DRAYTON PARISH COUNCIL
PLAYING FIELDS AND PROPERTY COMMITTEE MEETING

Members of the Playing Fields and Property Committee are summoned to attend a meeting of the Committee to be held on **Thursday 29th May 2025, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW, for the purpose of transacting the business outlined in the agenda below.

Members of the press and public are invited to attend and can access supporting papers by scanning the QR code or visiting our website www.draytonparishcouncil.gov.uk

Amy Pinkham
Parish Clerk

Date of Issue: 22nd May 2025

AGENDA

		Page
1.	To receive apologies and consider acceptance for absence.	
2.	To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation.	
3.	To receive minutes of the meeting of the Open Spaces & Property Committee held on 23rd January 2025 for approval.	**1-4**
4.	To receive any questions or comments from members of the public on matters on the agenda.	
5.	To receive Clerk's Report on matters arising from previous meetings of the Committee.	**5-12**
6.	To receive statement of receipts and payments to date and explanation of material variances comparing planned and actual expenditure.	**13-15**
7.	To note the internal playground inspections summary report and confirm authorisation for expenditure for playground repairs.	**16-19**
8.	To review the Hire Agreement and arrangements for Larry Gray Summer Fair for approval.	**20-33**
9.	To receive report illustrating 3G pitch running costs and income for information.	**34**
10.	To consider request from Drayton Youth Football Club in regards to hire arrangements and determine a response.	**35-37**
11.	To receive update regarding progress with the pitch maintenance programme.	**38-39**
12.	To note request regarding potential boundary safety issues at Longdale Playing Field and consider a response.	**40-41**
13.	To receive update regarding flower bed maintenance at Florence Carter Memorial Park.	**42-43**
14.	To consider the location of eight new trees per the 2025-26 budget.	**44**
15.	To consider the offer from Norwich Probation Service regarding potential Community Payback works.	**45-46**
16.	To consider request for dogs to be permitted on KGV Playing Field.	**47**

Committee Members: Cllrs. J. Anderson, C. Brown, A. Crotch (Chair), G. Everett, T. Lee, K. Morgan and N. Quinsey.

17. To receive the Bowls Club Electrical Installation Condition Report and consider a response. **48-60**
18. To receive the Bowls Club Legionella Report and consider a response. **61-149**
19. To receive the Bowls Club Fire Risk Assessment and consider a response. **150-181**
20. To consider response to parking arrangements at KGV raised at the annual parish meeting. **182**
21. To receive the VAT on Sporting Fees Report and consider a response. **183-186**
22. To receive quotes for priority three tree works and consider a recommendation for Council. **187-194**
23. To receive update and quotes for new signage and consider a response. **195-203**
24. To consider suitable date for an extraordinary meeting for an up-date on the KGV Pavilion project.
25. To note exchange of information
26. To note the date and time of the next meeting is scheduled to take place on Thursday 28th August 2025 at 7pm at KGV.

Paper	**PFP3:** To receive minutes of the meeting of the Committee held on 23rd January 2025 for approval.
Meeting	Playing Fields & Property Committee
Date	29th May 2025
Author	Deputy Clerk & Facilities Manager

Summary

Per section 12 of the Council's adopted Standing Orders, Committee members are asked to confirm by resolution the accuracy of the draft minutes of the previous meeting.

The minutes shall be taken as read, and there shall be no discussion except in relation to their accuracy.

A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

Confirmed minutes shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

For information

Per section 3t of the Council's adopted Standing Orders, the minutes of a meeting shall include an accurate record of the following:

i. the time and place of the meeting;
ii. the names of councillors who are present and the names of councillors who are absent;
iii. interests that have been declared by councillors and non-councillors with voting rights;
iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
vi. if there was a public participation session;
vii. and the resolutions made.

Recommendation

The Committee is asked to confirm the accuracy of the minutes of the last meeting of the Committee.

Minutes of the Open Spaces and Property Committee held on Thursday 23rd January 2025 at 7:00pm at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. A Crotch (Chair), C.Brown, G. Everett, J. Anderson, K.Morgan and N. Quinsey

In attendance: Rachel Catto; Deputy Clerk & Facilities Manager, Amy Pinkham; Parish Clerk & RFO.

