Police alarm at the pavilion is still required now that the council offices have moved into the Campus.
- f) To consider whether WiFi is still required at the pavilion now that the council offices have moved
- g) To consider whether the phone line for the CCTV and alarm should be moved from the current provider.
- h) To note fire risk assessment recently undertaken now that the pavilion is an unmanned building, following the office move to the Campus.
- i) To note legionella risk assessment report recently undertaken now that the pavilion is an unmanned building, following the office move to the Campus.
- j) To review current waste contract and consider moving to alternative contractor
- k) To consider installing a smart electricity meter at the pavilion
- l) Drinking water fountain – to approve cost of engineer site visit for installation inspection
- m) To approve terms and conditions for hiring the pavilion kitchen area under delegated powers.
- n) To consider further discussions held with Melksham Cricket Club.

7. Allotments

- a) To receive report on waiting list
- b) To note delegated decisions made by Clerk relating to letting of plots and permissions given for greenhouses/sheds
- c) To note complaint received from land owner adjacent to Briansfield allotments regarding brambles from the parish council's side encroaching on their land and approve quotation to cut back vegetation.
- d) To note complaint received from plot holder regarding an increase in dog fouling at the allotments and consider any action to be taken.
- e) To consider request from Allotment Holder to install an additional water trough at the bottom end of Briansfield Allotments.

8. Berryfield Village Hall:

- a) To note legionella risk assessment undertaken at new village hall and consider any necessary action following receipt of report.
- b) To note fire risk assessment undertaken at new hall and consider any action required following receipt of report.
- c) To note receipt of Section 81 Buildings Regulation Notice for the demolition of the old Berryfield Village Hall, anticipated start date week commencing 7 November.

9. Noticeboards: To consider locating the noticeboard which was removed from the pavilion to outside of Bowerhill Village Hall

10. Shurnhold Fields: To consider introducing a ban on the use of disposable BBQs.

11. Policies: To approve updated CCTV policy following installation of CCTV in the Campus lobby

12. **Bins:** To note bins purchased to replace missing or damaged Wiltshire Council bins under the Clerks delegated powers

Copy to: All Councillors

Marianne Rossi
 Finance and Amenities Officer
 Melksham Without Parish Council
 Sports Pavilion
 Westinghouse Way
 Bowerhill, Melksham



26th September 2022

Our Ref: 004394-LK

Dear Marianne,

Thank you for the opportunity to provide you with a quotation for jetwashing and the surface repair, please find the associated costs as follows;

Rhyno Scrub of all Surfacing and Equipment

- Preparation of all surfacing for Rhyno Scrub – removal of fallen vegetation/detritus
- Rhyno Scrub power wash of all surfacing and all equipment at the play areas detailed below
- Application of anti-fungal inhibitor to deter grime and algae/moss regrowth

Beanacre Play Area 200m2	£400.00
Shaw Play Area 100m2	£400.00
Berryfield Play Area 150m2	£400.00
Kestrel Court Play Area, Bowerhill 200m2	£400.00
Hornchurch Road Play Area, Bowerhill 250m2	£400.00

Subtotal: £2,000.00
VAT: £400.00
Total: £2,400.00

Vita Play Limited
 Woodhams Farm New Barn, Springvale Road
 Kings Worthy
 Winchester, SO23 7LB

VAT Number 977 4787 42
 Company Number 7437573

Mob: 07917 350349
 Office/Fax: 01962 620874
 Email: info@vitaplay.co.uk
 Web: www.vitaplay.co.uk



Hornchurch Road Play Area safety surfacing

Following the hot weather we had in the summer, the Caretaker reported that there was some damage to the safety surfacing inside of Hornchurch Road play area. This has now become bigger due to the surfacing peeling away in that area and it needs repairing.

We have asked three contractors to provide a quotation for the surfacing repair, however only two have submitted a quotation to us.

The contractor who submitted quote B noted that the surfacing is cracking in other areas as well and they have recommended that in the longer term the area may need resurfacing again. We have asked them to provide us with an estimated figure on how much this would cost to replace the surfacing.

Just for info the safety surfacing was replaced at this play area in July 2018.



Quote A

Marianne Rossi,
Finance and Amenities Officer
Melksham Without Parish Council

Hayden Barnard
Riverway Depot
Riverway
Trowbridge
Wiltshire
BA14 8LL
Tel: +44 (0) 1225 769627
Email: hayden.barnard@idverde.co.uk
Website: www.idverde.co.uk

05/09/2022

Dear, Marianne

Re: Quote Ref: Q646 safety surfacing repair

Thank you for inviting idverde to quote for the works mentioned above I am delighted to be able to offer you the following price and scope of works as detailed below.

safety surfacing repair:

- To remove waste/damaged wetpour and relay patch Repair of new wetpout at Hornchurch Road Play Area Melksham



Sum Total £931.05+VAT

Registered Office:
Octavia House,
Westwood Business Park,
Westwood Way,
Coventry, England, CV4 8JP
Registered in England No. 03542918 11

This quotation is open to acceptance and will remain firm for 28 days from the above date. After this time it may be subject to any changes in the cost of materials, etc. which may occur prior to completion

I trust I have interpreted your requirements and you find this quote of interest?

I look forward to your instructions in due course.

Should you require any further information or clarification please do not hesitate to contact me.

Assuring you of our prompt attention at all times,

Yours sincerely,

Hayden Barnard
Contracts Supervisor - West
Tel: +44 (0) 1225 769627 Mob: +44(0)7483 083023
Email: hayden.barnard@idverde.co.uk

Quote B

Hornchurch Road Play Area Surface Repair

- The surface in this area is very poor, this has been overskimmed already and it is simply cracking and peeling off. I can quote for the repairs that are more urgent, but I am wary that with so many cracks in the surfacing, this probably should be a complete rip up and start again.
- The more urgent areas total approx 9.5m2.
- Removal and disposal of approx. 9.5m2 overskim EPDM
- Supply and installation approx. 9,5m2 overskim black EPDM at a depth of 20mm

Subtotal: £1,099.78

VAT: £219.96

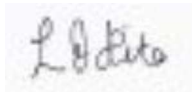
Total: £1,319.74

General Notes:

- All prices shown are Pounds Sterling and fully inclusive of delivery of materials.
- Quotation is valid for 14 days from date of issue.
- Unless otherwise shown, all prices are exclusive of VAT at the prevailing rate.
- Pricing assumes one purchase order for all works listed above
- Payment terms are 14 days from date of invoice.
- Full T&Cs available upon request.

We trust that the foregoing meets with your acceptance. If we can be of any further assistance, please do not hesitate to contact the undersigned.

Yours faithfully



Lesley Kite
Regional Sales Executive.
Vita Play Limited

Vita Play Limited
Woodhams Farm New Barn, Springvale Road
Kings Worthy
Winchester, SO23 7LB

VAT Number 977 4787 42
Company Number 7437573

Mob: 07917 350349
Office/Fax: 01962 620874
Email: info@vitaplay.co.uk
Web: www.vitaplay.co.uk



Marianne Rossi
 Finance and Amenities Officer
 Melksham Without Parish Council
 Sports Pavilion
 Westinghouse Way
 Bowerhill, Melksham



3rd October 2022

Our Ref: 004413-LK

Dear Marianne,

Thank you for the opportunity to provide you with a quotation for the resurfacing at Hornchurch Road Play Area, please find the associated costs as follows;

Hornchurch Road Play Area Resurface

- Removal and disposal of all existing EPDM to take the surface back to the subbase, approx. 390m2
- Regrade subbase with type one stone top up and compact, approx. 390m2
- Supply and installation of black EPDM safety surfacing to a minimum depth of 40mm
- Area surrounding seesaw, swings and climbing frames to be minimum 50mm in depth.
- Provisions including HERAS, Skips, Plant & Welfare

Subtotal: £35,802.86
VAT: £7,160.57
Total: £42,963.43

SPECIAL OFFER

If order is placed inside the 14 day validity period, I am able to offer the works at a 10% discount as follows;

Subtotal: £32,222.57
VAT: £6,444.52
Total: £38,667.09

Vita Play Limited
 Woodhams Farm New Barn, Springvale Road
 Kings Worthy
 Winchester, SO23 7LB

VAT Number 977 4787 42
 Company Number 7437573

Mob: 07917 350349
 Office/Fax: 01962 620874
 Email: info@vitaplay.co.uk
 Web: www.vitaplay.co.uk

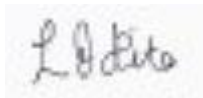


General Notes:

- All prices shown are Pounds Sterling and fully inclusive of delivery of materials.
- Quotation is valid for 14 days from date of issue.
- Unless otherwise shown, all prices are exclusive of VAT at the prevailing rate.
- Pricing assumes one purchase order for all works listed above
- Payment terms are 14 days from date of invoice.
- Full T&Cs available upon request.

We trust that the foregoing meets with your acceptance. If we can be of any further assistance, please do not hesitate to contact the undersigned.

Yours faithfully



Lesley Kite
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Email: info@vitaplay.co.uk
Web: www.vitaplay.co.uk



Marianne Rossi

From: Marianne Rossi
Sent: 29 September 2022 14:43
To: Marianne Rossi
Subject: FW:

Hi Terry

I can put on the asset management committee agenda to consider a survey, but the parish council aren't currently considering the future of their recreational facilities.

Not sure where the question about them pulling out of Shurnhold Fields has come from? We jointly have a fund just short of £100k that came from Persimmon as part of the George Ward Gardens s106 agreement which is for the maintenance of Shurnhold Fields, and all the maintenance costs are drawn from there, whether incurred by MTC or MWPC (although jointly agreed).

Hope that helps, Teresa

From: Terry Chivers <terrychivers@icloud.com>
Sent: 04 September 2022 12:47
To: David Pafford <david.pafford@melkshamwithout.co.uk>; John Glover <john.glover@melkshamwithout.co.uk>; John Doel <john.doel@melkshamwithout.co.uk>; Mary Pile <mary.pile@melkshamwithout.co.uk>; Richard Wood <richard.wood@melkshamwithout.co.uk>; Alan Baines <alan.baines@melkshamwithout.co.uk>; Mark Harris <mark.harris@melkshamwithout.co.uk>; Teresa Strange <clerk@melkshamwithout.co.uk>; Lorraine McRandle <office@melkshamwithout.co.uk>
Subject:

I see mtv are consulting on play areas should we be doing same. More importantly if they decide to pull out of Shurnhold Fields we're does that leave us as it's joint funded

<https://www.melksham-tc.gov.uk/local-news/parks-green-spaces-and-playgrounds-survey>

DITCH HORNCURCH ROAD PUBLIC OPEN SPACE



Agenda Item

Replacement gate posts for pedestrian gate near Beanacre Play Area

As per the recommendations in the asset management minutes of 6th June 2022 (min.58/22b), members asked for officers to obtain an alternative quotation for repair of the pedestrian gate at Beanacre.

For background for members who did not attend the Asset Management Committee, the Caretaker had reported that the post on the pedestrian gate at the entrance to Beanacre Play Area (gate from layby onto A350, not the self-closing play area gate) had rotted away and the gate was not closing properly. There are concerns that if a child runs out of the play area and down the pathway out of this gate, they would be out onto the A350.

The quotations sought were to replace both gate posts as it was felt that if one has gone it was only a matter of time before the other one needed to be replaced so was more prudent to get these both done at the same time. We have received quotations from the following which are attached:

Quote A (Original quotation presented to the Asset Management Committee)

Quote B (Alternative quotation obtained)



Extract from 6th June 2022 Asset Management

had also explained to the Clerk that on gates that could be adjusted, he was still unable to get them to the correct timings as the adjustments were either too slow or too fast.

The Clerk queried with members what they wished to do, bearing in mind that if the Caretaker adjusted the gates, they would either be too fast or too slow. Members felt that it would be much better if the gate was slightly slower to enable people to be able to get in and out without it hitting back onto them. It was noted that there was of course a risk of dogs getting into the play area, however it was acknowledged that dogs should be on a lead and children should not be unattended at the play areas. Members wished to stress that the gates still needed to close and not be left ajar to minimize the risk of a dog being able to get in.

Members agreed that it was very important to ensure that the gates were fit for purpose and were safe for all users.

Councillor Baines highlighted that ROSPA inspected all of the parish owned and maintained play areas on an annual basis and queried whether they had picked anything up on their last inspection. The Clerk confirmed that nothing had been picked up regarding the gates on the last inspection which was undertaken in September last year. Members felt that as the next annual ROSPA inspection was due in September, the gates should be left until the report had been received to determine whether they had identified any issues with the gates. This should then be looked at again after those reports had been received to see if any action was required.

Recommendation: The council leave all of the play area gates for the time being and await the outcome of the ROSPA inspection in September to determine whether there is any required action.

b) To note that post on pedestrian gate at the entrance to Beanacre Play Area has rotted away and approve quotation for its repair

The Clerk reported that the post on the pedestrian gate at the entrance to Beanacre Play Area had rotted away and the gate wasn't closing properly. She explained that this wasn't the self-closing gate into the play area, but was the gate from the layby on the A350. This gate would then enable people to walk down a pathway into the play area.

The Clerk explained that the concern was that although this wasn't the gate to the play area, if a child ran down the pathway and out of the pedestrian gate it would be straight onto the A350. A quote had been sought for the installation and supply of the gate posts, it was felt that if one of the posts had rotted away it was only a matter of time before the other one went the same way, so a quote to replace both posts had been sought.

A quote of £350 + VAT had been received from JH Jones to supply and install two new gate posts. This quote also included disposal of the existing posts.

Members felt that an alternative quote should be sought for these works.

Recommendation: Officers to obtain an alternative quote for repair of the pedestrian gate at Beanacre.

c) To consider whether the Caretaker should be visiting the BRAG picnic area and bridleway (as council assets installed)

The Clerk explained that at a previous meeting members felt that as BRAG picnic area and bridleway was in the parish of Seend and run by BRAG the Caretaker should no longer be inspecting each week. The Clerk advised that the benches installed in this area last year were donated by BRAG to the parish council which, therefore meant that they are council owned assets. She explained that while the Caretaker was undertaken the annual asset check he highlighted that he was no longer going down to this area regularly and queried whether these should be inspected on a more regular basis. The Clerk wondered whether a visit once a month would be more suitable.

Councillor Shea Simonds explained that members of BRAG attended this area all of the time and wondered whether they could be asked to report any issues back to the parish council.

It was queried whether the parish council insured these benches and if so, this may be a risk to the council if they are not adequately inspected on a regular basis. It was confirmed by the Clerk that these benches were insured by the parish council.

Members felt that as these benches were in fact now owned and insured by the parish council, it was their responsibility to ensure that they were regularly inspected, therefore the Caretaker should be asked to visit the BRAG picnic area and bridleway once per month. BRAG could also be asked to report back to the council if they have identified any issues with these assets when they visit the picnic area.

Recommendation: The council ask the Caretaker to visit the BRAG picnic area and bridle way on a monthly basis to check the parish council's assets.

Marianne Rossi

From: Tony Jones <tony.jones@jonesdevelopments.co.uk>
Sent: 31 May 2022 15:35
To: Marianne Rossi
Subject: RE: Beanacre Play Area gate

Importance: High

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Marianne

The cost to supply and install 2 x new gate posts and dispose of old will be £ 350.00 + VAT.

Kind regards,

Michelle

From: Marianne Rossi [mailto:admin@melkshamwithout.co.uk]
Sent: 26 May 2022 11:12
To: Tony Jones
Cc: Teresa Strange
Subject: RE: Beanacre Play Area gate

Hi Michelle,

Just wondered whether you have been able to have a look at the below? We have a meeting on 6th June where the council will be looking at this, so if you could get a quote over to me before then that would be great

Many thanks

Best Wishes,
Marianne

Marianne Rossi
Finance and Amenities Officer
Melksham Without Parish Council
Sports Pavilion
Westinghouse Way
Bowerhill, Melksham
Wiltshire, SN12 6TL
01225 705700
www.melkshamwithout.co.uk

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On twitter: [@melkshamwithout](#)

On Instagram: [melkshamwithoutpc](#)

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Andy Strange

Property & Garden Maintenance

Fencing ▪ Decking ▪ Patios & Paving ▪ Block Paving ▪ Turfing
Tiling ▪ Painting ▪ Decorating ▪ Coving ▪ Waste Clearance

Estimate

Miss Marianne Rossi
Melksham Without Parish Council
First Floor
Melksham Community Campus
Melksham
Wiltshire, SN12 6ES

Date: 14th August 2022
Estimate No: 01130

Dear Marianne

Further to our discussions, I now have pleasure in submitting my estimate to carry out the following work:

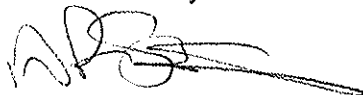
To replace 2no. gate posts at entrance to Beanacre play area.
To re-use gate fittings.

Materials, waste disposal and labour @ £330

PRICES QUOTED ARE NOT SUBJECT TO VAT

I hope that this is of interest to you and look forward to hearing from you in the near future. If any further information is required please do not hesitate to contact me.

Yours sincerely



Andy Strange

Andy Strange Property & Garden Maintenance Ltd ▪ Reg. 5737973
46 Kenilworth Gardens, Melksham, Wiltshire, SN12 6AF
Tel: 01225 344408 ▪ Mobile: 07967 648962
Email: strangebuttons@hotmail.com
Waste Carrier Licence No: CBDU70074

Marianne Rossi

From: Marianne Rossi
Sent: 17 August 2022 11:02
To: Future Of Football.co.uk
Cc: Teresa Strange; [REDACTED]
Subject: RE: Booking forms and pitch layout for next season
Attachments: Bowerhill Jubilee Sports Field - Booking Form 2022-23.doc copy.docx; Bowerhill Jubilee Sports Field - Terms and Conditions 2022-23.docx

Hi Luke,

Many thanks for your email.

With regards to your booking form, many thanks for sending this, however it's still not completed. I am not trying to be difficult here, but you have not included your address or the address of James. I appreciate that we do have certain details for you, however it is the expectation of the council that a booking form is fully filled out each season regardless of whether it's a organisations first season or 10th. As Teresa explained to James during the meeting we recently had, its ok when everything is going well, but when it isn't that's when issues arise. We are not asking you to fill out a booking form for every weekend booking, this will be held for the entire season, so this is only a requirement once per year. We also expect you to return a copy of the terms and conditions which are required to be signed by you as well as a copy of your public liability insurance, which I am still waiting for.

We will of course expect you to fill a form in for any tournament you hold as that is a different event to your normal blanket booking. We would also require a form for your holiday camps, but perhaps if you know these dates in advance you could put all of these on one form as well as your evening training sessions.

The council are trying to accommodate all users of the sports field and as you have requested an 11 aside this season, have done their best to try and accommodate this. As I have stated on many occasions due to only being able to fit in two 11 aside pitches the council are very keen to ensure that they remain in good condition throughout the season so that we limit the number of times a match may need to be postponed due to its condition from overuse. To be frank with you if a pitch becomes overused and is out of action for weeks until any damage can be rectified, this puts increasing pressure on the one remaining pitch and as I am sure you will appreciate the council does not want to let any of their hirers down due to them being unable to play matches.

Whilst as I have previously explained it's the councils preferred option for you to use an 11 aside which has been marked out around the 9 asides already marked out, the council have given you an alternative option if you felt that this wouldn't work for you. As you have a weekend blanket booking for all of the youth pitches, the council are not aware of how many times these 9 aside pitches are used, this is why this option was put to you for your consideration as an option to reduce the use of the stand-alone 11 asides. If as you have said these pitches can be played on potentially 6 times per weekend and adding an 11 aside around it puts additional pressure on them, then maybe this isn't a suitable option. The council of course do not wish to see any pitch being overused and consequently taken out of action hence why two options have been provided to you. You must appreciate that unlike the adult teams who solely use an 11 aside pitch where it's easier to keep track of how many times a pitch is being used, we are unable to do this with your blanket booking as you use different size pitches at different times, so when this option was suggested, it was to try and reduce the wear on those pitches but not increase it on any others. During the meeting with James, he explained that it was 10-year-olds running around on the pitches and not adults so your usage would not be overusing on these pitches. Teresa has relayed this comment back to members of the council with regards to this. The council of course take very seriously their policy on over usage of pitches including the youth ones and do not wish for this to go against their policy.

