



Date of Issue: 2nd July 2019

A MEETING OF THE **COMMUNITY & ENVIRONMENT COMMITTEE** WILL BE HELD ON **MONDAY 8TH JULY 2019** IN THE **COUNCIL CHAMBER SHOTTON HALL, PETERLEE, SR8 2PH** at **6.30pm**

Mr I Morris M.C.I.H, P.S.L.C.C.

Town Clerk

A G E N D A

Members of the Committee and members of the public are reminded that the public part of the meeting may be recorded in both audio and video, and photographs may be taken.

1. Apologies for Absence

Members are cordially invited to inform the Deputy Town Clerk of their apologies as soon as practical

2. To receive declarations of interest

Members are reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Please seek advice from the Town Clerk or Deputy Town Clerk prior to the meeting if in doubt.

Members are reminded that they can check their published declaration of interests here: <https://bit.ly/2wVyeLA>

3. Smoke free Play Areas

To welcome Kirsty Wilkinson, Public Health Portfolio Lead from Durham County Council, and discuss the smoke free play areas initiative.

4. PATHHS Final Evaluation Report
To receive the final report and to also consider further two requests for concessionary use of rooms at The Pavilion in connection with the programme.
(Report of Town Clerk and CALM in East Durham CIC representative, to follow)

5. To Approve the Minutes of the Last Meeting
Members are asked to agree the attached minutes as a true and correct record of the meeting
(Minutes of the meeting held on 10th June 2019, attached)

6. Parks Department Fleet arrangements
To provide Members with a summary of the Parks Department vehicle fleet and proposals for changing from ownership to hire arrangements.
(Report of the Parks Manager, to follow)

7. Minutes of the Woodhouse Park Working Party of the 12th June 2019
Members are asked to note the attached minutes of this working party.
(Minutes of the Woodhouse Park Working Party attached)

8. Minutes of the Events Working Party of the 26th June 2019
Members are asked to note the attached minutes of this working party.
(Minutes of the Events Working Party, attached)

9. Legionella Update
The report of the Facilities Manager, (Shotton Hall) providing Members with details of a recent legionella review and ongoing activity to mitigate the risk of legionella in all of the Town Council's buildings
(report of the Facilities Manager, (Shotton Hall), attached)

10. Peterlee Town Council Procurement
To receive a verbal report from the Town Clerk on the Town Council's current arrangements for procurement. Item requested by Resources Committee 1st July 2019.
(Verbal report of the Town Clerk)

11. Extension to the Bistro Area, The Pavilion
To consider the proposal to extend the Bistro Area at The Pavilion. Item requested by County Councillor Hawley
(Verbal report of the Town Clerk)

SMOKE FREE ZONE



Thank you for not smoking where we play



THE MINUTES OF THE MEETING
OF THE COMMUNITY & ENVIRONMENT COMMITTEE
HELD IN THE COUNCIL CHAMBER,
SHOTTON HALL, PETERLEE ON MONDAY 10TH JUNE 2019 AT 6.30PM

PRESENT: COUN M A CARTWRIGHT (CHAIR)

Mesdames:- K Liddell, S Simpson, A C Long, K Hawley, V Watson,
L Fenwick & K J Duffy

Messrs:- G L Carne, S D McGlen, S Miles, R Moore, A Watson &
T Duffy

The Chairman advised Members of the committee that part of the meeting may be recorded by both audio and video, and it may be that photographs were taken.

1. Apologies for Absence
Apologies had been submitted and accepted from A Wilkinson, (work commitments), S Kirkup, R Kyle, C Watkins and S Meikle. **RESOLVED the Council approve the reason submitted for absence received from the Councillors listed, and their apologies for absence be recorded.**