Meeting Opened: 7pm

1. **To receive apologies and consider acceptance for absence.**

   Apologies received and accepted for Cllr. T. Lee.

2. **To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation.**

   None.

3. **To receive minutes of the meeting of the Open Spaces and Property Committee held on 17th October 2024 for approval [OSP1].**

   The minutes were **AGREED** as an accurate record of the meeting and signed by the Chairman.

4. **To receive any questions or comments from members of the public on matters on the agenda.**

   None.

5. **To receive Clerk's Report on Committee matters arising from previous meetings [OSP2].**

   The Committee received the report and noted the verbal update provided by the Deputy Clerk and Facilities Manager on: proposed Igloo padlock reset, the installation of a letterbox to facilitate 3G pitch key return, recent roof repairs and up-coming work at Longdale Pavilion to address the advisories stipulated within the electrical inspection report.
   Following consideration of the status update for outstanding matters arising, going forward the Committee **AGREED** to set target dates in relation to all projects.

6. **To receive statement of receipts and payments to date and explanation of material variances comparing planned and actual expenditure [OSP3].**

   The Committee received the report.
   It was noted that any surplus funds are held in the Council's General Reserve at year-end and that the Committee can make a recommendation to Council regarding their allocation.

7. **To note the 2025-26 hire charges as recommended to the annual budget meeting of the council [OSP4].**

   The Committee noted the 2025-26 hire charges as recommended to the annual budget meeting of the council and considered the comparative review, noting the variation in hire charges and facility standards.
   It was noted that it could be helpful to receive a report illustrating the running costs and income associated with the 3G pitch.

It was noted that a public notice on the pitch maintenance programme would be published in due course.

8. **To review Terms of Reference and consider recommendations for amendments for amendment for approval by Council [OSP5].**

It was confirmed that Terms of Reference must be approved by Council at the annual meeting and that the Terms of Reference Review had been scheduled to take place at the first committee meeting of the year in order to gather feedback from experienced Committee members.

The Chair noted their disagreement with the pre-meeting survey process due to perceived lack of open discussion and transparency, but acknowledged that the office had sought advice from NPTS who confirmed that the survey process was permitted as an administrative task to support the review exercise.

The Committee **AGREED** to recommend the following revisions to Council; Amendment of the Committee name to Playing Fields and Property Committee, removal of repeated reference to property owned, leased or managed by the Council and replacement with emphasis in the opening paragraph that all Committee responsibilities are in relation to KGV, FCMP and Longdale, revision of responsibilities two and three to include, rather than exclude, trees, and update to staffing in the Committee Clerk section.

It was envisaged, subject to agreement by Environment and Highways (E&H) Committee, that E&H would continue to manage all tree surveys and that OSP would manage tree works for KGV, FCMP and Longdale.

8.01pm Cllr N. Quinsey left the meeting

9. **To consider requirements for new signage for all play areas and playing fields [OSP6]**

The Committee reviewed the existing signage at Longdale, KGV and Florence Carter Memorial Park and noted the requirements for new signage for all play areas.

The Committee stipulated its preference for all new signage to follow the style and format of current Longdale signage (LGD4).

The Committee **AGREED** the requirements for new signage as outlined in Appendix 1 – New Signage Requirements.

10. **To consider response to correspondence received regarding gate security at Longdale and KGV playing fields and consider an appropriate response [OSP7].**

The Committee noted the correspondence regarding gate security at Longdale and KGV playing fields and **AGREED** to revise Norse Security opening times from 7am to 6am.

11. **To consider response to correspondence received regarding 3G pitch netting [OSP8]**

The Committee noted the request regarding 3G pitch netting and **AGREED** that the netting should be retained in order to manage site security and unauthorised access.

12. **To consider response to correspondence received regarding 3G pitch line marking [OSP9]**

The Committee noted the request regarding 3G line marking and **AGREED** that this would be considered when the pitch surface is replaced.

13. **To consider response to correspondence received regarding 2025 Larry Gray Fair [OSP10]**

The Committee noted the request regarding 2025 Larry Gray Fair and **AGREED** to reserve the use of Longdale Field as presented, subject to a full review of arrangements for the

fair, including hire agreement, to be presented for approval at the next meeting of the Committee. Cllr. Morgan abstained from the vote.

The Committee agreed to extend the meeting by 5 minutes.