As I have previously said the alternative option is for you to use one of the stand-alone pitches, but as I am sure you can understand this is unable to be part of your blanket weekend booking as we have other users to take into consideration. This option does come with conditions as explained before which include the requirement to book

this in with me each time you wish to use it to ensure there are no clashes with other hirers who do take priority, as well as paying an additional charge each time of £35. With regards to your point about the youth games being played on 11 asides in the afternoons the Trowbridge league is on a Saturday afternoon so this could clash with them. In any case I would still need you to book this with me as this is what the council have asked, we do not require a form each time an email to me would be sufficient.

If you do go with the stand-alone option, I wish to be clear with you that the goal posts that have been installed by parish council contractors must stay up at all times and not taken down to accommodate yours, even if you are willing to put them back up after your match. As you know the field is a public open space and we would be concerned over the safety in the event that these were not installed correctly. There is also a question about what happens if they got damaged when they are being installed or uninstalled, or even if they were forgotten to be put back up for whatever reason and consequently were not available for the next hirer to use. (I am not saying at all that any of this would be the case with you, as I know you would take good care with putting them back up etc, but it's not a risk that can be taken). The field is owned and managed by the parish council and therefore have a duty of care to ensure that any works approved to be done on the field are done by contractors who have the appropriate insurance in place to be able to do this. Also, with this option as per the other adult teams you will be allocated a pitch for each booking you make to ensure that both pitches are used.

As you are aware the sports field is a public open space, so although it can be frustrating at times, we are unable to stop anyone using any part of the field even if work needs to be done on that part. I have seen myself that you take good care of the field and ensure that you don't conduct your training or camps in the same place each time which both Teresa and myself have reported back to the council on many occasions, but I don't think this has ever been in dispute.

Regarding your point about the parish council not putting anything back into the field and supporting the maintenance of the field, I can tell you that this is hugely inaccurate and very disappointing to hear. To cut and line mark all of the required pitches come at a considerable amount of money each year and as I am sure you appreciate your youth pitch requirements are included in these costs. Last year alone we contracted our contractors to undertake spiking on two occasions as well as verti draining on one occasion and moving one of the 11 aside pitches over to accommodate your 9 aside pitch request which came at a considerable cost. The parish council also installed hardstanding to alleviate the issue of the muddy area adjacent to the verandah area, as well as installing boulder stones and a drop-down bollard to protect the field even further from another unauthorised encampment. This year the council have already ordered a boot wash cleaner and a drinking water station (still to be installed but purchased!). Just because you may not have seen these things happen doesn't mean that they haven't been done. I am sure you can agree that money has been put into the sports field, but at the same time this field is managed with public money so the council does need to consider what they spend it on as the council manage a large parish with many areas to consider.

With regards to the cracks in the goal mouths, like with other venues this is largely due to the very extreme heat we have been getting and hopefully with the rain we are now getting this issue can be resolved, this is not due to the posts being put up in winter.

To be clear the sports field is owned and managed by the parish council, so whilst I understand you have spoken to Michelle Donalan with regards to the application this is not in her jurisdiction. In terms of the Fields in Trust application there is a cost associated with making a request to them, so just because you may have asked the parish council 10 months ago doesn't mean this is when we applied to them, as the council banded several requests together. There has been other request made (not just from yourselves) that need permission from Fields in Trust, so it was felt that the most effective option was to submit them together on one form rather than several.

As I am sure we have said on many occasions the parish council wish to work with you, not against you.

Best Wishes,
Marianne

Marianne Rossi

Finance and Amenities Officer
PLEASE NOTE NEW ADDRESS:
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
Wiltshire
SN12 6ES
01225 705700
www.melkshamwithout-pc.gov.uk

Want to keep in touch?

Follow us on facebook: Melksham Without Parish Council or Teresa Strange (Clerk) for additional community news

On twitter: @melkshamwithout

On Instagram: melkshamwithoutpc

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From: Future Of Football.co.uk <[REDACTED]>
Sent: 15 August 2022 15:10
To: Marianne Rossi <admin@melkshamwithout.co.uk>
Subject: Re: Booking forms and pitch layout for next season

Hi Marianne,

The 2nd club contact is James and you have his contact number on the what's app group that we are in.

I am still deciding on the best option for 11 a side pitch. Putting a pitch around the 9 a side pitches goes against your policy of use of pitches as we could potentially have 6 games over a weekend on those pitches. In regards to overuse of the pitches this still should apply now even in the dry conditions. We carefully pick and choose where we play and train to make sure that we are not using the same bit over and over again. To the point we carry all the goals and equipment we use to the far part of the field. We then see other users using the goal mouths, playing on the bit in front of the pavilion where work needs to be done on. It is very frustrating to be told we cant do this and that because of looking after the use of the pitch where other teams just come willy nilly and do not care at all what they do to the pitch. To make it clear it is not a issue we have of using the field but how they use it when we are told otherwise.

If we opt for the use of the 11 a side pitches then the games are in the afternoon and not interfering with any other fixtures. As we do with the other pitches we will make sensible decisions on the uses of the pitch. We will also be buying goals and will use them if we need them. We will then take down and put up the goals when we have finished with them.

I still find it mind boggling that you have not taken this decision to use portable goals and let the other users use them. We have paid a good 10 to 20 thousand pounds to the field since we have been there and not to have anything put back is a little disappointing. Again, You just need to look at the goal mouth at the moment where it is cracked and unsafe for the players to play on. This comes down to the goals being up in the winter. All the other goal mouths are ok because not used. This isn't down to games played but the goals being used in the winter and kids playing in them when not playable.

We are still waiting for a decision on the boards around the field. I find it hard that 10 months down the line that a meeting has not been held. We met Michelle Donalan at the field Friday and she has informed me that she will be chasing Fields in Trust down. I do question why we should raise money to help put money into the upkeep of the field when we haven't received anything back in supporting the upkeep and maintenance of the field, it is very frustrating. This is also to the point of going around and stopping kids light BBQ's on the field in this heat. This isn't any of our business but only to help maintain the use of the field.

I believe we are very proactive in supporting the field. Yes, mainly for our use but because we want to create a environment where people can use a good playing surface.

Thanks

Luke

Sent from my iPad

On 15 Aug 2022, at 14:33, Marianne Rossi <admin@melkshamwithout.co.uk> wrote:

Hi Luke,

I hope all is well.

I still don't seem to have received the completed form with a second club contact on for your summer camps (I have re-attached this above). I also haven't received a completed booking form for the new season, if you are able to get this filled out that would be great so that I know when its starting etc. I also need a copy of your public liability insurance to accompany this form.

As per my below email are you able to let me know which option you would like to go for with regards to the 11 aside pitch? If you wish to use a stand-alone pitch you will need to book this with me in advance each time and will be charged separately outside of your blanket booking, the current charge for this is **£35 per match**. I must stress that if you go for this option you will need to book this with me beforehand, so that I can ensure that these pitches haven't been booked by any other of the three adult team bookings we already have as the parish council have asked that these teams take priority over any booking you wish to make with this size pitch. The other option the council have approved is to have an 11 aside marked out around the two 9 asides pitches which would be for you to use and inside of the charge for the blanket booking. As I haven't heard from you yet this hasn't been marked out so please do let me know if this was the option you wish to go for.

With regards to your proposal about the portable goal posts, this did go to the Full Council meeting on 25th July for members to consider, which I must apologies that I haven't gotten back to you sooner on this. The decision at that meeting was that in the interest of the other users of the facility they have not approved your proposal. They feel that to be fair to all of their hirers, goal posts should be readily available to them when they turn up to a match, which should be managed and controlled by the parish council and not by one organisation so the post that we currently have need to remain. To this end with regards to the 11 aside pitch, I would like to make clear that if you opt to use one of the stand alone pitches you will be unable to use any portable goal posts and will have to use the ones that are already up.

Have you got a date for your tournament yet? I need this so that I can ask the leagues to put all of the home fixtures away that weekend, they normally appreciate prior notification preferably before they have scheduled all of the fixtures so if you have dates I would appreciate it if you could let me know them please so I can put this into motion. It would be good to get this sorted ASAP so that we can do our best to accommodate everyone.

Marianne Rossi

From: Marianne Rossi
Sent: 06 September 2022 14:44
To: Marianne Rossi
Subject: FW: Hedges at sports field

From: Tony Jones <tony.jones@jonesdevelopments.co.uk>
Sent: 06 September 2022 14:40
To: Marianne Rossi <admin@melkshamwithout.co.uk>
Subject: Re: Hedges at sports field

Hi Marianne

The hedges will be £525.00 + VAT

Many thanks

Michelle

Sent from my iPhone

From: Marianne Rossi
Sent: 18 August 2022 15:20
To: Tony Jones <tony.jones@jonesdevelopments.co.uk>
Subject: RE: cracks on middle pitch

Hi Michelle,

Are you able to provide me with a quotation to fill in the cracks on the middle pitch please?

Also, I spoke to Tony last week about a quotation to cut back the hedges like before at the sports field would you be able to send it through to me as well please?

Many thanks

Best Wishes,
Marianne

Marianne Rossi
Finance and Amenities Officer
PLEASE NOTE NEW ADDRESS:
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place

J H JONES & SONS LIMITED

BUILDING CONTRACTORS

PARK FARM, BATH ROAD, ATWORTH, WILTSHIRE. SN12 8HT

• 01225 703295 •

TONY.JONES@JONESDEVELOPMENTS.CO.UK

Teresa Strange – Clerk
Melksham without Parish Council
Sports Pavilion
Westinghouse Way
Bowerhill,
Melksham
Wiltshire,
SN12 6TL

10th August, 2022

QUOTATION 1050

Reference – Bowerhill Playing Field

- To supply and spread approx 100 ton of silica sand onto the 11 v 11 football pitch (centre pitch)
- To drag mat sand to fill cracks on pitch

Total - £ 5, 956.00 + VAT

Yours faithfully,

Tony Jones
J H Jones & Sons Limited
If tender is accepted please sign below and return one copy.

Signature..... Date.....

PERIOD PROPERTIES • RESTORATION • REFURBISHMENTS • NEW BUILD
VAT NUMBER 923424246 COMPANY REG 6260416

Teresa Strange

From: Sarah Jeffries <Sarah.Jeffries@slcc.co.uk>
Sent: 25 June 2019 09:00
To: Teresa Strange
Subject: Fin Regs query on the £25k threshold for tenders

Dear Teresa

Crispin has sent the below reply for you.

This is entirely a matter for members. The EU threshold clearly does not apply and in my view the requirement to advertise on Contracts Finder (which in any case probably does not apply here since the contract opportunity is not being advertised) refers to the annual amount of the contract and so in this case does not exceed £25,000.

As always the important thing is to be open and transparent in the awarding of contracts. The recommendations of the Committee seem to me to meet this requirement very satisfactorily. The recommendations should be published, perhaps not before the Full Council meeting (members might turn the recommendations down and then everyone will be embarrassed) but certainly after it.

Crispin Taylor PSLCC
SLCC National Finance Advisor

Kind regards

Sarah Jeffries PSLCC
SLCC Advisor
Advice Line: 0845 450 6156 (available 8.30am to 5.30pm)
Email: sarah.jeffries@slcc.co.uk
Website: www.slcc.co.uk

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For Local Council Professionals

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SLCC

For Local Council Professionals

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FIRE RISK ASSESSMENT

Bowerhill Sports Pavilion



The Regulatory Reform (Fire Safety) Order 2005

The RRO replaces previous fire safety legislation. Any fire certificate issued under the Fire Precautions Act 1971 will cease to have any effect. The RRO is designed to provide a minimum fire safety standard in all non-domestic premises with a few exceptions. If it is a workplace, it designates the employer the Responsible Person. If any other person has some control to an extent, then they could have duties under the RRO. If it is not a workplace then any person having control to some extent or the owner can be the Responsible Person. Those persons, or a person acting on their behalf, are required to carry out certain fire safety duties which include ensuring the general fire precautions are satisfactory and conducting a suitable and sufficient fire risk assessment.

Responsible Person <i>(Employer or other person having control of the relevant premises)</i>	Teresa Strange
Address of Premises	Bowerhill Sports Pavillion Westinghouse Way, Bowerhill, Melksham
Postcode	SN12 6TL
Assessor's details and experience/ knowledge & qualifications:	<p>Mike Radcliffe. Radcliffe Fire Protection Ltd Email: mike@radcliffefireprotectionltd.co.uk Tel: 01225 708815 Mob: 07908932707</p> <p>37 years operational and fire safety experience. The Institute of Fire Engineers. Level 2 Fire Risk Assessor Practitioners Course. Fire Service College, Nebosh Certificate Fire Safety and Risk Management & Practical Fire Risk Assessment.</p>
Date of assessment carried out	18 th August 2022
Recommended review date	18 th August 2023

GENERAL INFORMATION

THE PREMISES						
Number of floors in premises	1					
Number of floors in building	1					
Details of other premises (if part of a multi-occupied building)	Melksham Without Parrish Council own and run the facility. Future of Football use the community sports facility and changing rooms throughout certain times of the week during evenings and half term holidays. Adult football teams use the facility at weekends. All bookings are booked through the Melksham Without Parish Council Offices.					
Dimensions	Approximately 26m x 12m.					
Brief details of construction: <i>(Date of construction, brick, timber, purpose built or converted)</i>	Block wall construction under a sloped insulated aluminium cladded roof.					
Primary usage: <i>(eg Hotel, Shop)</i>	Sports Pavilion.					
Secondary usage: <i>(eg Kitchen, Bar, Function Room, Offices)</i>	Meeting room and small amenities / kitchenette facility, shower and changing rooms for the community sports facility.					
OCCUPANCY PROFILE						
Maximum number of persons in the most highly occupied compartment to be affected by an uncontrolled fire within 30 minutes, assuming no evacuation: 60-70 Persons	WEEKDAYS			WEEKENDS		
	0000 to 0400			0000 to 0400		
	0400 to 0800			0400 to 0800		
	0800 to 1200	C		0800 to 1200	C	
	1200 to 1600	C		1200 to 1600	C	
	1600 to 2000	C		1600 to 2000	C	
	2000 to 2400			2000 to 2400		
Enter range – A= <20, B=20-49, C=50-99, D=100-1000, E=>1000, 0= None						
Description of Occupants	Mobility Issues	No staff identified	Average Mobility	No staff identified	Vulnerability Issues	No staff identified
OCCUPANTS ESPECIALLY AT RISK FROM FIRE						
Sleeping occupants <i>(Details of numbers - public/staff)</i>	0					
Disabled occupants <i>(Personal Emergency Evacuation Plans in use when necessary)</i>	Any disabled persons using the facility will be assessed individually and a PEEP carried out by the responsible person if required.					
Occupants in remote areas <i>(Lone working/ isolated areas)</i>	N/A					
Young person's <i>(Individual Risk Assessment provided for those persons under 16 yrs)</i>	N/A					
Others	Premises can be used by up to 60-70 people that range in age for after school clubs, sports matches and community events.					

HAZARDS

Sources of ignition including action taken to reduce the risk:		
Fixed installation periodically inspected and tested? (Every 5 years)	New mains electrics were installed new throughout the premises in 2015 so a fixed periodic inspection is not required until 2025	
Portable appliance testing carried out on a risk assessed basis?	The PAT testing of all portable appliances has been carried out in November 2021.	
Suitable limitation and management of trailing leads and adaptors?	Yes, at the time of the fire risk assessment process.	
Is smoking prohibited in the building?	Yes.	
Is smoking permitted in appropriate areas?	Yes, outside to front and rear of building.	
Have precautions been put into place to control arson? (ie. C.C.T.V, intruder alarm, controlled entry, rubbish away, etc)	Yes, C.C.T.V and intruder alarm installed throughout monitored by Tollgate.	
Are fixed heating installations such as boilers used within the premises? If so, are they regularly maintained as per the manufacturer's recommendations?	Yes 3 x gas boilers with emergency stop button installed in the boiler room. Boilers serviced annually by certified gas safe engineer.	
Identified Hazards	Existing Control Measures	Action Required
Portable electronic equipment, smoking materials and arson.	The mains periodic electrical inspection has been carried out. The PAT testing of all portable electronic appliances has been carried out. CCTV and intruder alarms installed. No smoking policy in place inside the building.	No action required.

Sources of fuel including action taken to reduce the risk:		
Identified Hazards	Existing Control Measures	Action Required
Fixtures and fittings floor and wall coverings and curtains and drapes.	All fixtures and fittings, floor and wall coverings and curtains and drapes comply with the current fire-retardant British Standard.	No action required.

Details of hazardous substances present:		
Identified Hazards	Existing Control Measures	Action Required
Small amount of domestic cleaning products.	All domestic cleaning products stored appropriately in cupboards.	No action required.

HAZARDS CONTINUED

Hazards from work processes – details including action taken to reduce the risk:		
Measures taken to prevent fires as a result of cooking or other hazardous work processes		
Extraction filters cleaned/ changed, and ducting cleaned regularly?		N/A domestic kitchen area with microwaves, small tabletop oven/ grill with two electric hot plates on top, kettle and toaster.
Suitable Shut Down Procedures in place? (ie. Gas shut-off)		N/A
Identified Hazards	Existing Control Measures	Action Required
None Identified.	None required.	No action required.

Structural Hazards:		
Identified Hazards	Existing Control Measures	Action Required
None identified.	None required.	No action required.

Other significant fire hazards to consider:		
Are there any other fire hazards that warrant consideration within the premises? <i>(This to include any fire hazards from any process; heat producing, spark or friction generating, chemical or other process which has the capacity to ignite, create excessive or rapid heat or generate oxidising or flammable gas)</i>		
Identified Hazards	Existing Control Measures	Action Required
None identified.	None required.	No action required.

HISTORY

History	
Details	Action Required
No previous history of fire at this premises.	No action required.

MITIGATING THE EFFECTS OF FIRE

Means of fighting fire:	
Is adequate portable firefighting equipment installed throughout the premises?	Portable fire fighting equipment, appropriate to the risk installed throughout, compliant to British Standard BS 5306-3:2017. Serviced annually by Radcliffe Fire Protection, last carried out in May 2022. Automatic discharge dry powder fire extinguisher installed within the waste bin positioned outside under the buildings canopy.
Are there any other means of fighting fire installed? (ie. Dry riser, sprinkler system, etc) Is so, include details.	No.
Matters of Concern	Action Required
None identified.	No action required.

Means for restricting fire spread:	
Are walls and ceiling suitably fire stopped?	Yes, 30- minute fire resisting walls and ceiling construction throughout.
Are there suitable fire doors in place throughout the premises (as required)	Yes, 30-minute fire doors with combined fire and smoke seals, three fire rated hinges and self-closing door devices. The two fire doors from the internal lobby to the kitchen and the meeting room, require adjustments to the self closing door devices, to enable them to close and latch independently into the door frames.
Matters of Concern	Action Required
The two fire doors from the internal lobby to the kitchen and the meeting room, require adjustments to the self closing door devices, to enable them to close and latch independently into the door frames.	Carry out adjustments to both self closing door devices to ensure the fire doors can close fully into the door frames and latch to provide 30 minutes fire protection.

Means of segregating areas of higher fire risk:		
Identified Hazards	Existing Control Measures	Action Required
Kitchen area with microwaves, toaster and kettle facilities.	Automatic fire alarm and detection system installed throughout. 30-minute fire door to the kitchen area with combined fire and smoke seals, self-closing door device and 3 fire rated hinges. Portable firefighting equipment appropriate to the risk installed throughout.	No action required.

FIRE DEVELOPMENT

Fire development:
Having regard to information contained in the previous sections, describe the most likely worst- case scenario fire situation to be encountered.
In my opinion the worse case fire scenario would be from a fire occurring in the day when the premises is full to capacity. It would be fair to suggest that the fire would be spotted relatively quickly by a member of staff, or a visitor and they would be able to raise the alarm, by activating the nearest fire alarm call point, to allow everyone to evacuate and await the emergency services.
Action required
Regularly maintain the automatic fire alarm and detection system, firefighting equipment, ensuring emergency lighting systems are visually inspected and tested monthly and all occupants are fully conversant with the evacuating procedures.

RAISING THE ALARM

Means of detecting & giving warning of fire:	
Is there an adequate means of detecting & giving warning of fire in place?	Automatic fire alarm and detection system installed throughout the premises incorporating manual call points to comply with the British Standard BS 5839-1:2017 category L2, system upgraded in November 2021.
Matters of Concern	Action Required
None.	No action required.