2. Urgent Treatment Centre at Peterlee
The Chair welcomed Clair White, Head of Commissioning, and Joe Chandy, Director of Primary Care & Innovation at North Durham Clinical Commissioning Group, who were carrying out a light touch engagement exercise on behalf of the NHS Durham Dales, Easington & Sedgfield Clinical Commissioning Group ending on 30th June 2019. Ms White outlined the proposed changes that were to take place at the urgent treatment centre in O'Neil Drive, Peterlee from 12 midnight to 8am where the service was still to be provided, but in a different way, with a practitioner coming out to the patient at their home. The Chair opened the meeting for a question and answer session and an opportunity for Members to offer their thoughts and feedback on the proposals. Following that the Chair thanked the representatives for coming along to update the Town Council. **RESOLVED progress be awaited.**

3. To receive declarations of interest
Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. None were given.

4. Update on Parks Activities

The Parks Manager circulated two reports for Member's attention and consideration, one on the purchase of replacement bins and the second for the purchase of a new tractor. Following discussion it was **RESOLVED**:-

- (i) **Approval be given to the purchase of 30, (or 31 depending on price), new rubbish bins at the cost as given in the report and the current parks budget be increased by £8,700.00 to accommodate this purchase, (with a virement from the Town Council's reserves);**
- (ii) **Approval be given for the purchase of a new trailer at a cost of £3,656.25 from Greenlay to be funded from the Town Council's reserves**
- (iii) **The old trailer be sold using sealed bids or part exchange.**

FURTHER RESOLVED staff and Members not be allowed to submit bids when items surplus to requirements were offered for sale.

5. To Approve the Minutes of the Last Meeting

Members agreed the attached minutes as a true and correct record of the meeting subject to the following amendments being made:-

Matters Arising

Minute Number 93 – Apologies for absence

It was noted both Councillors Cartwright & T Duffy had been in attendance at the meeting.

Minute Number 100 – The Horticulture Show

The minute be amended to read "Councillor Duffy confirmed that people had to be turned away last year due to judging being in progress when they had turned up."

Minute Number 100 – Christmas Trees

Progress was requested with this item and it was confirmed DCC had been approached about the possibility of having a tree on the main roundabout with an electricity supply. **RESOLVED progress be awaited.**

6. Update on Sports Development Activities

The report of the Sport & Wellbeing Manager providing information for Members about new and existing sport and well being activities, club development and issues raised by Sports Users was considered. The report also included details of outline costs for the purchase of 16 new cricket benches for the Helford Road Cricket Oval. Members asked on progress with the Taste Buddies initiative which it was reported was going very well.

RESOLVED green recycled seats be purchased at a cost of £5,269.44 for the Helford Road Cricket Oval . FURTHER RESOLVED the remainder of the report be noted.

7. Minutes of the Events Park Working Party of the 1st May 2019 a copy of which had been circulated, were noted.

8. Fishing at Shotton Hall Pond

Member's approval was sought for the proposal to open up fishing at Shotton Hall pond on a controlled basis and a copy of the report of the Town Clerk was circulated for consideration. In considering the report Members asked that the use of the life saving devices be checked and reviewed; the income from fishing be ring fenced to spend on improvements to the lake; there be no fee levied for children to fish, a visit to the lake by the relevant fishing authority be organised. **RESOLVED the Town Clerk be granted plenary powers to publish and promote the opening of the Shotton Hall Fishing Syndicate with immediate effect.**

THE MINUTES OF THE MEETING OF THE WOODHOUSE PARK WORKING PARTY HELD IN THE
COUNCIL CHAMBER, SHOTTON HALL, PETERLEE ON WEDNESDAY 12TH JUNE 2019 AT
10.30AM

PRESENT: COUN A LONG (CHAIR)

Messr:- R Moore

Howlatch Resident's Association:- J Warne, U Wilding & G Pratt

Direct Steps:- S Wilson

PCSO:- J Duffy

1. Apologies for Absence

Apologies had been submitted and accepted from J Smith (Direct Steps) and Brendan Arnell (Parks & Special Projects Team Leader (PSPTL)). **AGREED the apologies for absence be accepted and recorded.**

2. Notes from the Woodhouse Park Working Party held on 20th March 2019, a copy of which had been previously circulated were considered and agreed.

G Pratt also thanked the Parks Manager for all of his hard work on the new play areas for Woodhouse Park and he was pleased with the designs shown as the Play Area Consultation on 6 June 2019, explaining they were very easy to understand.