14. To note the internal playground inspection report [OSP11]

The Committee noted the internal playground inspection report with no further questions or comments.

15. To consider response to correspondence received regarding proposed emergency contact for 3G pitch [OSP12]

The Committee noted its thanks for the proposal regarding emergency contact for 3G pitch and **AGREED** that an additional emergency contact was not required.
The Committee **AGREED** to explore whether a cut-out switch could be installed to automatically turn off 3G pitch floodlights at 10pm.

16. To note exchange of information.

Following reports of trip hazards due to exposed drain covers outside Longdale, repair works would be undertaken as soon as possible.
The Committee noted its thanks to the Deputy Clerk for the work undertaken on outstanding actions.

17. To note the date and time of the next meeting is scheduled to take place on 29th May 2025 7:00pm at KGV.

Noted.

Meeting closed: 9.05pm

Paper	**PFP5:** To receive the Clerks Report on Committee matters arising from previous meetings.
Meeting	Playing Fields and Property Committee
Date	29th May 2025
Author	Deputy Clerk & Facilities Manager

Summary

It is considered good practice for the Clerk to maintain a log of matters arising from previous meetings to ensure actions progress as resolved and in a timely manner.

Matters arising shall include a record of the following:

1. The meeting date
2. The minute reference
3. The agenda item
4. The resolution
5. Status update

The Clerks Report on Committee matters arising from previous meetings is intended as a verbal update on progress only or to note the completion of an action for information. It is not intended for detailed discussion or decision.

If the item requires a substantial paper for discussion and decision by the Committee the item will appear under its own agenda item.

Matters arising from previous meetings will continue to appear under matters arising until such a time that the item is complete where it will then be removed from the report.

In addition, outstanding matters arising from the previous 2 years of meetings of the Committee have been reviewed and are attached for information and action by the Deputy Clerk & Facilities Manager.

The Deputy Clerk and Facilities Manager will provide a verbal up-date on any other matters as appropriate.

Recommendation

The Committee is asked to receive the report for information.

Meeting Date	Minute Ref.	Agenda Item	Resolution (extract from the minutes for ALL resolutions)	Status Update
2025.01.23	3	To receive minutes of the meeting of the Open Spaces & Property Committee held on 17th October 2024 for approval.	The minutes were **AGREED** as an accurate record of the meeting and signed by the Chairman.	**Complete**: Approved minutes published on DPC Website.
2025.01.23	5	To receive Clerk's Report on Committee matters arising from previous meetings.	Following consideration of the status update for outstanding matters arising, going forward the Committee **AGREED** to set target dates in relation to all projects.	**Ongoing:** Committee to confirm target dates for projects as and when required.
2025.01.23	8	To review Terms of Reference consider recommendations for amendment for approval by Council.	The Committee **AGREED** to recommend the following revisions to Council; Amendment of the Committee name to Playing Fields and Property Committee, removal of repeated reference to property owned, leased or managed by the Council and replacement with emphasis in the opening paragraph that all Committee responsibilities are in relation to KGV, FCMP and Longdale, revision of responsibilities two and three to include, rather than exclude, trees, and update to staffing in the Committee Clerk section. It was envisaged, subject to agreement by Environment and Highways (E&H) Committee, that E&H would continue to manage all tree surveys and that OSP would manage tree works for KGV, FCMP and Longdale.	**Complete**: Revised Terms of Reference were presented and approved at the Annual Meeting of the Parish Council on 15th May 2025
2025.01.23	9	To consider requirements for new signage for all play areas and playing fields.	The Committee **AGREED** the requirements for new signage as outlined in Appendix 1 – New Signage Requirements	**Ongoing**: On 11.03.2025 Deputy Clerk emailed three signmakers outlining requirements and requesting quotes. Update has been provied as paper PFP23
2025.01.23	10	To consider response to correspondence received regarding gate security at Longdale and KGV playing fields and consider an appropriate response.	The Committee noted the correspondence regarding gate security at Longdale and KGV playing fields and **AGREED** to revise Norse Security opening times from 7am to 6am.	**Complete:** Deputy Clerk contacted Head of Service Management at Norse Security, who confirmed that requested change to opening times at Longdale and KGV Playing Fields would be initiated from 19/02/2024
2025.01.23	11	To consider response to correspondence received regarding 3G netting	The Committee noted the request regarding 3G pitch netting and **AGREED** that the netting should be retained in order to manage site security and unauthorised access	**Complete**: Deputy Clerk informed regular hirer of Committee decision.
2025.01.23	12	To consider response to correspondence received regarding 3G pitch line marking.	The Committee noted the request regarding 3G line marking and **AGREED** that this would be considered when the pitch surface is replaced.	**Complete**: Deputy Clerk informed regular hirer of Committee decision.
2025.01.23	13	To consider response to correspondence received regarding 2025 Larry Gray Fair	The Committee noted the request regarding 2025 Larry Gray Fair and **AGREED** to reserve the use of Longdale Field as presented, subject to a full review of arrangements for the fair, including hire agreement, to be presented for approval at the next meeting of the Committee. Cllr. Morgan abstained from the vote.	**Complete:** Deputy Clerk informed Larry Gray of Committee decision and confirmed that arrangements for the fair, including hire agreement, would be communicated in early June.
2025.01.23	15	To consider response to correspondence received regarding proposed emergency contact for 3G pitch	The Committee noted its thanks for the proposal regarding emergency contact for 3G pitch and **AGREED** that an additional emergency contact was not required. The Committee **AGREED** to explore whether a cut-out switch could be installed to automatically turn off 3G pitch floodlights at 10pm.	**Complete**: Deputy Clerk thanked regular hirer for their offer and informed them of Committee decision.
13.03.2025 (Council)	12b)	To consider nominal hire charge fee for trading at Longdale	Council **AGREED** a nominal hire charge fee of £10.00 per evening session. It was noted that Terms and Conditions would be produced for consideration at a further meeting.	**Ongoing:** Vendor notified and confirmed they would not be returning due to low turnout. Terms and Conditions to be drafted and considered at a future meeting of PFP.