ESCAPE ROUTES

Escape routes and exits available for Occupants & means for ensuring escape routes can be safely used during evacuation:	
Are there adequate escape routes and exits available for Occupants?	Yes, final exits available from all rooms of this single storey building, discharging to open air.
Are escape routes and exits adequately illuminated with emergency lighting?	Adequate emergency lighting installed to comply with the British Standard BS 5266-1:2016. Annual 3 hour drain down test carried out by Radcliffe Fire Protection Ltd last carried out in April 2021.
Is the correct final exit and fire exit directional signage displayed throughout?	Adequate fire directional signage, installed throughout to comply with the British Standard BS 5499-3:2014.
Are all escape routes kept clear from obstruction?	At the time of the fire risk assessment audit the escape routes were found to be free from obstruction
Matters of Concern	Action Required
None identified.	No action required.

ARRANGEMENTS FOR EVACUATION

Evacuation Procedure:	
Fire Action Notices, detailing the procedures to take in the event of a fire are displayed adjacent to all manual call points.	
Matters of Concern:	Action Required:
None identified.	No action required

FIRE SAFETY MANAGEMENT

PROCEDURES AND ARRANGEMENTS	
Fire safety is managed by:	Teresa Strange
Are competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)?	The weekly testing and monthly audits of fire safety systems are carried out by Parrish Council staff.
Is there a suitable record of the fire safety arrangements?	Yes.
Appropriate fire procedures in place?	Yes.
Are procedures in the event of a fire appropriate and properly documented?	Yes, Fire Action notices, detailing the procedures to take in the event of a fire are displayed throughout.
Are there suitable arrangements for summoning the Fire and Rescue Service?	Yes.
Are there suitable arrangements to meet the Fire Service on arrival and provide relevant information, including that relating to hazards to fire fighters?	Yes.
Is there a plan of the building available indicating basic layout and any areas of significant risk?	Yes.
Are there suitable arrangements for ensuring that the premises have been evacuated?	Yes.
Is there a suitable fire assembly point?	Yes, in the front car park.
Are there adequate procedures for evacuation of any disabled people who are likely to be present?	Yes.
Persons nominated and trained to assist with evacuation, including evacuation of disabled people?	Yes, The responsible persons of the third-party organizations hiring the facility.
Is there a suitable fire safety management system in place? (ie. Fire safety management file)	Yes.
Matters of Concern	Action Required
None identified.	No action required.

TRAINING

TRAINING AND DRILLS	
Are occupants of the building given adequate fire safety instruction and training?	The responsible persons of the third-party organizations hiring the facility.
Are all occupants given adequate periodic 'refresher' training at suitable intervals? If yes, at what intervals?	The responsible persons of the third-party organizations hiring the facility.
Are all occupants with special responsibilities (e.g. fire wardens and staff who assist with disabled people) given additional training?	The responsible persons of the third-party organizations hiring the facility.
Are fire drills carried out at appropriate intervals and a record of such drills maintained?	No recent fire evacuation drill carried out at the premises.
Matters of Concern	Action Required
No recent fire evacuation drill carried out at the premises.	The responsible persons of the third-party organizations hiring the facility should carry out evacuation drills at the premises at least annually, recording the results and date of the drill within the fire safety management folder.

Co-operation & Co-ordination

Co-operation & Co-ordination	
Are there procedures in place to ensure co-operation and co-ordination between occupiers of the premises?	Melksham Without Parrish Council own and run the facility. Future of Football use the community sports facility and changing rooms throughout certain times of the week during evenings and half term holidays. Adult football teams use the facility at weekends. All bookings are booked through the Melksham Without Parish Council Offices.
Details of any consultations carried out with interested parties during the risk assessment process e.g. employees/ safety representatives.	A member of Future of Football was consulted throughout the fire risk assessment audit process.
Are there procedures in place for any necessary contact with external emergency services, particularly about firefighting, rescue work, first aid and emergency medical care?	Dorset and Wiltshire Fire & Rescue fire safety department may have visited the premises and will have plans and information of the building on file.
Matters of Concern	Action Required
None identified.	No action required.

Conclusion

This is a well-managed facility with a good standard of fire safety. The premises has portable firefighting equipment appropriate to the risk installed. 30- minute fire doors installed and 30-minute wall construction throughout and an automatic fire alarm and detection system installed throughout the premises to provide early warning and allow for simultaneous evacuation.
Action Required
Take note of all deficiencies in the remedial action plan and rectify within the given time scale.

Any other relevant information:
Please note the relevant British Standards used within this risk assessment:
BS 476: Fire tests on building materials and structures. BS 5306: Specification for portable fire extinguishers. BS 6575: Specification for fire blankets. BS 5499: Fire safety signs, notices and graphic symbols. BS 5266: Emergency lighting. BS 5839: Fire detection and alarm systems for buildings. BS 5852: Fire tests for furniture. BS 5867: Specification for fabrics for curtains and drapes. BS 5287: Specification for assessment and labelling of textile floor coverings. BS 5725: Emergency exit devices. BS 6262: Code of practise for glazing for buildings.

REMEDIAL ACTION PLAN

PRIORITY	MEANING
High	To be actioned immediately
Medium	Medium priority to be actioned within 2-3 months
Low	Low priority to be actioned within 6 months

Significant findings and recommendations identified earlier within this risk assessment should be copied into the following Remedial Action Plan and appropriate action taken.

SIGNIFICANT FINDINGS – REMEDIAL ACTION PLAN					
No	Action to be Taken	Priority	Target Completion Date	Action by	Date Action Completed
1	<p style="color: blue;">Training: Training and Evacuation Drills</p> <p>Carry out evacuation drills at the premises at least annually, recording the results and date of the drill within the fire safety management folder.</p>		18/09/22		
2	<p style="color: blue;">Mitigating the effects of fire: Means to restrict fire spread, means of segregating areas of higher risk.</p> <p>The two fire doors from the internal lobby to the kitchen and the meeting room, require adjustments to the self closing door devices, to enable them to close and latch independently into the door frames.</p>		18/10/22		

ASSESSORS DETAILS

Assessor: (print name) Mike Radcliffe

Signature: *M. Radcliffe*

Date:18/08/22

ASSESSMENT ACCEPTANCE

“I have reviewed this assessment with the assessor and accept it as an accurate assessment of the risks, to which it refers. I will endeavour to ensure that the actions identified as being required are discharged.”


Responsible Manager: (print name)

Job Title:

Signature:

Date:

Legionella Risk Assessment in accordance with HSG274

BUILDING NAME	Bowerhill Sports Pavilion
BUILDING ADDRESS	Queen Elizabeth II Diamond Jubilee Sports Field, Bowerhill, Wiltshire, SN12 6TL
RISK ASSESSOR	Tom Palmer
ASSESSOR SIGNATURE	
SURVEY DATE	3 rd August 2022
DATE OF LAST ASSESSMENT:	12 th September 2018
LAST ASSESSMENT REFERENCE NO:	180801-TP



Risk Assessment Ref. No. 220801-TP



EXECUTIVE SUMMARY

Assessment Date:	August 2022
Client Name:	Melksham Without Parish Council
Site Name:	Bowerhill Sports Pavilion

Site Information:

Bowerhill Sports Pavilion was built in 2015 and was at first used as a sports facility for local clubs and teams. From August 2018 – July 2022 it was used full time Monday – Friday as an office for Melksham Without Parish Council, and was let out on weekends to several sports teams.

The building is no longer used as an office setting, and has gone back to it's previous use.

System Information:

There are 3 x water systems on site. There is a Mains Cold Water Services (MCWS), Cold Water Services (CWS) and Hot Water Services (HWS). Please see below for more information on each system.

Mains Cold Water Services (MCWS):

The incoming main is 3 inch plastic, and enters the building in the right hand corner of the plant room.

The MCWS goes on to feed the Kitchen cold outlet, the CWS Tank inlet, and the quick-fill loop for the LTHW system.

Cold water services (CWS):

The Cold Water Services on site come from the Cold Water Storage (CWS) Tank located in the plant room. This is fed from the MCWS and feeds all CWS on site (except the Kitchen Cold outlet) via 3 x booster pumps. The pumps work independently, only one operating at any given time.

Hot water services (HWS)

The HWS on site is fed via 2 x mains fed Calorifiers located in the plant room.

Showers:

There are 18 x Showers on site. Changing Rooms 1-4 each have 4 x Showers, and there is 1 x Shower located in each Officials Changing Room (2 total).

Showers are a risk area when it comes to the spread of Legionella bacteria due to the aerosols that they create.

On the day of survey, the showerheads were found to be in good, clean condition.

The showerheads are de-scaled and disinfected quarterly by Aquasafe Environmental Ltd, and this is recorded in the on-site log book.

Thermostatic mixer valves (TMV):

Thermostatic Mixing Valves (TMVs) are used to blend hot and cold water to a single outlet, as to eliminate a scalding risk.

There are 5 x TMV units on site, as well as 2 x built in TMVs in taps.

There is 1 x TMV in each of the Changing Rooms (1-4), 1 x TMV in the Officials WC, and the tap outlets in the Accessible WC and Office WC both have in-built TMVs.

The TMVs are serviced yearly by Aquasafe Environmental Ltd.

Dead legs (DL):

On the day of assessment, no dead legs were found.

Little used outlets can constitute dead legs, and so should be flushed weekly and recorded.

Any showers that are not used regularly should have the heads removed and flushed.

The boot wash bib tap and plant room bib taps should both be flushed weekly.

Sentinel points:

Sentinel points are the nearest and furthest outlets of each water system. Depending on the building shape, there can be several sentinel points for each system.

The sentinel points on site as listed below.

MCWS – Kitchen Sink

CWS – Plant Room Bib Tap (Nearest)
Changing Room 1 WHB (Furthest)

HWS – Store Room Sink (Nearest)
Kitchen Sink (Furthest)



Management Information:

The survey has been limited to the following agreed terms

- Risk assessment of the domestic hot and cold water supply systems within the premises for compliance with the Health and Safety Executive requirements on the control and prevention of Legionellosis.
- Survey of the domestic hot and cold water supply systems within the premises for compliance with the Water Supply (Water Fittings) Regulations 1999 (pertaining to legionella risk).
- Production of a schematic diagram of the building's hot and cold water supply systems.

The survey was undertaken in order to comply with the Health and Safety Executive requirements on the control and prevention of Legionellosis.

This report is based solely upon our observations at the time of inspection together with the information supplied to us at the time. For practical reasons it has not been possible to examine the system (s) in their entirety particularly where pipe work is concealed beneath flooring or otherwise encased. Any omissions which may come to light in the future or any subsequent alterations to the system should be amended in the site log book as necessary by the site Nominated Responsible Person.

EXECUTIVE SUMMARY

EXISTING CONTROLS

- Please refer to section 3 of this report for details of pre planned maintenance work
- currently undertaken at this site and/ or recommendations of any pre planned maintenance works required.

ACTION PLAN:

- Where highlighted in the Executive Summary and Section 3 of this risk assessment it is the duty of the Nominated Responsible Person for the site to endeavour to action recommendations made with regards to the control scheme for the site to ensure minimum compliance with HSG274. This must be undertaken within a reasonable and practicable time frame with budget, access and manpower permitting. The Nominated Responsible Person may utilise help from other competent persons in order to plan this in accordingly.

- Ensure that all remedial actions undertaken are signed off in the executive summary of this risk assessment, or in an on-site based action diary upon completion.

EXECUTIVE SUMMARY

Method of Risk Assessment - Legionella

The risk assessment takes account of the principle parameters which govern the risk associated with each water source in the building. Selective and planned water sampling may also be carried out in order to confirm absence of Legionella. The following assessment parameters and associated risk factors have been developed in order to derive a numerical risk value and overall risk rating:

Risk Parameter	Risk Rating	Numerical Value
A) Formation of Droplets		
Still water	Low	10
Droplets	Medium	20
Aerosol	High	30
B) Water Condition		
Chemical regime	Low	10
Clean	Low / medium	15
Contaminated	Medium / high	25
Heavily contaminated	High	30
C) Water temperature		
Below 20oC	Low	10
21oC – 25oC	Medium	20
26oC – 45oC	High	30
46oC – 50oC	Medium	20
Above 50oC	Low	10
D) Water turnover		
Stagnant	High	30
Low turnover	Medium	20
Moderate turnover	Medium / low	15
High turnover	Low	10
E) Susceptibility of exposed persons		
Average population	Medium	20
Susceptible population	High	30
F) Population density of exposed persons		
Low density	Low	10
Medium density	Medium	20
High density	High	30



For sources sampled and found Legionella positive an additional weighting factor shall be applied to the assessment. This allows the infected source to be immediately identified as high risk.

UPON IDENTIFICATION OF LEGIONELLA COLONISATION, IMMEDIATE STEPS MUST BE TAKEN TO ERADICATE THE INFECTION.

Source Risk Rating

Calculated by additional of numerical values for each of the risk parameters of each source and weighting factor if applicable.

Total Numerical Value	Overall Risk Rating	Risk Category	Time Scale
144-180	High	A	1 to 3 months
107-143	Medium	B	3 to 6 months
70-106	Low	C	6 to 12 months

The overall risk rating for each source must be evaluated in conjunction with other influences observed during the course of the survey and with consideration for systems breakdowns, abnormal operations, commissioning and other unusual circumstances.

Note: Time frames generated by the risk ratings are a suggested best practice in order to rectify the problems identified, and should be adhered to where possible; however it is accepted that restrictions in budget, access and / or resources etc. may make the timeframes unpractical to adhere to. The Nominated Responsible Person should still at least plan the works in order of severity for as and when resources become available to complete them and monitor this by use of an action diary or something similar so that remedial works can be signed off and dated upon completion.

EXECUTIVE SUMMARY

Summary of Recommendations :

Status A High risk, recommended rectification time scale of 1 to 3 months								
1	2							
Status B Medium risk, recommended rectification time scale of 3 to 6 months								
3	4	5						
Status C Low risk, recommended rectification time scale of 6 to 12 months								
Status D No Risk, Advisory as best working practice – no time scale								

Details of recommended required pre planned maintenance tasks to be added to the site control scheme:

Survey	Recommendations	Status	Number	Date Completed
Management	Staff members overseeing Legionella compliance should have received Legionella awareness training.	A	1	
CWDS, HWS	Flushing of little used outlets should be done on a weekly basis, and recorded and put into the site log book.	A	2	
CWDS	CWS Tank is currently not turning over water capacity daily as recommended.	B	3	

Details of 'one off' remedial actions:

Survey	Recommendations	Status	Number	Date Completed
CWDS, HWS	Flexi-hoses in the Officials WC should be checked to ensure they are WRAS Approved.	B	4	
HWS	It is recommended that temperature gauges should be installed on Calorifier return pipe work.	B	5	



Introduction

Risk Management:

It is a requirement of Health and Safety legislation that employers and persons in control of premises must assess the risk from Legionella to employees and others who may be affected and implement the necessary precautions. To ensure legal compliance the following risk management process should be followed:

Risk Assessment – All sources of risk from Legionella bacteria should be identified and evaluated. The risk assessor should be competent.

Preventative Scheme – If a reasonably foreseeable risk has been identified, a control scheme of precautions to minimise and control the risk should be prepared.

Management of Preventative Scheme – A responsible person should be appointed to implement the preventative scheme. The scheme should be regularly monitored by the responsible person to ensure that it is effectively controlling the risk.

Record Keeping – Suitable records should be kept to illustrate that the control scheme is being implemented. This should include all management documentation and monitoring data.

Management Review – Regular management review should be undertaken to ensure that the preventative scheme remains effective and is adequately controlling the risks identified. Reviews should be undertaken in conjunction with management, responsible persons, risk assessors and service providers. The risk assessment should be reviewed at least every 2 years or whenever conditions change.

Legislative Requirements:

The following Regulations are relevant to water installations which potentially pose a risk to health and place responsibilities on employers and persons in control of premises:

- **Health and Safety at Work etc. Act 1974** – Employers have a duty to ensure, as far as reasonably practical, the health, safety and welfare at work of their employees and others who may be affected.
- **Management of Health and Safety at Work Regulations 1999 (as amended)** – Sets out broad requirements for control of health and safety in the workplace; specifically it includes the requirement for risk assessment.

<u>RECOMMENDED GENERAL MAINTENANCE TASKS AS RECOGNISED BY HSC ACoP L8. THIS IS A GUIDE ONLY AND MAY REQUIRE ADDITIONS OR ALTERATIONS DEPENDING ON THE CONFIGURATION OF THE SYSTEMS WITHIN THE BUILDING(S).</u>		
Service	Task	Frequency
Hot water services	Samples to be taken from hot water heaters, in order to note the visual condition of drain water.	Annually
	Check temperatures in flow and return at hot water heaters.	Monthly
	Check water temperatures up to one minute to see if it has reached between 50°C-60°C in the sentinel taps.	Monthly
	Visual check on internal surfaces of hot water heaters for scale and sludge. Check representative taps for temperature as above on a rotational basis.	Annually
	Visual check of the cold water storage of fortic heaters to ensure the cleanliness of the system and the water in it. Carry out cleaning and disinfection where necessary.	Six monthly
Cold water services	Check tank water temperature remote from ball valve and mains temperature at ball valve. Note maximum temperatures recorded by fixed max/min thermometers where fitted, and ensure that these thermometers are calibrated.	Six monthly
	Check that temperature is below 20°C after running the water for up to two minutes in the sentinel taps.	Monthly
	Visually inspect cold water storage tanks and carry out remedial work where necessary. Check representative taps for temperature as above on a rotational basis.	Annually
	Visual inspection of the cold water storage tanks to ascertain the cleanliness of the system and the water in it. Carry out cleaning and disinfection where necessary.	Annually
Shower heads	Dismantle, de-scale and disinfect shower heads and hoses.	Quarterly or as necessary
Little-used outlets	Flush through and purge to drain, or purge to drain immediately before use, without release of aerosols.	Weekly

RECOMMENDED TEMPERATURE MONITORING AS RECOGNISED BY HSG274

Frequency	Check	Standard to meet		Notes
		Cold water	Hot water	
Monthly	Sentinel Taps	The water temperature should be below 20°C after running the water for up to two minutes.	The water temperature should be at least 50°C within a minute of running the water. (55°C in healthcare premises).	This check makes sure that the supply and return temperatures on each loop is functioning as required.
	If fitted, input to TMVs on a sentinel basis.	Supply temperature must be less than 20°C.	The water supply to the TMV temperature should be at least 50°C within a minute of running the water (55°C in healthcare premises). The TMV should run at 41°C +/- 2°C.	One way of measuring this is to use a surface temperature probe.
	Water leaving and returning to calorifier.		Outgoing water should be at least 60°C, return at least 50°C.	A temperature gauge on the flow and return pipe work of the calorifier is recommended.
Six monthly	Incoming cold water inlet (at least once in the winter and once in the summer).	The water should preferably be below 20°C at all times.		The most convenient place to measure is usually at the ball valve outlet to the cold water storage tank.
Annually	Representative number of taps on a rotational basis.	The water temperature should be 20°C after running the water for two minutes.	The water temperature should be at least 50°C within a minute of running the water. (55°C in healthcare premises).	This check makes sure that the whole system is reaching satisfactory temperatures for Legionella control.

DEFINITIONS OF A DUTY HOLDER, NOMINATED RESPONSIBLE PERSONS, DEPUTIES, AND OTHER SPECIALIST PERSONNEL.