Matters Arising

Item 88 Community Building

Local Member asked if there was any progress with the porta cabins. The Parks Manager advised there were no further updates, however, this was in progress and structural surveys were taking place and an update would be provided when available.

3. Anti-Social Behaviour (ASB)

Local Members explained there has been an increase in ASB in the park and instances of damage to public property had also been reported. The PSPTL and his team were also spending time cleaning the park of glass daily and Members asked if there was an update on the recycling bins. The Parks Manager explained he would be unable to put numerous recycling bins around the park and it would need to be one larger bin which would hopefully be provided by DCC and the PSPTL was currently investigating this.

With regards to motorbikes in and around the park, PCSO J Duffy explained that T183 notices had already been issued to a number of motorbikes, which meant that if they were used in an anti-social manner, they could be confiscated, but not all. He also explained that simply calling 101 to report anti-social behaviour of this sort was necessary, but not enough, to confiscate a motorbike and that evidence such as a clear photograph or video would be really helpful.

PCSO J Duffy made it clear that evidence was only to be gathered by ensuring the person or persons were not putting themselves in danger and must, therefore, be discreet.

The Parks Manager asked if there was anything PTC could be doing to help reduce the ASB. PCSO Duffy replied that no PTC could not do anything more than they already were doing. **AGREED it be noted there was nothing more that could be done, and it was a matter for the Police to handle.**

4. Dog Exercise Zone - Signage

This item had been requested by the Chair.

A Howlatch Residents expressed concern at having a zone for dogs to be off their leads, as this may cause other dog walkers around the park to think they are also able to walk their dogs without leads and for health and safety reasons she did not agree with this.

The Parks Manager and S Wilson from Direct Steps also agreed they did not want dogs to be off their leads in the park, but, welcome dogs on leads.

Councillor R Moore asked if an area could be fenced off to be used an exercise zone for dogs to be let off their leads. The Parks Manager explained he did not know if there was money in the budget for this due to the play areas being renewed, however, would look into this.

AGREED The Parks Manager investigate the possibility of a fenced-off dog exercise zone.

The Chair asked if metal signs could be put up in the park advising about the rules of dogs being on leads. The Parks Manager said this was difficult as this was additional maintenance and cost, however he would look into health and safety signs. **AGREED the Parks Manager investigate the possibility of health and safety signs.**

5. Play Area Plan/ Timetable and public consultations

The Parks Manager confirmed the consultation had gone well with a number of visitors viewing the plans and feedback forms being completed. The Parks Manager also confirmed there was a final stage of the process to be completed before the decision was taken to a Council Meeting for approval and updates would be provided when available.

6. Summer Fun Day, Woodhouse Park, Friday 9 August 2019

There was no update regarding the fun day.

PCSO J Duffy explained he was looking to arrange another Skate Park Jam and would like to do this one Saturday in August. **AGREED the Democratic Services Assistant was to confirm an available dates in the events diary and contact PCSO J Duffy via e-mail.**

7. Period Poverty

Attendees viewed the options and discussed the options available to contribute to the Period Poverty Scheme and considered the report of the PSPTL.

AGREED Option 1, to recommend that the Council provide financial assistance to Girl Guides (UK) and their national campaign.

8. Date and time of the next meeting

AGREED the next meeting be held on 14th August 2019 at 10.30am in the community building at Woodhouse Park (Subject to availability by Direct Steps).

THE NOTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD IN THE COUNCIL
CHAMBER, SHOTTON HALL, PETERLEE ON WEDNESDAY 26 JUNE 2019 AT 10.00AM

PRESENT: COUN S MILES (CHAIR)
Mesdames:- L Fenwick & M A Cartwright
Messr:- R Moore & A Watson

81. Apologies for Absence

Apologies for absence were offered and accepted from Councillor S Simpson, T Duffy, C Watkins, A Long & G Carne.