Meeting Date	Minute Ref.	Action	Details	Status Update
16/06/2022	7.2	Investigate the cost and feasibility of solar powered CCTV at KGV.	Matter arising following concerns of anti-social behaviour at Longdale. No anti-social behaviour has been reported for King George V Playing Field at the time of writing. It is recommended that the item be reviewed in future should concerns be raised.	No further action required at this stage.
02/03/2023	7	Repair/improve pillars to KGV at a later date.	It was reported that RG Carter confirmed the pillars were structurally sound. It is recommended that any proposals for changes to the pillars are considered following the outcome of the KGV Pavilion refurbishment.	No further action required at this stage.
02/03/2023	12	To develop a schedule of building maintenance checks.	The item has been included as a project for action by the Deputy Clerk & Facilities Manager.	**Ongoing:** example statutory compliance checklist guidance received. Digital and paper filing system established for all facility maintenance related documents. Draft Maintenance schedule to be developed and presented in due course.
22/06/2023	6.1	To purchase Dog Ban sign and Park Ownership signs at FCMP as recommended in ROSPA report	Dog ban sign has been installed. It is recommended that Park Ownership signs at FCMP as recommended in ROSPA report be considered as part of the overall proposal to replace all signage (see item 13.b below).	See item 13.b below.
22/06/2023	6.1	Investigate warranty with Wicksteed regarding weed growth through mulching at FCMP.	Parish Ranger confirmed weeds are not growing through but growing on top of the mulching. OSP to confirm permitted strength of weedkiller use as environmentally friendly weedkiller currently used doesn't work. The item has been included for action by Deputy Clerk to check recommendations for weedkiller use in play areas. Should OSP agree to carry out an annual clean of the play area (see item 9.8 below), any pressure washers used will likely tackle any issues with weeds.	**Ongoing:** OSP agreed to include annual clean of play area equipment in the draft 2025-26 budget. To assess the status of weeds after first clean.
22/06/2023	9.1	To consider quotes for bike racks near the KGV play area similar to those installed at FCMP.	Item included in the draft budget for consideration.	**Ongoing:** £2,000 allocated for bike racks in 2025-26 budget. Quotes for bike racks will be presented for approval in 2025-26.
22/06/2023	9.1	To install picnic bench inside KGV play area.	Complete.	No further action required.
28/09/2023	8	Carry out C3 recommendations in electrical installation condition report for Longdale Pavilion. C3 recommendations for KGV to be considered as part of KGV refurbishment.	Quote for electrical work to LD pavilion approved at the Feb 24 meeting. Email trail suggests this quote was received from Peter Stanger but not been instructed to carry out works. The item has been included for action by Deputy Clerk & Facilities Manager.	**Complete:** RCD protection installed and required electrical works completed in February 2025