Duty Holder:
<p>This role would normally be held by someone within an organisation with appropriate budgetary control to ensure that the operation complies with all relevant legislation and regulations. The Duty Holder would appoint and oversee the Nominated Responsible Person. All appointments must be made and accepted in writing.</p>
Nominated Responsible Person:
<p>The appointed responsible person should be a manager, director, or have similar status and sufficient authority, competence and knowledge of the installation to ensure that all operational procedures are carried out in a timely and effective manner. It is also their responsibility to control any identified risk from legionella bacteria on a day to day basis. This may be undertaken using trained and competent staff from within their own organisation or by utilising a specialist service provider. It is the duty of the Nominated Responsible Person to satisfy themselves that any specialist service provider utilised is competent and trained for the tasks allocated.</p>
Nominated Deputy:
<p>The appointed Deputy should undertake the role of the Nominated Responsible Person should they be away from work for any reason. Should this absence be prolonged the Deputy should be named as the Responsible Person and another Deputy appointed.</p>
Operational Staff:
<p>Staff whose duties include inspection, monitoring, implementing, record keeping and carrying out of pre planned maintenance works. There should be adequate record of their on-going training and regular assessment of their competence. Some operations may opt for using Specialist Service Providers to undertake this role.</p>
Specialist Service Providers:
<p>Specialist Service Providers include (but are not limited to) Risk Assessors, Water Treatment Companies, Maintenance Companies, Consultants etc. As per Paragraphs 40 & 45 of HSC ACoP L8 those appointed to carry out risk assessments, control measures and remedial actions should be suitably informed, have suitable experience, training and resources in order to carry out their tasks in a safe and correct manner. The Nominated Responsible Person should satisfy themselves as to the competency of the Specialist Service Providers used and monitor them frequently i.e. regular review meetings, audit on site monitoring records and staff training records etc.</p>

1.0 Management Responsibility

Inadequate management, lack of training and poor communication have all been identified as contributory factors in outbreaks of Legionnaires' disease. It is therefore important that those people involved in assessing risk and applying precautions are competent, trained and aware of their responsibilities.

The table below identifies who is responsible for positions on site.

Duty Holder: Address: Tel:	Melksham Without Parish Council First Floor Melksham Community Campus Market Place Melksham SN12 6ES 01225 705700
Nominated Responsible Person: Address: Tel:	Teresa Strange First Floor Melksham Community Campus Market Place Melksham SN12 6ES 01225 705700
Nominated Deputy: Address: Tel:	First Floor Melksham Community Campus Market Place Melksham SN12 6ES 01225 705700
Water Treatment Company: Address: Designated Site Technician/ Engineer: Tel:	Aquasafe Environmental 5 Kingfisher Road Chipping Sodbury South Gloucestershire BS37 6JG Tom Palmer 07713 751092

2.0 Pictorial Assessment



The incoming main located in the Plant Room.



External view of CWS Tank with booster set + CWS Tank internal view.



Calorifiers 1 + 2.



Example of Showerheads found around site. They are in a clean state, but showing signs of age.



Meynell 15/3 TMVs found on site, and the type of TMV outlets found.



The Bib Tap found in the Plant Room.



'Not Drinking Water' signs are prevalent around site.

3.0 Review of the Existing Legionella Control Programme of Preventative

Records held on site were audited at time of assessment and the findings are as follows:

Task	Actioned (Yes/ No/ NA)	Frequency	By Whom	Logged (Yes/ No/ NA)
Little used outlets Flushing	Yes	Weekly	Site	No
Calorifier Flow/ Return temperature monitoring	Yes	Monthly	Aquasafe Environmental	Yes
Calorifier drain flushing	Yes	3 Monthly	Aquasafe Environmental	Yes
Hot & Cold Sentinel Outlet temperature	Yes	Monthly	Aquasafe Environmental	Yes
Hot & Cold Outlet temperature monitoring	Yes	Monthly	Aquasafe Environmental	Yes
Shower Descale & Disinfection	Yes	3 Monthly	Aquasafe Environmental	Yes
Mains Temp Record	Yes	Monthly	Aquasafe Environmental	Yes
TMV Service/Inspection & TMV failsafe check	Yes	Annual	Aquasafe Environmental	Yes
CWST Inspection	Yes	Annual	Aquasafe Environmental	Yes
CWST at ball valve /remote temperature	Yes	6 Monthly	Aquasafe Environmental	Yes
Calorifier Inspection	Yes	Annual	Aquasafe Environmental	Yes
POUWH Inspection	N/A	Annual	-	-
Softener Service	N/A	Annual	-	-
Microbiological water sampling (TVCC)	Yes	-	Aquasafe Environmental	Yes
Legionella sampling	Yes	-	Aquasafe Environmental	Yes

Management Item	Present
Management structure/responsibilities	Yes
Programme of works	Yes
Written scheme	Yes
Training records/competency	No
Schematic Drawings	Yes
Method statements	Yes

4.0 Surveys of Water Systems

4.1 Survey of Mains Cold Water

QUESTION	ANSWER
1. Do the construction materials appear to be WRAS compliant?	Yes
2. Is access possible for inspection of pipes?	No
3. Are pipe runs direct?	Yes
4. Does the distribution system operate below 20°C?	Yes
5. Is the distribution pipe work insulated?	Yes
6. Is the use of spray taps avoided?	Yes
7. Is the main protected against back flow?	Yes
8. Is the direct mains system free from dead legs?	Yes
9. Have identification labels been used?	No
10. Are there any drinking water outlets in toilet or workshop locations?	No

4.2 Condition Survey of Cold Water Storage Tanks

QUESTION	ANSWER
1. Is safe access provided to inspect the CWST?	Yes
2. If applicable, dimensions of roof inspection hatch (L x W).	1m x 1m
3. Construction of CWST	GRP
4. Dimensions of tank in (m) L x W x H or Ø of tank if Cylindrical	1.7 x 1.2 x 1.5
5. Nominal capacity in Litres	2250 litres
6. Is access restricted above the CWST (<350mm)?	No
7. Is there evidence of stagnation?	No
8. Is the CWST linked to another?	No
9. Supply inlet water temperature in CWST	16.4°C
10. Stored water temperature in CWST	16.6°C
11. Is the ambient temperature above 30°C?	No
12. Appearance of the water surface	Clear
13. Appearance of the base of the CWST	Clean
14. Corrosion evident in the CWST?	No
15. Material and size of inlet pipe Copper – 15, 22, 28, 35, 42, 54, 67, 76, 100	42mm Ø Copper
16. Material and size of outlet pipe Copper – 15, 22, 28, 35, 42, 54, 67, 76, 100	2" Ø Copper
17. Screened overflow pipe fitted?	Yes

18. Overflow screen fitted correctly?	Yes
19. Is a screened warning overflow pipe fitted? (CWSTs Over 1000 Litres)	Yes
20. Free from return lines?	Yes
21. CWST fitted with a drain valve? (CWST's Over 1000 Litres)	No
22. Construction of CWST lid	GRP
23. Lid fixed and close fitting?	Yes
24. Is the CWST fitted with a screened vent?	Yes
25. Is the inlet pipe work opposite to the outlet pipe work?	Yes
26. Is the CWST insulated sufficiently to prevent heat gain or loss?	Yes
27. Is pipe work insulated?	Yes
28. Is the CWST free from dead legs?	Yes
29. Are the Isolation valves and CWST labelled?	No
30. Is power provided to clean/disinfect CWST?	Yes
31. Determine length & route of Hose required to drain CWS Tank	5 metres

4.3 Survey of Hot Water Down Services

QUESTION	ANSWER
1. Do the construction materials appear to be WRAS compliant?	Yes
2. Is access possible for inspection of pipes?	No
3. Are pipe runs direct?	Yes
4. Do all parts of the distribution system operate above 50°C?	Yes
5. Is the distribution pipe work insulated?	Yes
6. Is the HWS free from dead legs?	Yes
7. Are all distribution valves labelled?	No
8. Is the use of spray taps avoided?	Yes

4.4 Survey of Cold Water Down Services

QUESTION	ANSWER
1. Do the construction materials appear to be WRAS compliant?	Yes
2. Is access possible for inspection of pipes?	No
3. Are pipe runs direct?	Yes
4. Does the distribution system operate below 20°C?	Yes
5. Is the distribution pipe work insulated?	Yes
6. Is the CWDS free from dead legs?	Yes
7. Is the use of spray taps avoided?	Yes

4.5 Annual Survey of Hot Water Generators

Calorifier 1 Calorifier 2

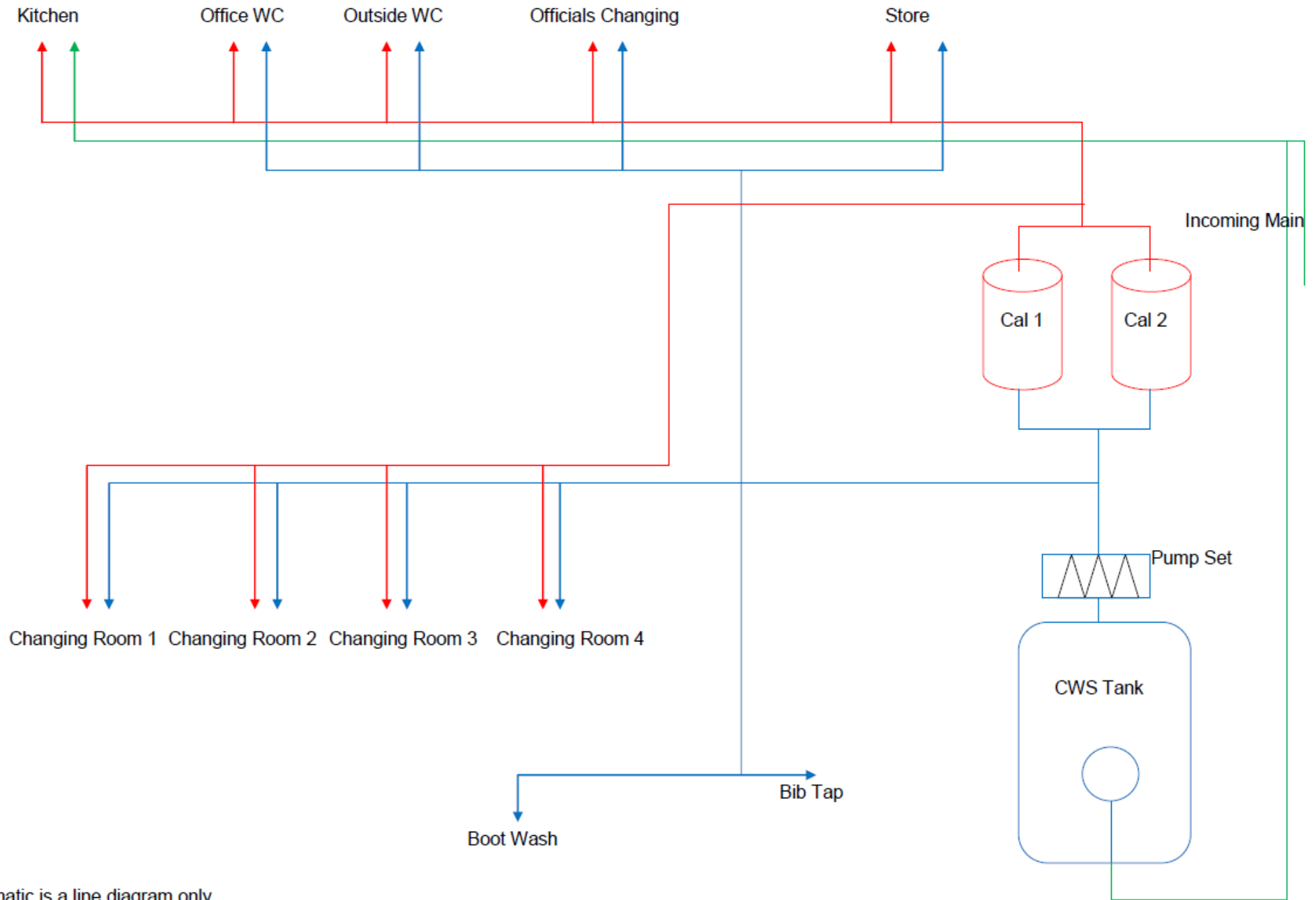
QUESTION	ANSWER
1. Water heater type and heating method	Direct Gas Fired
2. Water heater orientation and material	Vertical – Copper
3. Is safe access provided to inspect and clean the water heater?	Yes
4. Size of vessel (metres & diameter)	1.9 x 0.75m Ø
5. Nominal Volume (litres)	370 litres
6. Is the water heater fitted with an inspection hatch? Size?	Yes - 200Ø mm
7. External condition of water heater	Good
8. Is the water heater linked to another	Yes
9. Are all gauges fitted with short connection pipes?	Yes
10. Is the water heater fitted with a drain valve in the base of the unit?	Yes
11. What source supplies the heater?	CWS Tank
12. What is the supply water temperature to the water heater?	< 20°c
13. Are temperatures satisfactory throughout the water heater?	Yes
14. What is the outlet temperature of the water heater	66.3°c 61.7°c
15. If applicable, what is the hot water return temperature?	55.8°c
16. If applicable, position of the return pipe?	Bottom
17. Is the water heater fitted with a temperature gauge?	Yes

18.	Are the Flow and return pipes fitted with temperature gauges?	No – Flow only
19.	Material and size of inlet pipe Copper – 15, 22, 28, 35, 42, 54,	Copper 28mm Ø
20.	Material and size of outlet pipe Copper – 15, 22, 28, 35, 42, 54	Copper 42mm Ø
21.	Material and size of Return pipe Copper – 15, 22, 28, 35, 42, 54,	Copper 28mm Ø
22.	If applicable, are hot water system circulating pumps alternated weekly to prevent dead legs?	Single circulation pump on return
23.	If applicable, is the expansion vessel fitted on the HWS fitted with a drain?	No
24.	Is the water heater fitted with a destratification pump?	No
25.	Is the water heater and associated plant labelled?	No

Section 5.0

Risk Assessment – Asset & Temperature Register

Location / Asset Reference	Sink	WHB	WC	Sentinel	Shower	Water Heaters POU	Bath	Others	Spray Taps Yes/No	TMV Yes/No	Degree °C Mains Water	Degree °C CWDS	Degree °C HWDS	Degree °C Mixed
Changing Room 1	-	1	1	Yes	4	-	-	-	No	Yes	-	18.4	-	41.7
Changing Room 2	-	1	1	-	4	-	-	-	No	Yes	-	18.0	-	41.0
Changing Room 3	-	1	1	-	4	-	-	-	No	Yes	-	18.2	-	41.0
Changing Room 4	-	1	1	-	4	-	-	-	No	Yes	-	19.0	-	41.1
Store	1	-	-	Yes	-	-	-	-	No	No	-	17.2	63.1	-
Officials Changing Room 1	-	-	-	-	1	-	-	-	-	-	-	-	-	-
Officials Changing Room 2	-	-	-	-	1	-	-	-	-	-	-	-	-	-
Officials WC	-	1	1	-	-	-	-	-	No	Yes	-	18.5	-	41.3
External Accessible WC	-	1	1	-	-	-	-	-	No	No	-	18.5	-	40.7
Internal Accessible WC	-	1	1	-	-	-	-	-	No	No	-	18.4	-	41.0
Kitchen	1	-	-	Yes Yes	-	-	-	-	No	No	16.8	-	62.4	-
Plant Room	-	-	-	Yes	-	-	-	1 x BT	No	No	-	17.8	-	-
External	-	-	-	-	-	-	-	1 x BT	No	No	-	-	-	-
<p>★ All hot water outlet temperatures should exceed 50°C to a maximum of 60°C within one minute of running outlet. For mixing or blending devices the pipe surface immediately before the device should reach 50°C within one minute of running the outlet.</p>						<p>■ All cold water outlet temperatures should not exceed 20°C within two minutes of running outlet.</p>			<p>✱ Ensure that all TMVs are calibrated to deliver the following maximum water temperatures:</p>				<p>Bath: 44°C +/- 2°C Shower: 41°C +/- 2°C Wash Basin: 41°C +/- 2°C Bidet: 38°C +/- 2°C</p>	



Schematic is a line diagram only.
Not to scale.



JUNE 2022

TMV Service Certification Table

Location	Feeds	CWS Feed Temp	HWS Feed Temp	Fail Safe Successful?	Previous Temperature	Calibrated Temperature
Changing Room 1	WHB	17.8°C	60.7°C	YES	39.2°C	41.0°C
Changing Room 2	WHB	16.8°C	60.8°C	YES	40.1°C	N/A
Changing Room 3	WHB	16.6°C	61.0°C	YES	40.5°C	41.0°C
Changing Room 4	WHB	16.7°C	61.1°C	YES	40.7°C	41.0°C
Officials Changing	WHB	16.9°C	60.2°C	YES	38.9°C	41.0°C
WC1	WHB	17.6°C	58.9°C	YES	41.1°C	N/A
WC2	WHB	17.7°C	59.0°C	YES	40.9°C	N/A

All TMVs passed servicing and are performing as they should be.

- The above is a table of results only. Any unit that failed the 'fail-safe' test, will have the result highlighted in red. Any unit that is out of calibration due to a damaged or seized calibration point, will have the result highlighted in amber.

- It is down to the responsible person to decide whether the above units should be changed or not.

- Consideration should be given to what the TMV is feeding (shower or WHB), and the age and possible vulnerability of the future users of the water.

41.0°C is the ideal temperature for a TMV. There is a leniency of +/- 2°C.

- Aquasafe Environmental are at hand for any advice or consultation needed.

Lorraine McRandle

From: Teresa Strange
Sent: 04 October 2022 17:00
To: Lorraine McRandle
Subject: FW: Quotation for bin emptying at the Bowerhill Sports Pavilion

From: Marianne Rossi <admin@melkshamwithout.co.uk>
Sent: 20 September 2022 14:58
To: Beattie, Jason (UK) <jason.beattie@suez.com>
Cc: Teresa Strange <clerk@melkshamwithout.co.uk>
Subject: RE: Quotation for bin emptying at the Bowerhill Sports Pavilion

Hi Jason,

Many thanks for the below costs we will put this forward to our full council meeting for the councillors to consider and will let you know once I have an answer.

Also, I didn't mention that we currently rent our bins from our current contractor, so would you be able to give us a cost for that as well?

Many thanks

Best Wishes,
Marianne

Marianne Rossi
Finance and Amenities Officer
PLEASE NOTE NEW ADDRESS:
Melksham Without Parish Council
First Floor
Melksham Community Campus
Market Place
Melksham
Wiltshire
SN12 6ES
01225 705700
www.melkshamwithout-pc.gov.uk

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On twitter: @melkshamwithout
On Instagram: melkshamwithoutpc

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From: Beattie, Jason (UK) <jason.beattie@suez.com>
Sent: 20 September 2022 14:45
To: Marianne Rossi <admin@melkshamwithout.co.uk>
Subject: RE: Quotation for bin emptying at the Bowerhill Sports Pavilion

Dear Marianne,

It was nice to speak to you, sorry about the confusion over the email. I will check my junk email going forward.

We can service Bowerhill Sports Pavilion at the following rates

General Waste 1100 litre container £11.50 per collection
Dry mixed recycling 1100 litre container £8.00 per collection

On a fortnightly service the monthly cost would be £39.00 + vat

As we have a satellite depot on Bowerhill we can be very flexible on additional collections if need be and would also cut down on your carbon foot print.

Kind Regards,

Jason Beattie
Field Sales Executive
Recycling and recovery UK

Mobile: 07773 124089



SUEZ Recycling and Recovery UK Ltd
Unit 5 – Victoria Rd – Avonmouth – Bristol – BS11 9DB - United Kingdom

www.suez.co.uk



COVID-19

SUEZ is working to ensure service continuity for our customers and community. In response to the unprecedented impact of COVID-19, we are working hard to ensure the essential services we provide continue safely and to manage the health and welfare of our employees, contractors and local communities. For more information, visit www.suez.co.uk.

Correspondence

During the ongoing COVID-19 disruption to working arrangements and until further notice, please contact the sender of this email to agree the appropriate method of delivery (e.g. post, DX, courier or email) of any correspondence or documents you wish to send to the company. Please note, in the absence of such agreement we cannot, in the current circumstances, give any assurance that they will be received or dealt with.

From: Marianne Rossi <admin@melkshamwithout.co.uk>
Sent: 14 September 2022 17:32
To: Beattie, Jason (UK) <jason.beattie@suez.com>
Cc: Teresa Strange <clerk@melkshamwithout.co.uk>
Subject: Quotation for bin emptying at the Bowerhill Sports Pavilion

Dear Jason,

I have been forwarded your details by my colleague, as I understand that you popped into the Bowerhill Sports Pavilion earlier offering to provide us with a quotation for our waste bins.

We have two bins, one general commercial waste and one mixed recyclable waste and they are emptied once every fortnight.

Would you be able to provide us for a quotation for the above please?