82. Notes from the last meeting held on 1st May 2019 were considered and agreed as a true and correct record.

83. Peterlee Show

The Corporate Services Manager advised there was nothing to report and everything was in hand.

84. Community Cinema

The Pavilion Manager reported that DCC were bringing 500 school children to the Pavilion on 16 July 2019, as part of Pasmore Pavilion's 50th Birthday and the cinema would be used to show Apollo 11 themed films as part of their space/moon landing theme. There would also be free popcorn for the children served in cones that they were to design. It was hoped the event may help promote the community cinema with the support of East Durham Creates helping to build a group to run the Cinema.

A local Member queried if there was any progress on purchasing sound panels. The Pavilion Manager reported a quote was received at the beginning of 2019 for around £5,100.00. This quote included the recommended 85 sound panels with delivery, however, installation was not included.

85. Events

(a) HELD Elvis, 21st June 2019, Shotton Hall

The Corporate Services Manager attended the event and reported that it was a great night and the food was beautiful and very well presented. Two local members had also attended separately with their own groups of friends and family and also reported that the evening was a success and the food was brilliant.

(b) The Pavilion, 10th Birthday Celebrations

The Pavilion Manager explained that due to the number of events scheduled over the summer, this was postponed until later in the year, when free taster classes/sessions will be held along with free tea, coffee and food.

Councillor M A Cartwright joined the meeting at 10.21am.

(c) Armed Forces Day, 29 June 2019

The Corporate Services Manager reported that everything was in hand and that there were no updates. Local member, R Moore queried the arrangements of the veteran's parade and the flying of the flag and it was decided that a vicar's attendance was not needed as this was not a Remembrance Day, but a day of celebration for members of the armed forces. The Corporate Services Manager also confirmed that 11 parachutists would jump at 11.00am (weather permitting).

AGREED it be noted that no vicar was to be arranged for the flying of the flag ceremony.

(d) Comedy Hypnotist, 8th September 2019

Officers confirmed that the ticket price, which had included entrance and food, had been reduced from £17.95, to just £6.00 with food now being sold separately on the night and as a result ticket sales had increased.

(e) Summer Fun Days in the Park

The Corporate Services Manager reported that everything had been booked and arranged and there were no further updates.

(f) Oktoberfest III, 26 October 2019

Officers confirmed there had been several tickets sold to date.

(g) Halloween Event, Shotton Hall, 31st October

Local Member, A Watson suggested there not be singing pumpkins this year and asked if PTC could arrange a ghost trail instead in Shotton Hall or maybe a scary puppet show.

AGREED it be noted this suggestion be passed on to the Shotton Hall Facilities Team for their attention and consideration.

(h) Remembrance Sunday Parade, 10th November

The Corporate Services Manager confirmed there was nothing to report, however, she had received a suggestion from the Safety Officer that the road outside the church remain closed during the service due to the noise from traffic and the pedestrian traffic lights. A meeting was to be held closer to the date to discuss arrangements on the day in detail. The service arrangements were also discussed, and it was agreed that children would be given places to the front, based on the feedback received from last year's event and Local Members M A Cartwright and L Fenwick had volunteered to manage this on the day.

(i) Christmas Tree Lighting, Friday 29th November 2019

The Corporate Services Manager reported the event was booked; however, nothing was in motion for this event yet as it was too soon. Members attending the meeting suggested that Santa be in his grotto again after the success of last year.

(j) Peterlee In Bloom, 15th July 2019

The Corporate Services Manager reported that to date only 6 gardens had entered into the Peterlee in Bloom Competition, despite marketing and advertising the event. Due to the fall in

interest, it was suggested this event be reviewed at the next Events Meeting once the event has been held and final numbers were confirmed.

k) Bogey Derby, 8th September 2019

A Local Member asked for the Bogey Race to be added to the next meeting's agenda, allowing updates to be provided.

86. Item requested by Councillor R Moore–To arrange a BSL interpreter for the Peterlee Show
R Moore gave details of this idea. The Corporate Services Manager reported some years ago she had spoken to the Sensory Support Manager at DCC to enquire about this subject following feedback from a resident. The advice given then under the Equality Act was the request must be reasonable and made by the person with the disability. It was not felt to be feasible as people would not be able to see the interpreter on the stage from the seating area. It was suggested that Officers, Members and Volunteers receive a Deaf Awareness refresher.