Meeting Date	Minute Ref.	Action	Details	Status Update
28/09/2023	9.5	To consider options for improved security at Longdale including:	Matter arising following concerns of anti-social behaviour at Longdale.	No further action required at this stage.
		To close gates earlier once football has finished	Due to ad-hoc bookings for the 3g pitch it is not recommended to instruct an earlier schedule to close the gates.	
		Confirm quality of CCTV imagery with TPI security if the lights were turned off earlier	It is recommended to revisit chicane gates at the far side of the field at a later date as works on the housing development on School Road progress. The item has been included for monitoring by the Deputy Clerk & Facilities Manager.	
		Continue with chicane gates options for the other access points at Longdale	The Committee is asked to note that Beat Manager Brett Peyton has confirmed reports of anti-social behaviour has decreased significantly in the area.	
28/09/2023	9.8	To consider quotes for professional cleaners for play equipment and noticeboards on an adhoc basis.	Parish Ranger suggested one clean per year only. Quotes obtained and presented as part of the draft budget.	**Ongoing:** PFP agreed to include annual clean of play area equipment in the draft 2025-26 budget. Quotes will be presented for approval in 2025-26.
28/09/2023	11.2	To consider options for Council signage similar to Longdale and KGV.	To be considered together with item 13b.	See item 13b.
28/09/2023	12.1	Check the hedge height around Council land.	Item to be clarified by OSP and included for action by Deputy Clerk & Facilities Manager.	**TBC:** Further detail required from Committee before action can be taken
29/11/2023	9.1	Investigate options to edge the paths around the beds at FCMP.	Included in the draft budget for consideration.	**Ongoing:** Included in budget for action in 2025-26. Update has been provied as paper PFP13.
29/11/2023	9.2	To turn old tree stumps at FCMP into seats.	Included in the draft budget for consideration.	**Ongoing:** for action in 2025-26.
29/11/2023	10	To consider nets to protect cars parked at KGV during cricket season.	Included in the draft budget for consideration.	**Complete:** OSP agreed to not pursue cricket nets at this time. Item removed from the draft 2025-26 budget.
18/01/2024	6.3	Update on purchase of wheeled goals.	Wheeled goals ordered, delivered and assembled to Longdale and KGV. Invoice submitted for payment at October 2024 meeting, once paid Football Foundation to release £3,000.00 grant towards the goals.	**Complete:** £3000 grant received from Football Foundation on 10 January 2025

Meeting Date	Minute Ref.	Action	Details	Status Update
18/01/2024	7.2	Provision needs to be made for the Longdale Car Park to be appropriately refurbished.	It is understood that the quotes received to refurbish the whole car park were high and not commensurate to need. It is recommended that OSP instead consider quotes for a designated 'overflow' area for parking to alleviate parking issues during football season along with other measures such as match start times. Item included for action by the Deputy Clerk & Facilities Manager.	**Ongoing:** PFP agreed to include consultancy in 2025-26 budget. Quotes will be presented in 2025-26 for approval.
18/01/2024	8.3	Signage for the play area at KGV required in similar design to Padgate Green.	To be considered together with item 13b.	See item 13b.
		'Play' goals for Longdale	Play goals included in the draft budget for consideration.	**Ongoing:** Included in draft budget 2025-26. Quotes will be presented in 2025-26 for approval.