Many thanks

Kind Regards,
Marianne

Marianne Rossi
Finance and Amenities Officer
PLEASE NOTE NEW ADDRESS:
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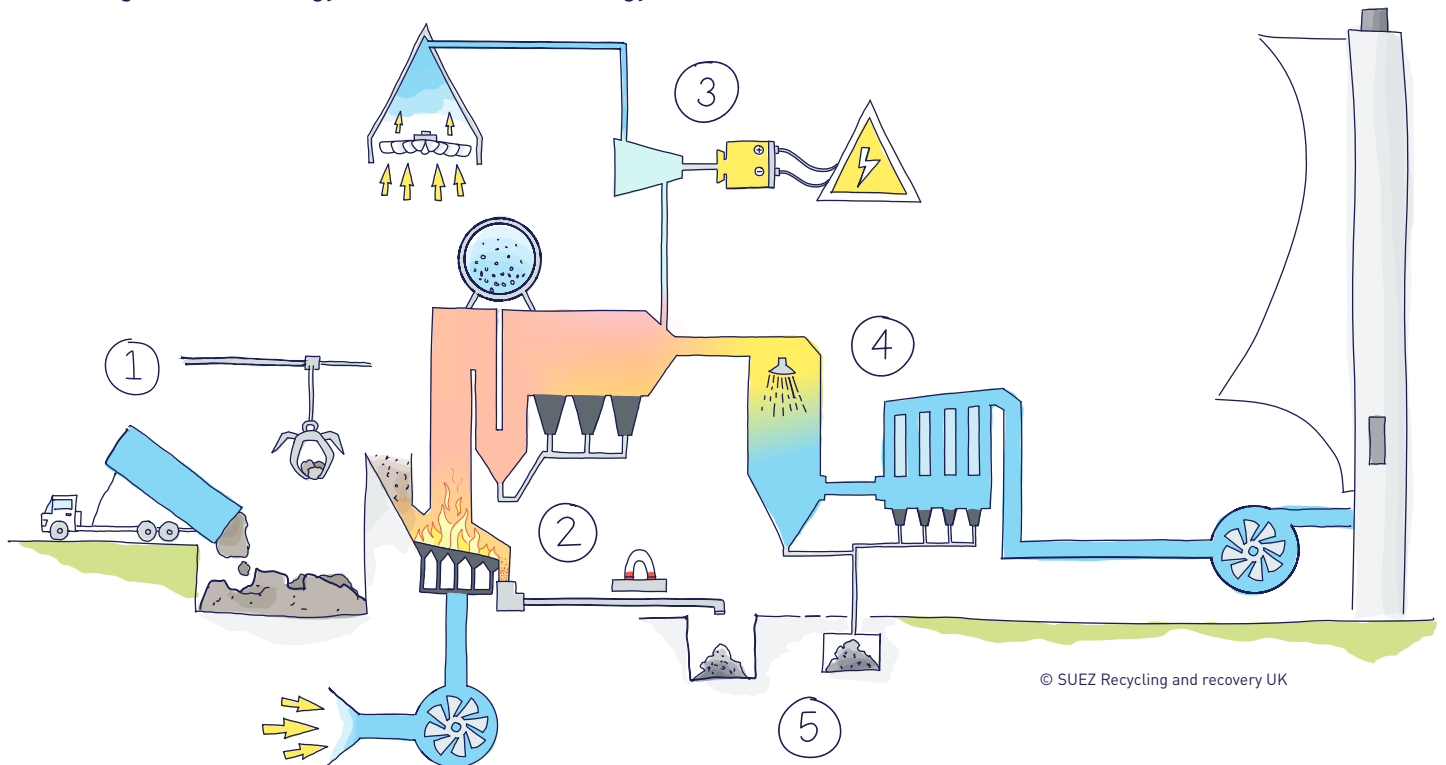
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On twitter: @melkshamwithout

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What happens in an energy-from-waste facility?

Where mixed wastes remain after recycling or it is not practicable to reclaim the materials, the energy value of these resources can be recovered safely, using modern energy-from-waste technology.



© SUEZ Recycling and recovery UK

1 Collection

Waste collection vehicles enter the reception hall of our energy-from-waste facility and discharge their waste into a bunker. A grab crane operator mixes the waste to ensure an even burn in the furnace. Water sprays and induction fans in the reception hall reduce the levels of dust and odours.

2 Incineration

The crane loads the mixed waste into a feed hopper, and it travels down a chute into the furnace. Inside the furnace, a series of grate bars move the waste through the furnace where it dries and burns at temperatures of around 1000°C. Burning the waste creates a hot flue gas – which is used as a source of renewable energy – and incinerator bottom ash, which can be used in construction.

3 Energy generation

The hot flue gases travel through a boiler, heating water that runs through boiler pipes. This turns into steam that drives a turbine, generating electricity.

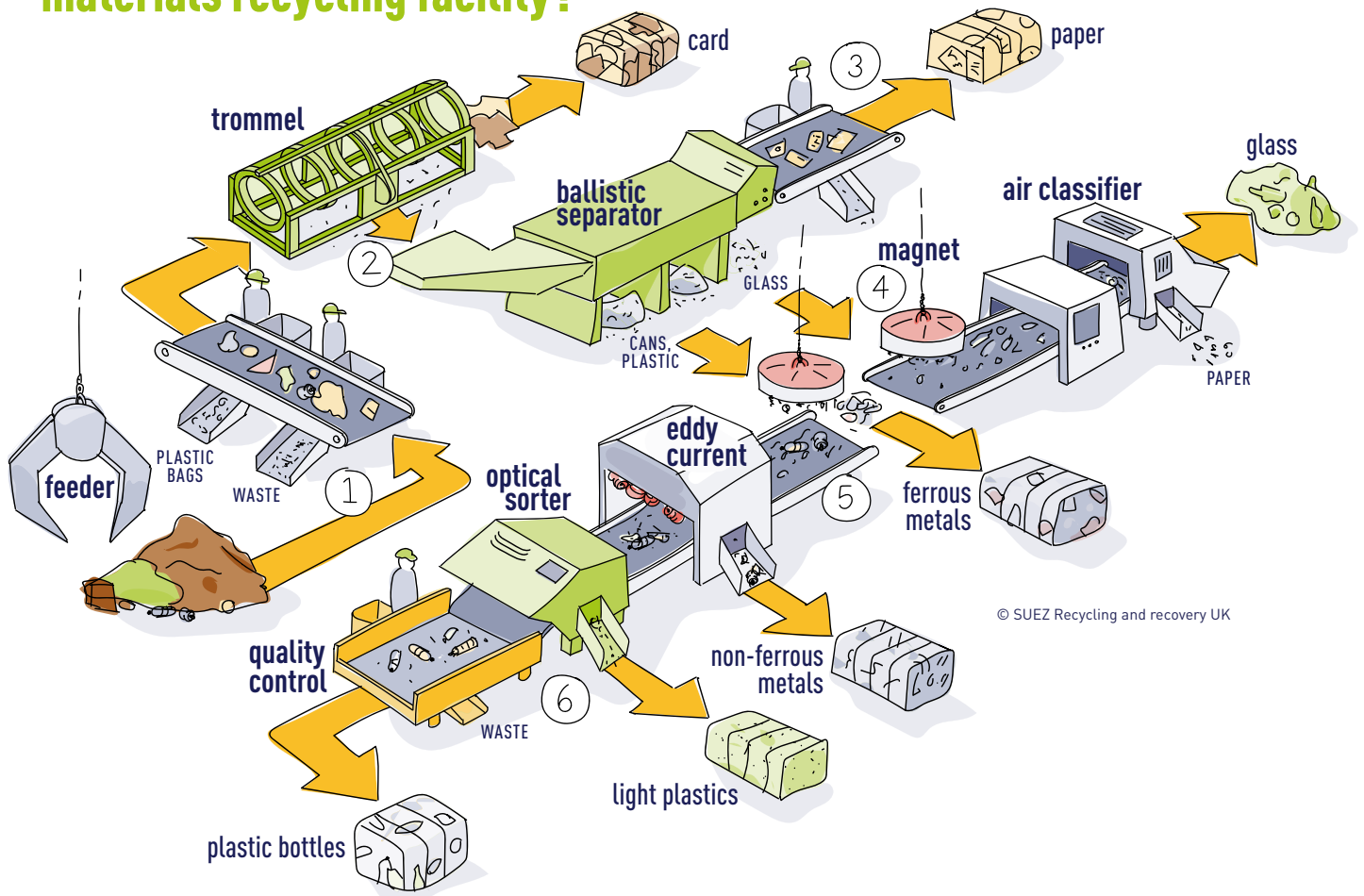
4 Emissions

The gases from the burned waste are cleaned thoroughly. Lime is used to neutralise acidic gases and carbon to remove dioxins and heavy metals. The gas then passes through a fine fabric filter to capture any remaining particles before it is released through a chimney.

5 Other by-products

The incinerator bottom ash from burnt waste drops into a quench tank and then passes along a conveyor to a storage pit. Magnets above the conveyor extract ferrous metals from the ash for recycling. The ash then goes to an ash recycling plant, so it can be used as an aggregate replacement in construction materials.

What happens in a materials recycling facility?



© SUEZ Recycling and recovery UK

1 Collection

Materials collected from households, recycling centres and businesses are transported to our materials recycling facilities and loaded onto a conveyor.

Materials that cannot be recycled and items that would harm the process or equipment are removed by hand on the conveyor.

2 Separation

The stream of materials then passes through a trommel and ballistic separator to separate the different recyclables.

3 Paper

Paper is screened by hand and then baled, ready to be sent to a paper recycling mill.

4 Glass

Glass is passed under a magnet to remove any ferrous metals, screened to remove waste and then sent through an air classifier to remove any light paper. The glass is collected for onward transportation to a glass recycling plant.

5 Metals

Metals are removed using a magnet for ferrous metals (like steel cans) and an eddy current separator for non-ferrous metals (like aluminium cans). These are baled, ready for recycling.

6 Plastics

An optical sorting unit separates out different types of plastics and plastic bottles then pass along a manual inspection line as a final quality check.

The plastics are then baled for transportation to a specialist recycling facility.

Lorraine McRandle

From: Teresa Strange
Sent: 04 October 2022 17:01
To: Lorraine McRandle
Subject: FW: Water station- Melksham Without Parish Council

From: Simon Hammersley-Bowyer <Simon.Hammersley-Bowyer@miw.co.uk>
Sent: 03 October 2022 10:03
To: Marianne Rossi <admin@melkshamwithout.co.uk>
Cc: Teresa Strange <clerk@melkshamwithout.co.uk>; Ian Burdett <Ian.Burdett@miw.co.uk>
Subject: RE: Water station- Melksham Without Parish Council

Dear Marianne

The cost for the site survey would be £75 + vat to cover travel to site/time on site and admin time for costing the installation thereafter.

Please let me know if you want me to proceed and forward address for the site survey along with an invoice address, if different from the survey location.

Thanks

Simon

Simon Hammersley-Bowyer

Technical Training And Quality Manager

MIW Water Cooler Experts

M: 07485 314531

E: simon.hammersley-bowyer@miw.co.uk

www.miw.co.uk



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From: Marianne Rossi <admin@melkshamwithout.co.uk>
Sent: 30 September 2022 16:23
To: Simon Hammersley-Bowyer <Simon.Hammersley-Bowyer@miw.co.uk>
Cc: Teresa Strange <clerk@melkshamwithout.co.uk>; Ian Burdett <Ian.Burdett@miw.co.uk>
Subject: RE: Water station- Melksham Without Parish Council

Hi Simon,

Thanks for that as there may be a cost involved we will need to ask the council first, would you be able to let me know a cost so that we can ask the council?

Many thanks

Best Wishes,
Marianne

Marianne Rossi
Finance and Amenities Officer
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First Floor
Melksham Community Campus
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From: Simon Hammersley-Bowyer <Simon.Hammersley-Bowyer@miw.co.uk>
Sent: 30 September 2022 15:10
To: Marianne Rossi <admin@melkshamwithout.co.uk>
Cc: Teresa Strange <clerk@melkshamwithout.co.uk>; Ian Burdett <Ian.Burdett@miw.co.uk>
Subject: RE: Water station- Melksham Without Parish Council

Hi Marianne

Thanks for the video.

If the unit was to be located near the doorway then it would be very close to the louvred door. I can see a 22mm overflow pipe from the tank in the room and this drops down the tank but cannot see where this goes(i.e drain).

I think the best action, to move forward, is to send an engineer to site and we can have a look at this option and any other options during the site survey.

How does that sound?

Please let me know if you want to proceed and may be at a cost but I think should give you a solution to positioning and firm quote if you want us to carry out the install.

Let me know your thoughts and have a lovely weekend.

Best regards

Simon

Simon Hammersley-Bowyer

Technical Training And Quality Manager

MIW Water Cooler Experts

M: 07485 314531

E: simon.hammersley-bowyer@miw.co.uk

www.miw.co.uk



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From: Marianne Rossi <admin@melkshamwithout.co.uk>

Sent: 30 September 2022 12:36

To: Simon Hammersley-Bowyer <Simon.Hammersley-Bowyer@miw.co.uk>

Cc: Teresa Strange <clerk@melkshamwithout.co.uk>

Subject: Water station- Melksham Without Parish Council

Dear Simon,

I have managed to get a video of the inside of the room, hopefully this helps. I have sent in Mail drop, hopefully you are able to download.

[Download Attachment](#)
Available until 30 Oct 2022

[Click to Download](#)

IMG_7325.MOV
0 bytes

Kind Regards,

Marianne

Marianne Rossi
Finance and Amenities Officer
PLEASE NOTE NEW ADDRESS:
Melksham Without Parish Council
First Floor
Melksham Community Campus

Allotment Report for Asset Management Meeting

Monday 10th October 2022

Vacant Plots:

We currently have the following vacant allotment plots:

Berryfield: 2

Briansfield: 4

Total vacancies: 6

The rent renewal letters for the 2022-23 allotment year have recently been sent out, so a few more vacancies might come up.

Waiting List:

There are currently 11 people on the waiting list for the allotments.

The Allotment Warden is currently in the process of showing people on the waiting list around all of the vacant plots.

Shed/ greenhouse requests

The Clerk has not approved any shed/ greenhouse requests under her delegated powers since the last meeting.

Plot inspections

Two plot holders have been sent a letter informing them that their tenancy wouldn't be renewed for the forthcoming year due to their plots being overgrown.

Allotments- Complaint about nettles and brambles encroaching on adjacent land to Briansfield allotments

We have received a complaint from a resident of Berryfield Lane to say that there are nettles and brambles encroaching on their land, which is coming from our side of the allotments at Briansfield. I have asked the Allotment Warden to take some photos of the area (attached below), while doing this the landowner invited him onto their land to show him the issues, so he was able to take some photos from their side as well. The resident explained to the Allotment Warden that this has been an ongoing issue for some time, but in previous years they have been able to cut the brambles back to the boundary. Due to ill health, they feel that this is too much for them to do now and have asked the parish council to cut back the encroaching nettles and brambles. The Allotment Warden also highlighted that over time the pathway down the allotments has become narrower and narrower due to the overgrowth of nettles and brambles.

Following the photos obtained from the Allotment Warden, I asked JH Jones to provide us with a quotation to cut back the brambles on that side of the allotments (attached). While at the site he noted that vegetation had overgrown at the entrance to the allotments inside the gate, so has also provided a separate quotation for that.



J H JONES & SONS LIMITED

BUILDING CONTRACTORS

PARK FARM, BATH ROAD, ATWORTH, WILTSHIRE. SN12 8HT

• 01225 703295 •

TONY.JONES@JONESDEVELOPMENTS.CO.UK

Teresa Strange – Clerk
Melksham without Parish Council
Sports Pavilion
Westinghouse Way
Bowerhill,
Melksham
Wiltshire,
SN12 6TL

24th August, 2022

QUOTATION 1057

Reference – Weeds/Brambles

- To cut back vegetation – Brambles from pathway left hand side of allotments to boundary fence

Total - £ 785.00 + VAT

- To cut down and remove vegetation – small trees at entrance left hand side of entrance gate

Total - £ 685.00 + VAT

Yours faithfully,

Tony Jones
J H Jones & Sons Limited
If tender is accepted please sign below and return one copy.

Signature..... Date.....

PERIOD PROPERTIES • RESTORATION • REFURBISHMENTS • NEW BUILD
VAT NUMBER 923424246 COMPANY REG 6260416

Complaint from allotment holder regarding an increase in dog fouling at the allotments

We have received a complaint from an allotment holder regarding an increase in dog fouling at the allotments (email attached). They are saying that non allotment holders with dogs have been walking around the allotment gardens which has made this issue worse. Clause 5e in the tenancy agreement for allotment holder's states '*No dog shall be brought into or kept in the area of the Allotment Garden by the Tenant or by anyone acting with his/her authority or approval.*' The plot holder is asking for all dogs to be banned at the allotments as currently there is a sign up saying 'please clear up after your dogs' which implies that they are allowed at the allotment gardens but the rules for tenants give a different message.

Do we need to clarify our rules around dogs at the allotments i.e., change the signage to match what is stated in the tenancy agreement rules? This would of course be very difficult to enforce this to non-allotment tenants as we are not always up there.

They also raised an issue that allotment holders are leaving the Briansfield car park gate open which is allowing easy access for non-plot holders. Unfortunately, I was only made aware of this issue after I sent out the annual rent letters, but I have sent round an email reminding plot holders to ensure that they close and lock the gate behind them when entering and leaving the site. I will ask the Allotment Warden to keep an eye on this and report back to me if this is still an issue.

Marianne Rossi

From: Teresa Strange
Sent: 22 September 2022 14:50
To: Marianne Rossi
Subject: FW: Briansfield Allotment

Follow Up Flag: Follow up
Flag Status: Flagged

-----Original Message-----

From: [REDACTED]
Sent: 22 September 2022 14:31
To: Teresa Strange <clerk@melkshamwithout.co.uk>
Subject: Briansfield Allotment

Dear Mrs Strange,

Briansfield Allotment

We have a number of concerns relating to dogs. I have spoken to one or two other allotment holders and they have shared the same view. We have found a number of people walking their dogs around the allotment over the last few months and are clearly not allotment holders. Dog poo has been appearing in the paths and some dogs seem to be wondering freely. I think all dogs should be banned from the allotment as we don't know where freely running dogs are peeing on our vegetables. Then if we see dogs on site it is much easier to ask them to leave.

Also, I and our neighbour has lost count how many times we have been up to the allotment lately, sometimes late to water in the hot weather, when the gate was wide open and there was no one else there, which then is an open opportunity for dog walkers to walk around. There must be a new allotment holder who is not aware that the gate should be locked after they leave when they are the last to go.

Anyway, thank you for all your hard work.