AGREED the Deputy Town Clerk is to look into arrangements for a Deaf Awareness refresher.

87. New Ideas

A Local Member, R Moore suggested a 1940's weekend with vintage cars and dancing.

M A Cartwright left the meeting at 11.16am

Members discussed this idea and suggested this may restrict what could be arranged and instead, suggested an Americano themed Peterlee Show in 2020, a separate Americano weekend or another fake festival.

88. Date and Time of Next Meeting

It was **AGREED the next meeting held on Wednesday 17th July 2019 at 10.00am until 12.00 noon in the Council Chamber at Shotton Hall Banqueting Suites, with meetings from September 2019 moving to an evening as resolved in the Council Meeting held on Monday 24 June 2019.**

Report to:- Community & Environment Committee

Date: 8th July 2019

Report of: Facilities Manager

Report Title: Peterlee Town Council Legionella update

Purpose: This report is intended to provide Members with details of a recent legionella review and ongoing activity to mitigate the risk of legionella in all of the Town Council's buildings.

Background

In March 2019 I commissioned a Legionella review of all PTC buildings.

The results for this survey have now been collated and a remedial action plan has been planned and discussed with SMT. I will be working closely with Ian Hall, Parks Manager and Andrew Frankcom, Pavilion Manager to resolve all the issues of concern from this report.

A list of the required works have been given to the council's current maintenance providers for an initial costing, this has come back at a cost of just under £6,000, with a suggested contingency figure of a further £1,000.

A copy of the full remedial action plan is available on request from the office or electronically, upon request. Attached to this report is the remedial action plan summary, site by site, indicating priority of the works required.

Budget

There has been no budget allocation made in the current budget for this work to be carried out however it is essential that this work is completed. I would ask Members to note that these works are essential and approval will be requested for the cost of the works to come from the council reserves on this occasion.

I will be seeking further costings for this work and will report back to Council with any other figures when I receive them.

Recommendation

Members are asked to note the contents of the report and await a further report when the final costs of the works are known.

Appendix 1: Implications

Finance – The report sets out the cost of carrying out the works and no budget being allocated for them.

Staffing – There are no direct staffing implications arising from the recommendations in this report.

Risk – The commissioning of the legionella surveys and resulting activity is intended to minimise the risk to our customers and staff.

Equality and Diversity / Public Sector Equality Duty No direct implications.

Accommodation – The recommendations in this report apply to all council accommodation with a water supply.

Crime and Disorder - No direct implications.

Human Rights - No direct implications.

Consultation - No direct implications.

Procurement – Any procurement of works associated with this report will be carried out in accordance with the Council's procurement regulations.

Disability Issues - No direct implications.

Legal Implications – the recommendations in this report are intended to ensure that the Council complies with relevant legislation including Health & Safety at Work Act 1974, Management of H & S at Work Regulations 1999, COSHH Regulations 2002 & 2003.

Data Protection - No direct implications.

PETERLEE TOWN COUNCIL: LEGIONELLA REVIEW

REMEDIAL ACTION PLAN: SHOTTON HALL

Recommended Remedial Action	Priority	Completed by	Date
<ol style="list-style-type: none">1. Ensure a suitable control scheme is appropriately implemented and managed for controlling the risk of legionella bacteria.2. Clean and disinfect spray head in kitchen cleaning area3. Maintain Large volume water heater and calorifier in Boiler house and in Kitchen to operate at 60c>4. Clean and disinfect the domestic CWST's (in loft) and system before being put back into normal service.5. Launch a logbook system to record maintenance	High	CG	5.6.19

Recommended Remedial Action	Priority	Completed by	Date
<ol style="list-style-type: none">6. Fit TMV in Brandling Suite Disabled WC7. Clean and maintain Ice machines at both bars8. Remove all dead-legs from pipework in kitchen9. Actively manage all little used outlets and record all actions10. Manage Thermostatic mixer valves by servicing annually and failsafe testing 6 monthly	Medium	CG CG	6.6.19 5.6.19