Meeting Date	Minute Ref.	Action	Details	Status Update
04/07/2024	17	Pavilion	Pavilion update included for action by the Deputy Clerk & Facilities Manager to deliver a presentation on actions taken to date, current status and next steps.	**Ongoing:** Digital and paper filing system established, liaison with key stakeholders undertaken. Preparation of presentation on-going. Date for extraordinary meeting to be determined as per agenda item PFP24.
		Sign on the zip-wire	Sign for zip-wire to be ordered.	**Complete:** sign for zip wire installed
		Dog signs on all facilities	Dog signs to be reviewed alongside item 13b below.	See item 13b.
04/07/2024	7	Illegal and Unauthorised Encampment Policy	The policy was supported in principle, it was noted that Broadland District Council were to review the policy and make amendments before it was taken to Full Council at the August meeting.	**Ongoing:** Feedback on the Encampment Policy has now been received from Broadland District Council for consideration for amendment to our existing policy. The item is ongoing and recommendations for amendment will be circulated at a future meeting of PFP.
08/08/2024	13b	Council meeting		**Ongoing:** Signage included in draft 2025-26 budget. See item 23 of the May 2025 agenda.
		Review of all signage	Signage reported above and included in the draft budget for consideration.	
		Review of security at Longdale	Security reported to Parish Ranger who believes this is the best option currently. The pavilion is locked and has been cleared with insurance provider. It is recommended to review the security arrangements after the first year.Item included for action by the Deputy Clerk & Facilities Manager.	

Meeting Date	Minute Ref.	Action	Details	Status Update
17/10/2024	7	Update on pitch maintenance programme	Accept the football foundation grant offer.	**Complete:** Parish Clerk and Deputy Clerk & Faclities Manager have accepted the Football Foundation grant offer.
			Appoint the Deputy Clerk and the Parish Ranger as the two representatives to complete the required course as a pre-claim condition.	**Complete:** Deputy Clerk & Faclities Manager and Parish Ranger have completed and passed the Level 1 Football Pitch Management qualification as required.
			Publicise maintenace programme in community	**Ongoing:** The maintenance programme will be publicised within the community once work has commenced.
17/10/2024	8	Undertake a full review of the management of the 3g pitch as presented.		**Ongoing:** A review of the management of the 3G pitch is ongoing and a paper will be presented in due course.
		Earmarked Reserve for 3g income for approval by Council at the annual budget meeting.		**Complete:** Earmarked Reserve for 3G pitch income created.
17/10/2024	9	Undertake a review of arrangements for Larry Gray Fair and present to future meeting.	Deputy Clerk and Facilities Manager to undertake a review of: Hire agreement and stipulated requirements Notifications for key stakeholders Permits and licencing Publicising the event	**Complete:** Outome of review and updated Hire Agreement (and associated Terms and Conditions) are presented for consideration under agenda item PFP8.

OSP Status update for outstanding items from the 2024-25 budget			
Budget Line - 501: Pavilion Maintenance	**Budget Notes**	**Oct-24**	**Status Update**
Electrical Installation Condition Report (EICR) Required for Bowls Club.	Risk assessment completed in 2020 for KGV & LD. No changes resulting in need to reassess the risk. Assessment for Bowls club required in 24-25.	To be actioned by Deputy Clerk & Facilities Manager.	**Complete:** Contractor attended Bowls Club and completed full EICR on 2nd May 2025. Outome provided under agenda item PFP17**.**
Fire Risk Assessment to be completed for Bowls Club.			**Complete:** Contractor attended Bowls Club and completed Fire Risk Assessment on 30th April 2025. Outome provided under agenda item PFP19.
Legionella Risk Assessment	Budget £500.00. Last completed 21st December 2021 for KGV & Longdale pavilion @ £790. No changes resulting in need to reassess the risk. Assessment for Bowls club required for 2024-25 .	To be actioned by Deputy Clerk including confirmation on status of actions arising from KGV & Pavilion report.	**Complete:** Contractor attended Bowls Club and completed Legionella Risk Assessment on 14th April 2025. Outome provided under agenda item PFP18.
PA Testing.	Annual PA Testing to include Bowls Club.	PA Testing scheduled for all 3 buildings on 22nd October 2024.	**Complete:** Invoice scheduled for payment at the January meeting
Building survey for LD and Bowls Club	Budget: £4,000.00. Completed in 2019 for KGV by Daniel Connal @ £1950. Required for Longdale & Bowls Club.	Building survey not required. It is recommended to use funds for valuation for insurance purposes instead for KGV and Longdale (as was done recently for Bowls Club).	**Complete:** Invoice paid at December meeting. Report received and considered at January meeting of FGP.

Paper	**PFP6:** To receive statement of receipts and payments to date and explanation of variance.
Meeting	Playing Fields & Property Committee
Date	29th May 2025
Author	Deputy Clerk & Facilities Manager

Summary

Background

Budget reports within Scribe Accounts are a key financial reporting feature. The report adjusts the annual budget according to routine payments and planned activity throughout the year, producing an accurate comparison between budgeted and actual expenditure per quarter.