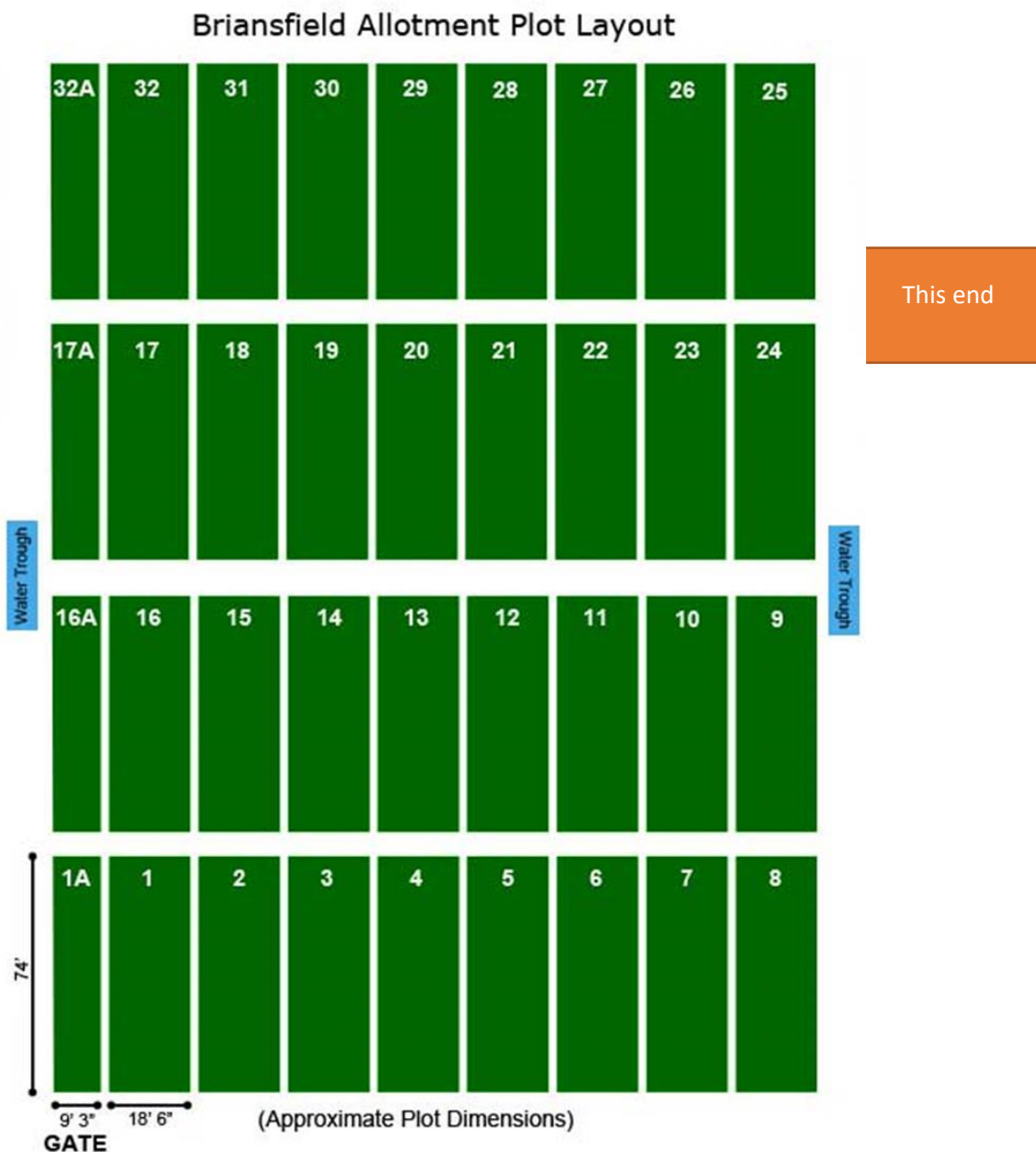
Yours sincerely,

[REDACTED]


Request from allotment holder for additional water trough to be installed at Briansfield Allotments

A request has come in via the Allotment Warden that a plot holder at the back of the allotments has requested for an additional water trough to be installed that end. I understand from the Allotment Warden that the tenant had explained to him that during the extreme weather we received in the summer it was some distance from their plot to access the trough and would have been useful to have one down that end. I haven't received any other requests for another water trough from any other tenant.

Below is the Briansfield allotment plot layout



Legionella Risk Assessment in accordance with HSG274

BUILDING NAME	Berryfield Village Hall
BUILDING ADDRESS	Telford Drive Melksham SN12 6GF
RISK ASSESSOR	Tom Palmer
ASSESSOR SIGNATURE	
SURVEY DATE	30 th August 2022
DATE OF LAST ASSESSMENT:	N/A



**Risk Assessment Ref. No.
220801-TP**

EXECUTIVE SUMMARY

Assessment Date:	August 2022
Client Name:	Melksham Without Parish Council
Site Name:	Berryfield Village Hall

Site Information:

Berryfield Village Hall is a new structure, built within a new community on the outskirts of Melksham, Wiltshire.

System Information:

There is 1 x MCWS on site, and 2 x HWS. Please see below for more details.

Mains cold water services (MCWS):

The incoming main enters site in the Kitchen and goes on to feed all cold water services, as well as the hot water services via 2 x Water Heaters.

On the day of assessment, the water authority was delivering water to the building at above 20*c. This can happen during warmer periods, and is usually safe as long as the outlets are well flushed.

Cold water down services (CWDS):

No CWDS on site.

Hot water services (HWS)

There are 2 x HWS systems on site.

There is a Water Heater in the Cleaners Cupboard that feeds the Ladies Toilets, Gents Toilets, and Cleaners Cupboard. The Water Heater is an 'Ariston VLS Evo 45'. It stores 45 litres of water.

On the day of assessment, the Water Heater was running at 40.4*c. The unit should be storing water at a minimum of 60*c, to reach the outlets at a minimum of 50*c.

There is another water heater in the Kitchen, underneath the Sink. This feeds the Kitchen and Accessible Toilet. The Water Heater is an 'Ariston New Europrisma 15'. It stores 15 litres of water.

On the day of assessment, the Water Heater was running at 45.1*c. As stated above, the unit should be storing water at a minimum of 60*c, reaching outlets at above 50*c.

Showers:

There are no showers on site.

Thermostatic mixer valves (TMV):

TMVs are small units that blend hot and cold water together to create a safe hand washing temperature.

There are 2 x TMVs on site (1 x TMV in the Ladies Toilets, 1 x TMV in the Gents Toilets), as well as TMV outlets in the Accessible Toilet and Kitchen.

It is suspected that the outlets fitted in the Ladies and Gents Toilets are also TMV outlets, and if so, the TMVs underneath are not required.

Dead legs (DL):

Dead legs are runs of pipe work that are no longer in use, but are still connected to a water system that is in use. All dead legs should be removed as soon as possible, and cut back to source to avoid the possibility of any bacteria build up running back into the pipe work that is in use.

1 x dead leg was identified on the day of assessment. This was underneath the Water Heater in the Cleaners Cupboard, on the Pressure Reducing Valve. This should be removed.

Sentinel points:

Sentinel points are the nearest and furthest outlets of each water system. These should be tested for temperature monthly and recorded in a centralised log book to ensure that they meet legislative requirements.

Sentinel points around site are as follows:

MCWS

Nearest – Kitchen Sink
Furthest – External Bib Tap

HWS

Ariston VLS Evo 45 (Cleaners Cupboard)

Nearest – Ladies Toilet WHB 1
Furthest – Cleaners Cupboard Sink

Ariston New Europrisma 15 (Kitchen)

Nearest – Kitchen Sink
Furthest – Kitchen Wash Hand Basin

Each localised hot water heater is classified as its own system, and so these should also be tested monthly.



Management Information:

The survey has been limited to the following agreed terms

- Risk assessment of the domestic hot and cold water supply systems within the premises for compliance with the Health and Safety Executive requirements on the control and prevention of Legionellosis.
- Survey of the domestic hot and cold water supply systems within the premises for compliance with the Water Supply (Water Fittings) Regulations 1999 (pertaining to legionella risk).
- Production of a schematic diagram of the building's hot and cold water supply systems.

The survey was undertaken in order to comply with the Health and Safety Executive requirements on the control and prevention of Legionellosis.

This report is based solely upon our observations at the time of inspection together with the information supplied to us at the time. For practical reasons it has not been possible to examine the system (s) in their entirety particularly where pipe work is concealed beneath flooring or otherwise encased. Any omissions which may come to light in the future or any subsequent alterations to the system should be amended in the site log book as necessary by the site Nominated Responsible Person.



EXECUTIVE SUMMARY

EXISTING CONTROLS

- Please refer to section 3 of this report for details of pre planned maintenance work
- currently undertaken at this site and/ or recommendations of any pre planned maintenance works required.

ACTION PLAN:

- Where highlighted in the Executive Summary and Section 3 of this risk assessment it is the duty of the Nominated Responsible Person for the site to endeavour to action recommendations made with regards to the control scheme for the site to ensure minimum compliance with HSG274. This must be undertaken within a reasonable and practicable time frame with budget, access and manpower permitting. The Nominated Responsible Person may utilise help from other competent persons in order to plan this in accordingly.
- Ensure that all remedial actions undertaken are signed off in the executive summary of this risk assessment, or in an on-site based action diary upon completion.

EXECUTIVE SUMMARY

Method of Risk Assessment - Legionella

The risk assessment takes account of the principle parameters which govern the risk associated with each water source in the building. Selective and planned water sampling may also be carried out in order to confirm absence of Legionella. The following assessment parameters and associated risk factors have been developed in order to derive a numerical risk value and overall risk rating:

Risk Parameter	Risk Rating	Numerical Value
A) Formation of Droplets		
Still water	Low	10
Droplets	Medium	20
Aerosol	High	30
B) Water Condition		
Chemical regime	Low	10
Clean	Low / medium	15
Contaminated	Medium / high	25
Heavily contaminated	High	30
C) Water temperature		
Below 20oC	Low	10
21oC – 25oC	Medium	20
26oC – 45oC	High	30
46oC – 50oC	Medium	20
Above 50oC	Low	10
D) Water turnover		
Stagnant	High	30
Low turnover	Medium	20
Moderate turnover	Medium / low	15
High turnover	Low	10
E) Susceptibility of exposed persons		
Average population	Medium	20
Susceptible population	High	30
F) Population density of exposed persons		
Low density	Low	10
Medium density	Medium	20
High density	High	30

For sources sampled and found Legionella positive an additional weighting factor shall be applied to the assessment. This allows the infected source to be immediately identified as high risk.

UPON IDENTIFICATION OF LEGIONELLA COLONISATION, IMMEDIATE STEPS MUST BE TAKEN TO ERADICATE THE INFECTION.

Source Risk Rating

Calculated by additional of numerical values for each of the risk parameters of each source and weighting factor if applicable.

Total Numerical Value	Overall Risk Rating	Risk Category	Time Scale
144-180	High	A	1 to 3 months
107-143	Medium	B	3 to 6 months
70-106	Low	C	6 to 12 months

The overall risk rating for each source must be evaluated in conjunction with other influences observed during the course of the survey and with consideration for systems breakdowns, abnormal operations, commissioning and other unusual circumstances.

Note: Time frames generated by the risk ratings are a suggested best practice in order to rectify the problems identified, and should be adhered to where possible; however it is accepted that restrictions in budget, access and / or resources etc. may make the timeframes unpractical to adhere to. The Nominated Responsible Person should still at least plan the works in order of severity for as and when resources become available to complete them and monitor this by use of an action diary or something similar so that remedial works can be signed off and dated upon completion.

EXECUTIVE SUMMARY

Summary of Recommendations :

Status A High risk, recommended rectification time scale of 1 to 3 months								
1	2	3	4	5	6	9	10	11
Status B Medium risk, recommended rectification time scale of 3 to 6 months								
7	8	12	13					
Status C Low risk, recommended rectification time scale of 6 to 12 months								
14	15							
Status D No Risk, Advisory as best working practice – no time scale								

Details of recommended required pre planned maintenance tasks to be added to the site control scheme:

Survey	Recommendations	Status	Number	Date Completed
Management	Staff members overseeing Legionella compliance should have received Legionella awareness training.	A	1	
Management	A written scheme is required to be put into place. This is so that the Legionella preventative works can be completed, recorded, and checked if any of the nominated persons is off of work for any reason.	A	2	
Management	A management structure is required to be put into place. This is vital in case of any outbreaks, or undesirable results, that the correct people can be notified, and so that others know who these people are.	A	3	
Management	A centralised log book is to be put into place. This is to store all details about the buildings' water systems, including this Legionella Risk Assessment, and all future works done on these systems.	A	4	

MCWS	Monthly water temperatures of sentinel and representative (minimum 10% per month) should be taken, to cover the whole site within a 12 month period. These should be recorded, and actioned if out of specified limits.	A	5	
MCWS	Flushing of little used outlets should be done on a weekly basis, and recorded and put into the site log book.	A	6	
MCWS	As there is no history of any Legionella or microbiological water sampling, 6 monthly sampling should be brought into place for a duration of a minimum of 1 year. After which, depending on results, this procedure can be reviewed.	B	7	
MCWS	Outlets should be de-scaled and disinfected quarterly or as necessary. Spray outlets increase the risk of aerosols, and so should be removed if not necessary.	B	8	

Details of 'one off' remedial actions:

Survey	Recommendations	Status	Number	Date Completed
HWS	Ensure the Water Heater in the Cleaners Cupboard is storing water at a minimum of 60*c and delivering to outlets at a minimum of 50*c.	A	9	
HWS	Ensure the Water Heater in the Kitchen is storing water at a minimum of 60*c and delivering to outlets at a minimum of 50*c.	A	10	
MCWS	Remove the identified dead leg.	A	11	

MCWS, HWS	Investigate whether the Ladies and Gents Toilets outlets are TMV outlets. If so, being fed from a localised TMV could affect temperatures, as well as bacteria levels.	B	12	
MCWS, HWS	Ensure that flexi-hoses on site are WRAS approved fittings.	B	13	
MCWS	'Not Drinking Water' labels should be prevalent above the wash hand basins in all toilet locations.	C	14	
MCWS	'Drinking Water' label should be displayed above the Kitchen Sink.	C	15	



CONTENTS

- 1.0 Introduction, Control Scheme & Management Responsibilities**

- 2.0 Pictorial Assessment**

- 3.0 Review of Existing Legionella Controls**

- 4.0 Survey Data Sheets**

- 5.0 Asset Register & Schematics**



Introduction

Risk Management:

It is a requirement of Health and Safety legislation that employers and persons in control of premises must assess the risk from Legionella to employees and others who may be affected and implement the necessary precautions. To ensure legal compliance the following risk management process should be followed:

Risk Assessment – All sources of risk from Legionella bacteria should be identified and evaluated. The risk assessor should be competent.

Preventative Scheme – If a reasonably foreseeable risk has been identified, a control scheme of precautions to minimise and control the risk should be prepared.

Management of Preventative Scheme – A responsible person should be appointed to implement the preventative scheme. The scheme should be regularly monitored by the responsible person to ensure that it is effectively controlling the risk.

Record Keeping – Suitable records should be kept to illustrate that the control scheme is being implemented. This should include all management documentation and monitoring data.

Management Review – Regular management review should be undertaken to ensure that the preventative scheme remains effective and is adequately controlling the risks identified. Reviews should be undertaken in conjunction with management, responsible persons, risk assessors and service providers. The risk assessment should be reviewed at least every 2 years or whenever conditions change.

Legislative Requirements:

The following Regulations are relevant to water installations which potentially pose a risk to health and place responsibilities on employers and persons in control of premises:

- **Health and Safety at Work etc. Act 1974** – Employers have a duty to ensure, as far as reasonably practical, the health, safety and welfare at work of their employees and others who may be affected.
- **Management of Health and Safety at Work Regulations 1999 (as amended)** – Sets out broad requirements for control of health and safety in the workplace; specifically it includes the requirement for risk assessment.

<u>RECOMMENDED GENERAL MAINTENANCE TASKS AS RECOGNISED BY HSC ACoP L8. THIS IS A GUIDE ONLY AND MAY REQUIRE ADDITIONS OR ALTERATIONS DEPENDING ON THE CONFIGURATION OF THE SYSTEMS WITHIN THE BUILDING(S).</u>		
Service	Task	Frequency
Hot water services	Samples to be taken from hot water heaters, in order to note the visual condition of drain water.	Annually
	Check temperatures in flow and return at hot water heaters.	Monthly
	Check water temperatures up to one minute to see if it has reached between 50°C-60°C in the sentinel taps.	Monthly
	Visual check on internal surfaces of hot water heaters for scale and sludge. Check representative taps for temperature as above on a rotational basis.	Annually
	Visual check of the cold water storage of fortic heaters to ensure the cleanliness of the system and the water in it. Carry out cleaning and disinfection where necessary.	Six monthly
Cold water services	Check tank water temperature remote from ball valve and mains temperature at ball valve. Note maximum temperatures recorded by fixed max/min thermometers where fitted, and ensure that these thermometers are calibrated.	Six monthly
	Check that temperature is below 20°C after running the water for up to two minutes in the sentinel taps.	Monthly
	Visually inspect cold water storage tanks and carry out remedial work where necessary. Check representative taps for temperature as above on a rotational basis.	Annually
	Visual inspection of the cold water storage tanks to ascertain the cleanliness of the system and the water in it. Carry out cleaning and disinfection where necessary.	Annually
Shower heads	Dismantle, de-scale and disinfect shower heads and hoses.	Quarterly or as necessary
Little-used outlets	Flush through and purge to drain, or purge to drain immediately before use, without release of aerosols.	Weekly

RECOMMENDED TEMPERATURE MONITORING AS RECOGNISED BY HSG274

Frequency	Check	Standard to meet		Notes
		Cold water	Hot water	
Monthly	Sentinel Taps	The water temperature should be below 20°C after running the water for up to two minutes.	The water temperature should be at least 50°C within a minute of running the water. (55°C in healthcare premises).	This check makes sure that the supply and return temperatures on each loop is functioning as required.
	If fitted, input to TMVs on a sentinel basis.	Supply temperature must be less than 20°C.	The water supply to the TMV temperature should be at least 50°C within a minute of running the water (55°C in healthcare premises). The TMV should run at 41°C +/- 2°C.	One way of measuring this is to use a surface temperature probe.
	Water leaving and returning to calorifier.		Outgoing water should be at least 60°C, return at least 50°C.	A temperature gauge on the flow and return pipe work of the calorifier is recommended.
Six monthly	Incoming cold water inlet (at least once in the winter and once in the summer).	The water should preferably be below 20°C at all times.		The most convenient place to measure is usually at the ball valve outlet to the cold water storage tank.
Annually	Representative number of taps on a rotational basis.	The water temperature should be 20°C after running the water for two minutes.	The water temperature should be at least 50°C within a minute of running the water. (55°C in healthcare premises).	This check makes sure that the whole system is reaching satisfactory temperatures for Legionella control.



DEFINITIONS OF A DUTY HOLDER, NOMINATED RESPONSIBLE PERSONS, DEPUTIES, AND OTHER SPECIALIST PERSONNEL.

Duty Holder:
<p>This role would normally be held by someone within an organisation with appropriate budgetary control to ensure that the operation complies with all relevant legislation and regulations. The Duty Holder would appoint and oversee the Nominated Responsible Person. All appointments must be made and accepted in writing.</p>
Nominated Responsible Person:
<p>The appointed responsible person should be a manager, director, or have similar status and sufficient authority, competence and knowledge of the installation to ensure that all operational procedures are carried out in a timely and effective manner. It is also their responsibility to control any identified risk from legionella bacteria on a day to day basis. This may be undertaken using trained and competent staff from within their own organisation or by utilising a specialist service provider. It is the duty of the Nominated Responsible Person to satisfy themselves that any specialist service provider utilised is competent and trained for the tasks allocated.</p>
Nominated Deputy:
<p>The appointed Deputy should undertake the role of the Nominated Responsible Person should they be away from work for any reason. Should this absence be prolonged the Deputy should be named as the Responsible Person and another Deputy appointed.</p>
Operational Staff:
<p>Staff whose duties include inspection, monitoring, implementing, record keeping and carrying out of pre planned maintenance works. There should be adequate record of their on-going training and regular assessment of their competence. Some operations may opt for using Specialist Service Providers to undertake this role.</p>
Specialist Service Providers:
<p>Specialist Service Providers include (but are not limited to) Risk Assessors, Water Treatment Companies, Maintenance Companies, Consultants etc. As per Paragraphs 40 & 45 of HSC ACoP L8 those appointed to carry out risk assessments, control measures and remedial actions should be suitably informed, have suitable experience, training and resources in order to carry out their tasks in a safe and correct manner. The Nominated Responsible Person should satisfy themselves as to the competency of the Specialist Service Providers used and monitor them frequently i.e. regular review meetings, audit on site monitoring records and staff training records etc.</p>

1.0 Management Responsibility

Inadequate management, lack of training and poor communication have all been identified as contributory factors in outbreaks of Legionnaires' disease. It is therefore important that those people involved in assessing risk and applying precautions are competent, trained and aware of their responsibilities.

The table below identifies who is responsible for positions on site.

Duty Holder: Address: Tel:	Melksham Without Parish Council First Floor Melksham Community Campus Market Place Melksham SN12 6ES 01225 705700
Nominated Responsible Person: Address: Tel:	Teresa Strange First Floor Melksham Community Campus Market Place Melksham SN12 6ES 01225 705700
Nominated Deputy: Address: Tel:	Lorraine McRandle First Floor Melksham Community Campus Market Place Melksham SN12 6ES 01225 705700
Water Treatment Company: Address:	Aquasafe Environmental 5 Kingfisher Road Chipping Sodbury South Gloucestershire BS37 6JG
Designated Site Technician/ Engineer: Tel:	Tom Palmer 07713 751092

2.0 Pictorial Assessment



Incoming MCWS located in the Kitchen.