Recommended Remedial Action	Priority	Completed by	Date
<ol style="list-style-type: none">11. Ensure that Expansion Vessel on kitchen water boiler is flushed through and purged to drain on a six monthly basis12. Redirect vent pipe in CWST to either a tundish, suitable drain and warning pipe system instead.13. Install backflow protection on dish/glass washers and Ice Machines	Low		

PETERLEE TOWN COUNCIL: LEGIONELLA REVIEW

REMEDIAL ACTION PLAN: HILL RIGG HOUSE

Recommended Remedial Action	Priority	Completed by	Date
<p>14. Ensure a suitable control scheme is appropriately implemented and managed for controlling the risk of legionella bacteria.</p> <p>15. Clean and disinfect all showers and incorporate into the cleaners' log of routine duties.</p> <p>16. Actively manage all little used outlets and record all actions</p> <p>17. Water heaters upstairs to operate at 60c></p> <p>18. Launch a logbook system</p>	High		

Recommended Remedial Action	Priority	Completed by	Date
<p>19. Manage Thermostatic mixer valves by servicing annually and failsafe testing 6 monthly</p> <p>20. Fit Thermostatic mixing valves to Male and Female WCs on ground floor</p> <p>21. Clean and disinfect Combination water heater header tank in cleaning cupboard.</p>	Medium		

PETERLEE TOWN COUNCIL: LEGIONELLA REVIEW

REMEDIAL ACTION PLAN: THE PAVILION

Recommended Remedial Action	Priority	Completed by	Date
<p>22. Ensure a suitable control scheme is appropriately implemented and managed for controlling the risk of legionella bacteria.</p> <p>23. Clean and disinfect ALL showers and incorporate into the cleaners' log of routine duties.</p> <p>24. Actively manage all little used outlets and record all actions</p> <p>25. Hot water temperatures recorded below 50c these need to be 60c> (bistro boiler)</p> <p>26. Launch a logbook system</p>	High		

Recommended Remedial Action	Priority	Completed by	Date
<p>27. Manage Thermostatic mixer valves by servicing annually and failsafe testing 6 monthly</p> <p>28. Install trap in Air Handling Unit overflow (in plant room) service and maintain.</p>	Medium		

Recommended Remedial Action	Priority	Completed by	Date
<p>29. Ensure that Expansion Vessel is flushed through and purged to drain on a six monthly basis, Install drain valves to 3 x expansion vessels in plant room.</p> <p>30. Remove non WRAS flexible hoses on site</p> <p>31. Ensure that the water heaters in plant room (x2) and in bistro are purged to drain on an annual basis</p> <p>32. Water filters require routine maintenance and filter changes.</p> <p>33. Inline strainers should be removed and cleaned</p> <p>34. Install backflow protection on Heating Filling Loop (plant room) and on dishwasher/ice machines.</p>	Low		

PETERLEE TOWN COUNCIL: LEGIONELLA REVIEW

REMEDIAL ACTION PLAN: EDEN LANE DEPOT

Recommended Remedial Action	Priority	Completed by	Date
35. Ensure a suitable control scheme is appropriately implemented and managed for controlling the risk of legionella bacteria. 36. Launch a logbook system 37. Ensure flow hot water is achieving 50c at WHBs	High		

Recommended Remedial Action	Priority	Completed by	Date
38. Remove identified deadlegs in Sluice Room.	Medium		

PETERLEE TOWN COUNCIL: LEGIONELLA REVIEW

REMEDIAL ACTION PLAN: WOODHOUSE PARK

Recommended Remedial Action	Priority	Completed by	Date
39. Ensure a suitable control scheme is appropriately implemented and managed for controlling the risk of legionella bacteria. 40. Clean and disinfect spray head in cabin and incorporate into the cleaners' log of routine duties. 41. Launch a logbook system	High		