Budget reports are available live from Scribe and presented as a standing item for all Committees to promote informed decision-making and enhanced financial transparency.

The Committee is asked to receive the statement of receipts and payments to date and explanation of variance for information.

Quarterly Reports

In addition, the Finance & General Purposes Committee will receive quarterly reports for all Committees of the Council with the aim of:

- Monitoring financial performance, helping to identify potential issues or inefficiencies throughout the year
- Refining budgeting and forecasting processes over time
- Gaining an informed understanding of financial performance as affected by various factors
- Creating more accurate and flexible budgets that better anticipate Council's future needs and adapt to different circumstances
- Streamlining variance reporting required for Year-End

The Finance & General Purposes Committee reviewed the Playing Fields & Property (Previously Open Spaces & Property Committee) budget report for Q4 at the April 2025 meeting.

For Information

Please note, budget reports do not include year-end adjustments and Scribe plans to update the reporting feature sometime in the future.

Recommendation

The Committee is asked to receive the statement of receipts and payments to date and explanation of variance for information.

Drayton Parish Council - Quarter 1
(01/04/2025 to 30/06/2025 - Cost Centre 29)

	1st.Quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
5. Open Spaces & Property						
57 Play Area			(N/A)			(N/A)
58 Sports Facilities			(N/A)	1,207.50	1.55	1,205.95(99%)
501 Pavilion Maintenance			(N/A)	262.50	185.07	77.43(29%)
502 Play Area Inspections			(N/A)			(N/A)
503 Grounds Maintenance			(N/A)	5,025.00	2,709.71	2,315.29(46%)
504 Security			(N/A)	3,125.00	2,908.00	217.00(6%)
511 3G Surface Maintenance			(N/A)	1,075.00	340.60	734.40(68%)
514 Pest Control			(N/A)	315.00	666.00	-351.00(-111%)
Sub Total for 5. Open Spaces & Property			**(N/A)**	**11,010.00**	**6,810.93**	**4,199.07(38%)**
TOTALS.....			**(N/A)**	**11,010.00**	**6,810.93**	**4,199.07(38%)**
				NET Variance Quarter 1		**4,199.07**

Explanation of Material Variances 2025-26			
ID#	**Cost Code**	**Q#**	**Explanation***
57	Play Area	**Q1**	None required.
		Q2	
		Q3	
		Q4	
58	Sports Facilities	**Q1**	Annual fee for Clubspark expected in June 2025.
		Q2	
		Q3	
		Q4	
501	Pavilion Maintenance	**Q1**	None required.
		Q2	
		Q3	
		Q4	
502	Play Area Inspections	**Q1**	Payment scheduled for Q2.
		Q2	
		Q3	
		Q4	
503	Grounds Maintenance	**Q1**	Contracted services lower than estimated annual budget by £194.37. Decrease in this amount expected at year end.
		Q2	
		Q3	
		Q4	
504	Security	**Q1**	Contacted by contractor to confirm increase in rates to £8.50 per visit. This falls within our budgeted price increase for this year and no overspend is anticipated at year end.
		Q2	
		Q3	
		Q4	
511	3G Surface Maintenance	**Q1**	Contracted services lower than estimated annual budget by £69.80. Decrease in this amount expected at year end.
		Q2	
		Q3	
		Q4	
514	Pest Control	**Q1**	Includes 2024/25 year end adjustments. Actual expenditure to date £225.00.
		Q2	
		Q3	
		Q4	

Paper	**PFP7:** Playground inspections summary report
Meeting	Playing Fields & Property Committee
Date	29th May 2025
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To up-date the Committee in regards to internal and external playground inspections and seek authorisation for expenditure for playground repairs.

Background

Playing Fields and Property Terms of Reference specify that the Committee has responsibility to 'To oversee the programme of internal and external playground inspections; and commissioning of repairs and maintenance as required'.

Internal Inspections Update

Internal Inspections are carried out weekly at KGV, Longdale and Florence Carter Memorial Park by the Parish Ranger. Results have been reported electronically since March 2024.

The attached report provides an overview of all defects reported from weekly inspections since March 2024.