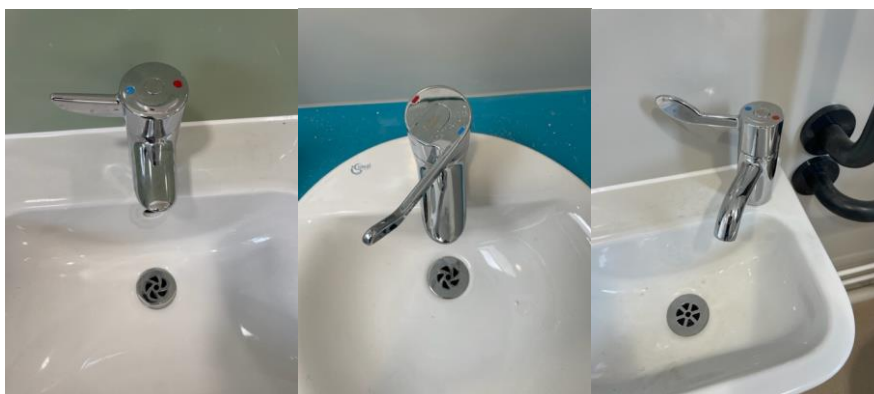
Water Heater 1, located in the Cleaners Cupboard,



Water Heater 2, located in the Kitchen.



The TMVs found in the Ladies and Gents Toilets.



Example of TMV outlets found around site.



Example of Flexi-Hoses found on site.



The LTHW quick-fill loop in the Plant Room. This should be disconnected when not in use.



External Bib Tap.

3.0 Review of the Existing Legionella Control Programme of Preventative

Records held on site were audited at time of assessment and the findings are as follows:

Task	Actioned (Yes/ No/ NA)	Frequency	By Whom	Logged (Yes/ No/ NA)
Little used outlets Flushing	No	Weekly	-	-
Calorifier Flow/ Return temperature monitoring	N/A	Monthly	-	-
Calorifier drain flushing	N/A	3 Monthly	-	-
Hot & Cold Sentinel Outlet temperature	No	Monthly	-	-
Hot & Cold Outlet temperature monitoring	No	Monthly	-	-
Shower Descale & Disinfection	N/A	3 Monthly	-	-
Mains Temp Record	No	Monthly	-	-
TMV Service/Inspection & TMV failsafe check	No	Annual	-	-
CWST Inspection	N/A	Annual	-	-
CWST at ball valve /remote temperature	N/A	6 Monthly	-	-
Calorifier Inspection	N/A	Annual	-	-
POUWH Inspection	No	Annual	-	-
Softener Service	N/A	Annual	-	-
Microbiological water sampling (TVCC)	No	-	-	-
Legionella sampling	No	-	-	-

Management Item	Present
Management structure/responsibilities	No
Programme of works	No
Written scheme	No
Training records/competency	No
Schematic Drawings	On site as built
Method statements	No

4.0 Surveys of Water Systems

4.1 Survey of Mains Cold Water

QUESTION	ANSWER
1. Do the construction materials appear to be WRAS compliant?	Yes
2. Is access possible for inspection of pipes?	No
3. Are pipe runs direct?	Yes
4. Does the distribution system operate below 20°C?	No – See 'MCWS' above
5. Is the distribution pipe work insulated?	Yes
6. Is the use of spray taps avoided?	Yes
7. Is the main protected against back flow?	Yes
8. Is the direct mains system free from dead legs?	No – See 'Dead Legs' above
9. Have identification labels been used?	No
10. Are there any drinking water outlets in toilet or workshop locations?	No

4.2 Annual Condition Survey of Cold Water Storage Tanks

No CWS Tanks on site.

4.3 Survey of Hot Water Down Services

QUESTION	ANSWER
1. Do the construction materials appear to be WRAS compliant?	Yes
2. Is access possible for inspection of pipes?	No
3. Are pipe runs direct?	Yes
4. Do all parts of the distribution system operate above 50°C?	No



5. **Is the distribution pipe work insulated?**

Yes

6. **Is the HWS free from dead legs?**

Yes

7. **Are all distribution valves labelled?**

No

8. **Is the use of spray taps avoided?**

Yes



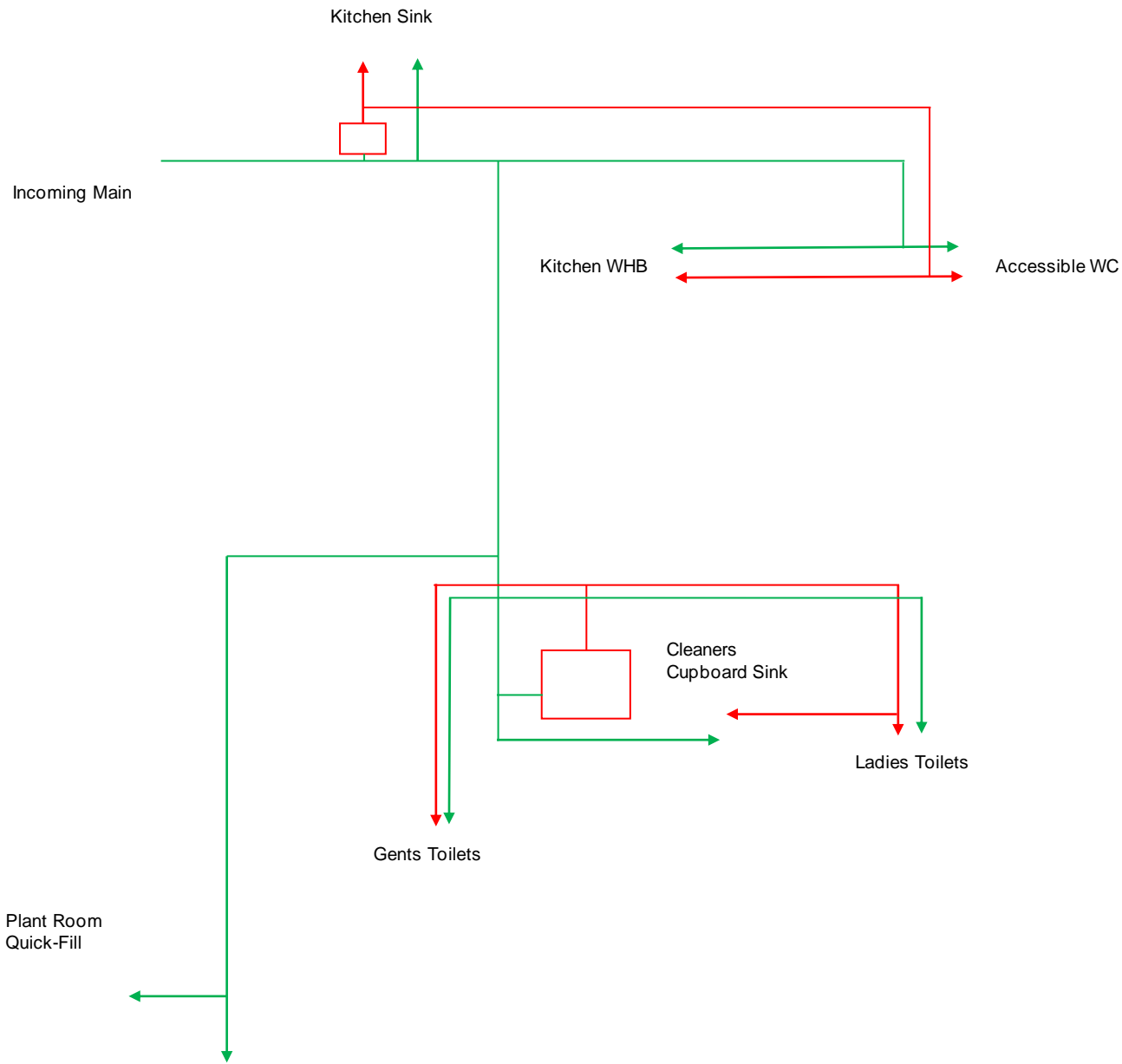
4.4 Survey of Cold Water Down Services

No CWDS on site.

Section 5.0

Risk Assessment – Asset & Temperature Register

Location / Asset Reference	Sink	WHB	WC	Sentinel	Shower	Water Heaters	Bath	Others	Spray Taps Yes/No	TMV Yes/No	Degree °C Mains Water	Degree °C CWDS	Degree °C HWDS	Degree °C Mixed
Kitchen	1	1	-	Yes Yes Yes	-	1	-	-	No	Yes – WHB Outlet	23.0	-	43.9 43.1	-
Accessible Toilet	-	1	1	-					No	Yes – Outlet	23.3	-	43.2	-
Ladies Toilets				Yes					No	Yes	23.2	-	37.6	-
Cleaners Cupboard				Yes					No	No	23.5	-	39.2	-
Gents Toilets				-					No	Yes	23.6	-	36.4	-
Plant Room	-	-	-	-	-	-	-	LTHW Quick-Fill	-	-	-	-	-	-
External	-	-	-	Yes	-	-	-	1 x BT	No	No	23.9	-	-	-
<p>★ All hot water outlet temperatures should exceed 50°C to a maximum of 60°C within one minute of running outlet. For mixing or blending devices the pipe surface immediately before the device should reach 50°C within one minute of running the outlet.</p>				<p>■ All cold water outlet temperatures should not exceed 20°C within two minutes of running outlet.</p>				<p>✱ Ensure that all TMVs are calibrated to deliver the following maximum water temperatures: Bath: 44°C +/- 2°C Shower: 41°C +/- 2°C Wash Basin: 41°C +/- 2°C Bidet: 38°C +/- 2°C</p>						
STD = sanitary towel disposal		WDU – waste disposal unit		VM = vending machine		ES = emergency shower		BF = brita filter		GW = glass washer		CO = combi oven		
HDB = hot drinks boiler		EEW = emergency eye wash		RH = rinse hose		WDH = wash down hose		DWT = drinking water tap		WHB = wash hand basin		WC = water cistern		
HWB = Hot water boiler		FHR = fire hose reel		DL = dead leg		SO = steam oven		PP = potato peeler		CM = coffee machine		WCH = water chiller		BT = bib tap
DF = drinking fountain		WM = washing machine		UR = urinal	IM = ice machine	CWV = chilled water vender		WF = water features		DW = dishwasher		MCC = macerators		



FIRE RISK ASSESSMENT



1. PREMISES DETAILS
2. HAZARDS
3. HISTORY
4. MITIGATING THE EFFECTS OF FIRE
5. FIRE DEVELOPMENT
6. OCCUPANTS
7. RAISING THE ALARM
8. ESCAPE ROUTES
9. EVACUATION PROCEDURES
10. FIRE SAFETY MANAGEMENT
11. MAINTENANCE OF EQUIPMENT
12. TRAINING
13. RECORDS
14. CO-OPERATION & CO-ORDINATION
15. CONCLUSIONS
16. REMEDIAL ACTION PLAN
17. ANY OTHER RELEVANT INFORMATION

1. PREMISES DETAILS

PREMISES ADDRESS	Telford Drive, Melksham, Wiltshire, SN12 6EE
OCCUPIER	Berryfield Village Hall.
OWNER	Melksham Without Parish Council.
RESPONSIBLE PERSONS	Berryfield Resident Management Committee.
USE AND MAXIMUM PERSONS PRESENT	Village Hall: Function hall / meeting room, with separate kitchen and entrance lobby area Standing maximum 150 people or a seated event 100 people.
HOURS PREMISES ARE IN USE	Various times from am to midnight possibly seven days a week as per bookings.
CONSTRUCTION	Brick & block wall construction under a series of pitched tiled roofs.
DIMENSIONS	Approximately 22M x 21M.
No. OF FLOORS IN PREMISES	1 single storey.
No OF FLOORS IN BUILDING	1. single storey.
DETAILS OF OTHER PREMISES IF PART OF MULTI-OCCUPIED BUILDING	Single occupancy premises. (Hired out to 3 rd parties at various times via appointments)
NAME OF ASSESSOR INCLUDING CONTACT DETAILS	Mike Radcliffe. Radcliffe Fire Protection Ltd Email: mike@radcliffefireprotectionltd.co.uk Tel: 01225 708815 Mob: 07908932707
TRAINING & EXPERIENCE OR KNOWLEDGE OR OTHER QUALITIES OF ASSESSOR	37 years operational and fire safety experience. Member of the Institute of Fire Engineers. Level 2 Fire Risk Assessor Practitioners Course Fire Service College.
DATE ASSESSMENT CARRIED OUT	19 th August 2022.
REVIEW DATE	19 th August 2023.

2. HAZARDS

SOURCES OF IGNITION INCLUDING ACTION TAKEN TO REDUCE THE RISK:	
HAZARDS IDENTIFIED	Faulty electrical equipment, (electric cooking appliances in the kitchen), lighting strike, smoking material, arson. No portable electrical appliances were installed at the premises as it was vacant, if second hand portable electrical appliances are moved onto the site ensure they have undergone recent PAT testing.
EXISTING CONTROL MEASURES	No smoking within the premises, designated smoking area outside to the front and side of the building, Combustible rubbish stored in bins outside away from the building. The building is a newly built structure with new electrical installations installed to the current electrical standards, lighting earthing conductor installed on the outside of the building. The kitchen is equipped with new electrical domestic cooking appliances. Intruder alarm installed throughout. Automatic fire alarm and detection system installed throughout.
ACTION REQUIRED	No portable electrical appliances were installed at the premises as it was vacant, if second hand portable electrical appliances are moved onto the site ensure they have undergone recent PAT testing.

SOURCES OF FUEL INCLUDING ACTION TAKEN TO REDUCE THE RISK:	
HAZARDS IDENTIFIED	Fixtures and fittings, floor and wall coverings, combustible waste packaging from kitchen and food products being prepared.
EXISTING CONTROL MEASURES	Fixtures and fittings, floor and wall coverings comply with the relevant fire-retardant British Standard. Fire retardant display notice boards have been displayed throughout. All combustible waste is stored in bins away from the building.
ACTION REQUIRED	No action required.

2. HAZARDS cont.

DETAILS OF ANY HAZARDOUS SUBSTANCES PRESENT:	
HAZARDS IDENTIFIED	Small amounts of flammable aerosols and corrosive cleaning Substances used to clean the premises.
EXISTING CONTROL MEASURES	Cleaning substances will be kept to a minimum and stored within a suitable locked cleaners COSHH cupboard within the premises, with a 30-minute fire door to the cupboard and automatic fire detection installed within.
ACTION REQUIRED	No action required.

HAZARDS FROM WORK PROCESSES – DETAILS INCLUDING ACTION TAKEN TO REDUCE THE RISK:	
HAZARDS IDENTIFIED	Domestic kitchen, electric oven with electric ceramic hobs newly installed.
EXISTING CONTROL MEASURES	60-minute fire door to the kitchen with 30-minute wall and ceiling structures. 60-minute roller shutter serving hatch door linked to the fire alarm system to close automatically on activation of the fire alarm system. Automatic fire alarm and detection system installed within the kitchen.
ACTION REQUIRED	No action required.

2. HAZARDS cont.

STRUCTURAL HAZARDS:	
HAZARDS IDENTIFIED	None identified.
EXISTING CONTROL MEASURES	None required.
ACTION REQUIRED	No action required.

3. HISTORY



HISTORY OF ANY PREVIOUS FIRES AFFECTING THE PREMISES:	
DETAILS	No history of fire at these premises.
ACTION REQUIRED	No action required.

4. MITIGATING THE EFFECTS OF FIRE

MEANS OF FIGHTING FIRE:	
DETAILS	Premises was vacant at the time of the fire risk assessment audit process, so no portable firefighting provision had been installed. Mains water hydrant positioned on the main Semington road and the newly built housing estate, in a close location to the Village Hall for fire service firefighting activities.
MATTERS OF CONCERN	No means to fight fire at the premises.
ACTION REQUIRED	Instruct a suitable fire protection company to carry out a survey of the building to install portable firefighting equipment appropriate to the risk. Ensure all equipment installed complies with the appropriate British Standard BS 5306-3: 2017.

MEANS FOR RESTRICTING FIRE SPREAD:	
HAZARDS IDENTIFIED	Fire spread beyond the room of origin, function hall, meeting room, kitchen, lobby area server room, plant room and all other rooms and corridors throughout the premises.
EXISTING CONTROL MEASURES	30-minute wall structures and 60-minute ceiling structures, 60 & 30-minute fire doors with combined fire and smoke seals, three fire rated hinges and self closing door devices. Automatic fire alarm and detection system installed throughout.
ACTION REQUIRED	No action required.

4. MITIGATING THE EFFECTS OF FIRE cont.

MEANS OF SEGREGATING AREAS OF HIGHER FIRE RISK:	
HAZARDS IDENTIFIED	<p>Kitchen, general storerooms, COSHH cupboard, server room, electrical plant room. Fire stopping is required within the electrical plant room where services / ducting travels through the wall from the plant room into the ceiling above the village hall.</p> <div style="display: flex; justify-content: space-around;">   </div>
EXISTING CONTROL MEASURES	<p>30-minute wall structures and 60-minute ceiling structures, 60 & 30-minute fire doors with combined fire and smoke seals, three fire rated hinges and self closing door devices. Automatic fire alarm and detection system installed throughout.</p>
ACTION REQUIRED	<p>Fire stop the gaps within the wall of the electrical plant room where services pass through, using intumescent products to contain a fire within this room, and provide a minimum 60 minutes fire protection.</p>

5. FIRE DEVELOPMENT

HAVING REGARD TO INFORMATION CONTAINED IN SECTION 1 – 5, DESCRIBE THE MOST LIKELY WORSE CASE SCENARIO FIRE SITUATION TO BE ENCOUNTERED.

In my opinion the worst case fire scenario would be from a fire occurring when the village hall was being used for a function and at full capacity. It would be fair to suggest that the fire would be detected relatively quickly by the automatic fire detection or spotted by a member of public who would be able to raise the alarm by activating the nearest fire alarm manual call point, putting into place the emergency procedure enabling everyone to evacuate and call the fire services.

ACTION REQUIRED

Ensure the weekly testing of the automatic fire alarm and detection system and monthly flick tests of the emergency lighting is carried out by the responsible person, all fire doors and protected escape routes are intact and are in good working order, regularly maintain the portable firefighting equipment and the fire alarm system, ensure all responsible persons and 3rd parties hiring the hall are fully conversant in the fire evacuation procedures.

6. OCCUPANTS

OCCUPANT CHARACTERISTICS:	
DETAILS OF OCCUPANTS	Third party organisations hiring the premises, members of the public, visitors and contractors. The premises will be used by a selection of age groups and all children are accompanied by a responsible adult.
DETAILS OF ANY PERSONS CONSIDERED TO BE PARTICULARLY AT RISK E.G LONE WORKERS, VISITORS, PEOPLE WITH SPECIAL NEEDS, PEOPLE WHO MAY BE ASLEEP.	Any person using the premises that may identify as requiring support to evacuate in the event of a fire.
ACTION REQUIRED	Management of the premises to put in place procedures to confirm that third party organization hiring the Village Hall identify any person at risk, who may need assistance to evacuate, and ensure their responsibility to those persons are addressed in the event of fire, whilst attending a private function on the premises.

7. RAISING THE ALARM

MEANS OF DETECTING & GIVING WARNING OF FIRE:	
DETAILS	Newly installed analogue addressable automatic fire alarm and detection system is installed at the premises, compliant to the appropriate British Standard BS 5839-1:2017 category L2. 60-minute roller shutter serving hatch door within the kitchen linked to the fire alarm system to automatically close on the activation of the fire alarm system. I/O unit installed within the mains electrical plant room to automatically shut down the services on activation of the fire alarm system.
MATERS OF CONCERNS	At the time of the fire risk assessment audit process a fire alarm zone plan or instructions were not displayed adjacent to the fire alarm control panel.
ACTION REQUIRED	Ensure as part of the installation, commissioning and signing off of the fire alarm system, to be fully compliant with the current British Standard BS 5839-1: 2017, a fire alarm zone plane and instructions are displayed adjacent to the fire alarm panel.

8. ESCAPE ROUTES

ESCAPE ROUTES AND EXITS AVAILABLE FOR OCCUPANTS:	
EXISTING PROVISION	Main entrance to the village all to internal lobby, single and double set of entrance doors to the main function hall. There is a sliding partition wall the can divide the main function room so it can be used as a meeting room, and reasonable size function area, or one large function room. There is a large 30-minute lobbied final exit push bar to open door, at the rear of the building discharging to open air.
MATTERS OF CONCERN	None identified.
ACTION REQUIRED	No action required.