Recommended Remedial Action	Priority	Completed by	Date
42. Manage Thermostatic mixer valves by servicing annually and failsafe testing 6 monthly 43. Fit Thermostatic mixing valves to Disabled 44. Remove identified deadleg in PVC pipework in Sluice Room.	Medium		

Recommended Remedial Action	Priority	Completed by	Date
45. Install drain valve to purge Expansion Vessel on water heater in sluice room.	Low		

PETERLEE TOWN COUNCIL: LEGIONELLA REVIEW

REMEDIAL ACTION PLAN: EDEN LANE BOWLING PAVILION

Recommended Remedial Action	Priority	Completed by	Date
46. Ensure a suitable control scheme is appropriately implemented and managed for controlling the risk of legionella bacteria. 47. Launch a logbook system 48. Spray Nozzles in WCs identified. Clean and disinfect spray heads and incorporate into the cleaners' log of routine duties.	High		

Recommended Remedial Action	Priority	Completed by	Date
49. The promotion of flushing the system for several minutes on a weekly basis is recommended during periods of long inactivity. Incorporate and log.	Medium		

PETERLEE TOWN COUNCIL: LEGIONELLA REVIEW

REMEDIAL ACTION PLAN: LOWHILLS ROAD BOWLING PAVILION

Recommended Remedial Action	Priority	Completed by	Date
50. Ensure a suitable control scheme is appropriately implemented and managed for controlling the risk of legionella bacteria. 51. Launch a logbook system	High		

Recommended Remedial Action	Priority	Completed by	Date
52. Site not in use, system is mothballed	Medium		

Notes:

ITEM	ASSIGNED/TASK/OBJECTIVE
1	14, 22, 35, 39, 46, 50. Written Procedure and Annual Review to be implemented. JPH
2	Initial Clean by CG . To be added to cleaning duties, biannually. AF
3	Quote from EMI? JPH
4	Quote from EMI? JPH
5	CG to implement a shared file as an ongoing log.
6	Plumber/EMI? JPH
7	CG to complete
8	Plumber/EMI? JPH
9	These get used weekly (as a minimum) during line cleaning. CG
10	EMI? JPH
11	EMI? JPH
12	Plumber/EMI? JPH
13	CG to investigate
14	1, 22, 35, 39, 46, 50. Written Procedure and Annual Review to be implemented. JPH
15	AF?
16	Possibly one for cleaners to monitor and log, especially out of football season? AF?
17	I believe these were decommissioned. JPH, BA
18	See ITEM 5. CG
19	EMI? JPH
20	Plumber/EMI? JPH
21	EMI? JPH
22	1, 14, 35, 39, 46, 50. Written Procedure and Annual Review to be implemented. JPH
23	To be added to cleaning duties, biannually. AF
24	Possibly one for cleaners to monitor and log, especially out of football season? AF?
25	EMI? Or possibly can be done manually. AF
26	See ITEMS 5, 18. CG
27	EMI? JPH
28	EMI? JPH
29	EMI? JPH
30	Plumber/EMI? JPH
31	EMI? JPH
32	AF?
33	EMI? JPH
34	EMI? For heating loop. JPH. CG investigating ice machines and dish washers etc.
35	1, 14, 22, 39, 46, 50. Written Procedure and Annual Review to be implemented. JPH
36	CG
37	EMI? JPH
38	Plumber/EMI? JPH
39	1, 14, 22, 35, 46, 50. Written Procedure and Annual Review to be implemented. JPH
40	To be added to cleaning duties, biannually. AF
41	CG
42	EMI? JPH
43	Plumber/EMI? JPH
44	Plumber/EMI? JPH
45	EMI? JPH
46	1, 14, 22, 35, 39, 50. Written Procedure and Annual Review to be implemented. JPH
47	CG

48	To be added to cleaning duties, biannually. AF
49	Possibly one for cleaners to monitor and log, especially out of playing season? AF?
50	1, 14, 22, 35, 39, 46. Written Procedure and Annual Review to be implemented. JPH
51	CG
52	Ensure services are powered/turned off. Review when required. IH?