MEANS FOR ENSURING ESCAPE ROUTES CAN BE SAFELY USED DURING EVACUATION:	
EXISTING PROVISION	Emergency escape and exit lighting installed throughout the premises, conforming to the appropriate British Standard B.S.5266-1: 2016. The appropriate exit and directional signage installed throughout the premises, complying fully with the appropriate British Standard B.S 5499-4: 2013. All exits and escape routes were found to be free from congestion at the time of the fire risk assessment audit.
MATTERS OF CONCERN	None.
ACTION REQUIRED	No action required.

9. EVACUATION PROCEDURES

EMERGENCY ACTION PLAN:	
EXISTING PROVISION	Premises was vacant at the time of the fire risk assessment audit process, so no provision was installed.
MATTERS OF CONCERN	No procedure on what to do in the event of fire, or instruction on where to assemble when an evacuation takes place.
ACTION REQUIRED	Public fire action notices are required to be displayed appropriately throughout the premises adjacent to manual call points, detailing the procedure to take in the event of fire and the location of the fire assembly point.

10. FIRE SAFETY MANAGEMENT

FIRE SAFETY POLICY STATEMENT:	
DETAILS	A Fire Policy Statement needs to be produced by the responsible persons detailing organisations commitment to the fire safety arrangements at the premises.
MATTERS OF CONCERN	No Fire Policy Statement Produced.
ACTION REQUIRED	Produce a Fire Policy Statement detailing the organisations commitment to the fire safety arrangements at the premises.

FIRE SAFETY MANAGEMENT SYSTEM IN PLACE:	
DETAILS	All fire safety management systems in place are kept by the responsible person of the premises.
MATTERS OF CONCERN	None identified.
ACTION REQUIRED	No action required.

10. FIRE SAFETY MANAGEMENT cont.

PROCEDURES IN PLACE TO MONITOR AND REVIEW FIRE SAFETY PROCEDURES IN THE PREMISES:	
DETAILS	Weekly fire alarm testing and monthly emergency lighting flick test / monthly fire safety audits need to be carried out by the responsible person, visually inspecting firefighting equipment, emergency exits, fire doors, escape routes, and all other fire safety systems and equipment.
MATTERS OF CONCERN	Premises was vacant at the time of the fire risk assessment audit process and no fire safety management procedures were set up.
ACTION REQUIRED	Ensure as soon as the premises are opened to the members of the public, weekly fire alarm testing and monthly emergency lighting flick test / monthly fire safety audits are carried out by the responsible person, visually inspecting firefighting equipment, emergency exits, fire doors, escape routes, and all other fire safety systems and equipment. All tests and inspections should be recorded within the fire safety management folder at the premises.

11. MAINTENANCE OF EQUIPMENT

MAINTENANCE PROGRAMME FOR PREVENTATIVE & PROTECTIVE MEASURES:	
DETAILS	At the time of the fire risk assessment audit process the premises was vacant and in the last stages of completion ready to be handed over to Melksham Without Parish Council and the Berryfield Resident Management Committee.
MATTERS OF CONCERN	None.
ACTION REQUIRED	Ensure commission certificates for the fire alarm system, emergency lights and firefighting equipment are issued before the premises are opened to the public and ensure service / maintenance contracts are put in place going forward for all fire safety systems and equipment.

12. TRAINING

FIRE SAFETY TRAINING PROVIDED FOR RELEVANT PERSONS	
DETAILS	All responsible persons need to receive fire safety induction training when starting their employment and annual refresher training thereafter.
MATTERS OF CONCERN	No formal fire safety training carried out for responsible persons.
ACTION REQUIRED	Carry out fire safety training for all responsible persons at the premises and record all training delivered within the fire safety management file at the premises.

13. RECORDS

RECORDS OF MAINTENANCE AND TRAINING	
DETAILS	All maintenance and fire safety training records once carried out, should be kept within the fire safety management file, held by the responsible person at the premises.
MATTERS OF CONCERN	None identified.
ACTION REQUIRED	No action required.

14. CO-OPERATION & CO-ORDINATION

PROCEDURES IN PLACE TO ENSURE CO-OPERATION AND CO-ORDINATION BETWEEN OCCUPIERS OF RELEVANT PREMISES:	
DETAILS	Single occupancy premises owned / managed by the Melksham Without Parish Council and the Berryfield Resident Management Committee, (Hired out at various times by appointment to third party organizations).
MATTERS OF CONCERN	None identified.
ACTION REQUIRED	No action required.
CONSULTATIONS CARRIED OUT WITH INTERESTED PARTIES DURING RISK ASSESSMENT PROCESS. E.G. EMPLOYEES/SAFETY REPRESENTATIVES:	
DETAILS	Melksham Without Parish Council representative was consulted throughout the risk assessment audit process.
MATTERS OF CONCERN	None.
ACTION REQUIRED	No action required.

14. CO-OPERATION & CO-ORDINATION cont.

<p>PROCEDURES IN PLACE FOR ANY NECESSARY CONTACT WITH EXTERNAL EMERGENCY SERVICES, PARTICULARLY AS REGARDS FIRE-FIGHTING, RESCUE WORK, FIRST-AID AND EMERGENCY MEDICAL CARE.</p>	
<p>DETAILS</p>	<p>Dorset and Wiltshire Fire and Rescue Service, fire safety department and the local authority Building Control Officer have visited the premises and may have information and plans of the building on file.</p>
<p>MATTERS OF CONCERN</p>	<p>None.</p>
<p>ACTION REQUIRED</p>	<p>No action required.</p>

15. CONCLUSIONS

CONCLUSIONS

The newly constructed village hall has been built to building control standards with an analogue addressable automatic fire alarm and detection system, emergency lighting installed throughout, adequate fire compartmentation with 30-minute wall construction and fire doors throughout. It is essential that all responsible persons and third parties hiring the premises have good instruction on the procedure to take in the event of a fire and are fully aware of their responsibilities in the event of a fire evacuation at the premises.

ACTION REQUIRED

Take note of all deficiencies indicated in the remedial action plan and rectify within the given time scale.

16. REMEDIAL ACTION PLAN

SEE SEPARATE FILE.

17. ANY OTHER RELEVANT INFORMATION

Fire precaution signs and equipment required:

Fire Extinguishers

- 2 x 6litre Foam extinguishers
- 4 x 2Kg Carbon Dioxide Fire Extinguishers
- 1 x Fire Blanket

Fire Safety Signs

- 7 x Fire Extinguisher identification signs
- 4 x Fire Action Notices
- 1 x Push Bar To Open Sign
- 1 x Fire Exit Keep Clear Sign

Please note the relevant British standards used within this risk assessment.

BS 476: Fire tests on building materials and structures.

BS 5423: Specification for portable fire extinguishers.

BS 6575: Specification for fire blankets.

BS 5499: Fire safety signs, notices and graphic symbols.

BS 5266: Emergency Lighting.

BS 5839: Fire detection and alarm systems for buildings.

BS 5852: Fire tests for furniture.

BS 5867: Specification for fabrics for curtains and drapes.

BS 5287: Specification for assessment and labelling of textile floor coverings.

BS 5725: Emergency exit devices.

BS 6262: Code of practice for glazing for buildings.

16. REMEDIAL ACTION PLAN

SIGNIFICANT FINDINGS	REMEDIAL ACTION REQUIRED	TO BE COMPLETED BY DD/MM/YY	DATE COMPLETED BY DD/MM/YY	VERIFIED BY NAME
<p>No portable electrical appliances were installed at the premises as it was vacant, if second hand portable electrical appliances are moved onto the site ensure they have undergone recent PAT testing.</p> <p>No means to fight fire at the premises.</p> <p>Fire stopping is required within the electrical plant room where services / ducting travels through the wall from the plant room into the ceiling above the village hall.</p> <p>Management of the premises to put in place procedures to confirm that third party organization hiring the Village Hall identify any person at risk, who may need assistance to evacuate, and ensure their responsibility to those persons are addressed in the event of fire, whilst attending a private function on the premises.</p> <p>No zone diagram displayed beside fire alarm panel detailing the location of the fire zones throughout the building.</p>	<p>Please see section 2: Hazards, sources of ignition, including action taken to reduce the risk.</p> <p>Please see section 4: Mitigating the effects of fire, means of fighting fire.</p> <p>Please see section 4: Mitigating the effects of fire, means of segregating areas of higher risk.</p> <p>Please see section 6: Occupants, occupants characteristics.</p> <p>Please see section 7: Raising the Alarm, means of detecting and giving warning of fire.</p>	<p>Before the premises is opened to the public.</p> <p>Before the premises is opened to the public.</p> <p>Before the premises is opened to the public.</p> <p>Before the premises is opened to the public.</p> <p>Before the premises is opened to the public.</p>		

<p>No procedure on what to do in the event of fire, or instruction on where to assemble when an evacuation takes place.</p> <p>The premises was vacant at the time of the fire risk assessment audit process: No Fire Policy Statement Produced. No fire safety management procedures set up.</p> <p>Ensure commission certificates for the fire alarm system, emergency lights and firefighting equipment are issued before the premises are opened to the public and ensure service / maintenance contracts are put in place going forward for all fire safety systems and equipment.</p> <p>The premises was vacant at the time of the fire risk assessment audit process: No formal fire safety training carried out for responsible persons.</p>	<p>Please see section 9: Evacuation Procedures: emergency action plan.</p> <p>Please see section 10: Fire Safety Management: procedures in place to monitor and review fire procedures at the premises.</p> <p>Please see section 11: Maintenance of Equipment, maintenance programme for preventative and protective measures.</p> <p>Please see section 12: Training, fire safety training provided for relevant persons.</p>	<p>Before the premises is opened to the public.</p> <p>Before the premises is opened to the public.</p> <p>Before the premises is opened to the public.</p> <p>19/10/22</p>		
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Building Control Services
Wiltshire Council
Monkton Park
Chippenham
Wiltshire Council
SN15 1ER
Tel: 0300 456 0113
buildingcontrol@wiltshire.gov.uk
www.wiltshire.gov.uk

03 October 2022

Dear Mr Price

Building Act 1984

REFERENCE:	BR/2022/05848
PROPOSAL:	Demolition of old Berryfield Village Hall
LOCATION:	BERRYFIELD VILLAGE HALL, BERRYFIELD PARK, MELKSHAM, SN12 6ED

I refer to your communication concerning the impending demolition of the above mentioned premises and attach herewith a copy of the relevant demolition notice.

Your attention is drawn to paragraphs (a) to (i) in the Notice. Please note that a method statement should be given to the Council incorporating the following points which will apply:

1. The demolition is carried out in such a manner that no part of the building is left in an unsafe condition at any time.
2. No materials, rubbish or structure shall be burnt on the site.
3. Adequate buttresses are to be left to support adjoining buildings and any remaining walls, full details shall be submitted, for approval, to the Council prior to commencement of any demolition.
4. Details of any weatherproofing required by paragraph (b) of the attached Notice are to be submitted, for approval, to the Council prior to commencement of any demolition.
5. Before any demolition work is commenced, an inspection for the presence of asbestos material incorporated in the building shall be carried out. The presence of asbestos-based products/materials must be notified to the Council's Head of Environmental Services.

Finally, I would remind you that under Section 80 (3) of the Building Act 1984 you are required to inform the following of your intention to undertake demolition work.

- A. The Occupier of any building adjacent to the premises to be demolished.
- B. F.A.O Mike Wise/Lyn Edward, Transco BG, Malago House, Bedminster Road, Bedminster, BS99 5RS.
- C. Southern Electric, Faraday Road, South Dorcan, Swindon, Wilts, SN3 5EY.
- D. Wessex Water, Claverton Down Road Claverton Down Bath BA2 7WW.

Yours faithfully

Building Control Officer

Louise Iles
Tel. No: 0300 456 0113
Email: louise.iles@wiltshire.gov.uk

Building Act 1984

Section 81

NOTICE TO PERSON UNDERTAKING DEMOLITION

Date notice received: 20th September 2022

WHEREAS on the date shown above, you served a notice on Wiltshire Council (hereinafter called 'the council') specifying certain works of demolition intended to be carried out in respect of the building identified below (hereinafter known as 'the Building').

BUILDING TO BE DEMOLISHED:

LOCATION:	BERRYFIELD VILLAGE HALL, BERRYFIELD PARK, MELKSHAM, SN12 6ED
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TAKE NOTICE that the Council pursuant of Section 81 of the Building Act 1984, HEREBY REQUIRE you to take the following action, within 14 days from completion of the demolition, that is to say.

- a) to shore up any building adjacent to the building which may be affected by the demolition;
- b) to weatherproof any surfaces of an adjacent building that are exposed by the demolition;
- c) to repair and make good any damage to an adjacent building caused by the demolition or by the negligent act or omission of any person engaged in it;
- d) to remove material or rubbish resulting from the demolition and clearance of site;
- e) to disconnect and seal, at such points as the Council may reasonably require, any sewer or drain in or under the building;
- f) to remove such sewer or drain, and seal any sewer or drain with which the sewer or drain to be removed is connected;
- g) to make good to the satisfaction of the Council the surface of the ground disturbed by anything done under paragraph (e) or (f) above;
- h) to make arrangements with the relevant statutory undertakers for the disconnection of the supply of gas, electricity and water to the building;
- i) to take such steps relating to the conditions subject to which the demolition is to be undertaken, and the condition in which the site is to be left on completion of the demolition, as the Council may consider reasonably necessary for the protection of the public and preservation of public amenity.

Before you comply with any requirements of paragraph (e) or (f) above, you must give at least 48 hours notice to the Council.

Before you comply with paragraph (g), you must give at least 24 hours notice to the Council.

AND TAKE FURTHER NOTICE that the Council, pursuant of sections 80, 81, 82 and 83 of the Building Act 1984, with a view to paragraph (i) above,

HEREBY REQUIRE you to comply with the conditions set out in the letter attached hereto.

Attention is drawn to the provisions of Sections 80,81,82 and 83 of the Building Act 1984. Any appeal in pursuance of these provisions should be made to a Magistrates' Court and must be brought within 21 days from the date of the service of this notice.

Nothing in this Notice shall be construed as authorising any interference with the apparatus of any statutory undertaking.

Dated: 03 October 2022

Signed: *Parvis Khansari*
Corporate Director, Place

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Marianne Rossi

From: Robert Shea-Simonds
Sent: 14 August 2022 18:15
To: Lorraine McRandle
Cc: Teresa Strange; Marianne Rossi; Mark Harris
Subject: Kestrel Court & Pilot Notice Boards

Hi Lorraine

Mark Harris very kindly helped place latest notices this afternoon; see below.

He has (also very kindly!) offered to take over updating of Pilot and Kestrel Court notice boards during my current pre and post hip replacement operation period...

I have passed over to him the keys.

We talked about the possibility of repositioning the Kestrel Court board to the wall by the front door of the village hall....could this suggestion be entered as an agenda item at the next appropriate committee

meeting? PLEASE NOTE THERE IS A SPARE ONE FROM THE PAVILION WHICH CAN GO TO BOWERHILL VILLAGE HALL AND THEY HAVE GIVEN THEIR PERMISSION TO INSTALL

Many thanks

Regards

Robert

Robert Shea-Simonds

Councillor

Melksham Without Parish Council

Bowerhill Ward

18 Barnes Wallis Close

Tel 01225 703961

www.melkshamwithout.co.uk

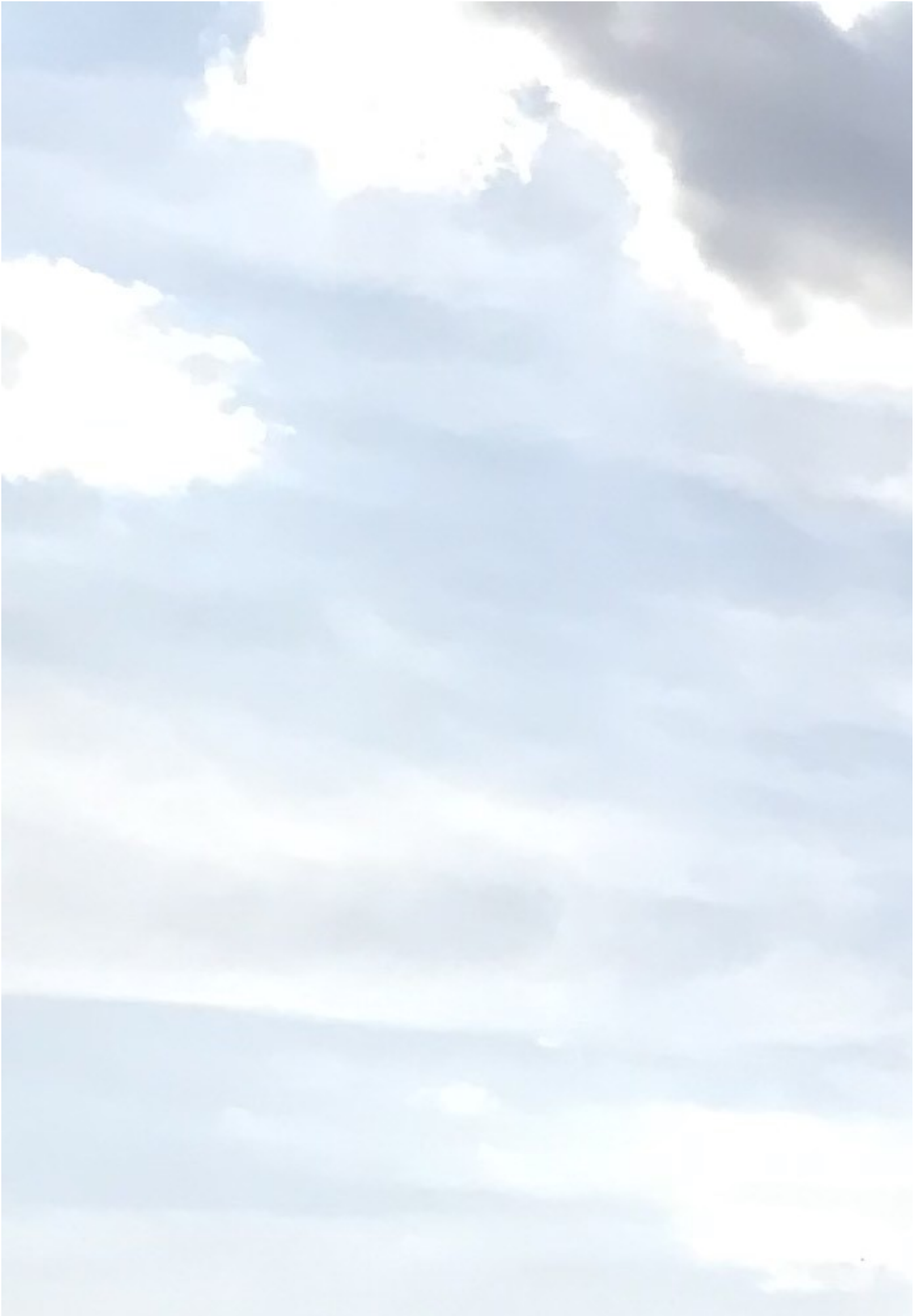
From: Robert Shea-Simonds <robertsheasimonds@gmail.com>

Sent: 14 August 2022 03:27

To: Robert Shea-Simonds <robert.Shea-Simonds@melkshamwithout.co.uk>

Subject: Kestrel Court & Pilot Notice Boards updated





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Best Regards

Robert

**Robert Shea-Simonds
18 Barnes Wallis Close
Bowerhill
Melksham SN12 6UJ
Tel 01225 703961**

Bins replaced under Clerks delegated powers since the last Asset Meeting

As per the Full Council meeting which was held on 14th December 2020, the Clerk was given delegated powers to replace damaged or missing Wiltshire Council bins as long as Wiltshire Council continue to empty them. It was agreed that the Clerk would report back any bins that had been replaced under her delegated powers at the next Asset Management meeting.

Since the last asset management meeting, one bin has been replaced. This was the bin adjacent to the bus stop on Bath Road (going towards Melksham) almost opposite Shaw Kennels due to it being burnt out.

The current budget under this line heading is £1,000 and we have spent £1,133.84