Actions Required

There is no damping one of the spring-loaded gates at the KGV playground, resulting in an increased risk of the gate slamming shut on users. It is therefore essential that the necessary repair work is undertaken as soon as possible.

The Deputy Clerk and Facilities Manager has contacted the contractor who installed the playground, and the manufacturer has confirmed that the equipment is no longer covered by warranty as the closers are only guaranteed for 12 months. Furthermore, that the gate design has been revised and the required replacement self-closer is no longer available. Therefore, the manufacturer has provided a quote for a replacement 1m high, retro-fit gate.

The office are currently awaiting a response from the manufacturer regarding a request for a reduction on the quoted gate replacement costs, given that the gates are relatively new and this is the second gate that has encountered the same problem.

It is anticipated that the cost of replacing one gate will be up to £1200 (subject to a discount). The Committee is asked authorise payment for the repairs up to £1200.

External Inspections Update

The Deputy Clerk and Facilities Manager booked external inspections at KGV, Longdale and Florence Carter Memorial Park with ROSPA for June 2025. ROSPA have confirmed that Parish Council managed sites have been added to their automatic schedule for inspections every year.

Recommendation
The Committee is asked to note the update on internal and external playground inspections and consider the request to authorise payment for the required gate repairs.

Florence Carter Memorial Park	
Risk Assessment	**Defect Registered**
Site Approaches, Gates and fencing	None
Ancillary Items	None
Planting	None
Slide	None
Swing 1	None
Swing 2	None
Roundabout	None
Rocker / See Saw	None
Climbing Multi Play Toddler	None
Tom Thumb Multi Play Toddler	None
Comments	
None	

Longdale Playground	
Risk Assessment	**Defect Registered**
Site Approaches, Gates and fencing	None
Ancillary Items	None
Planting	None
Slide with Multi Play Junior	None
Swing 1	None
Swing 2	None
Swing 3	None
Swing 4	None
Roundabout	None
Rocker / See Saw	None
Climbing Multi Play	None
Comments	
None	

King George V Playground	
Risk Assessment	**Defect Registered**
Safety Surfacings	None
Equipment	1
Comments	
The following defect was reported in April 2025: ‘No damping on gate’.	

Paper	**PFP8:** Larry Gray Fair Arrangements
Meeting	Playing Fields & Property Committee
Date	29th May 2025
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To assist the Committee in determining a suitable course of action in regards to arrangements for Larry Gray Fair.

Background

Following the 2024 L Gray & Sons Funfair the Council were notified of feedback and concerns from 3 residents. At the Open Spaces and Property Committee meeting on 17th October 2024 it was determined that concerns could be mitigated through effective preparations for the event and proactive contract management. The Committee agreed to undertake a review of the arrangements for the Larry Gray Fair as set out below:

Hire agreement and stipulated requirements

- Permitted area for caravans, rides generators to reduce nuisance to neighbouring properties and damage to football pitches
- Access for other users of the field around the fair perimeter
- Access for set up/take down
- Hours of operation including rides and use of generators
- Responsibility for locking/unlocking gates
- Emergency protocol
- Permitted access to pavilion, if any

Notification(s) for key stakeholders

- Drayton Youth Football Club (regarding confirmed location for pitches for the season)
- Police
- Contractor for gate locking/unlocking
- 3G pitch hirers
- Contractor for grounds maintenance
- Local residents

Permits and licensing

- Temporary Events Notice
- Music License

Publicising the event

Review of arrangements

In spring 2025 the Deputy Clerk and Facilities Manager undertook a review of previous arrangements for the Fair, associated Hire Agreement and Terms and Conditions.

Arrangements were discussed with the hirer in order to establish their needs and

requirements, and potential solutions in regards to feedback and concerns from 3 residents were considered. The Hirer clarified the following:

- That fair operators wanted to ensure that the event was a success and that minimal inconvenience was caused to local residents.
- That fair operators would undertake to locate caravans away from residential housing and near the centre of the Fair site to minimize disturbance for residents.
- That large generators servicing the rides would be turned off when the fair closes at 10pm. That smaller generators would need to run until 12 midnight in order to service the caravan residents.
- That fair operators would be able to turn off all generators by 10pm if the Parish Council agreed to permit the use of the mains electricity supply (accessed via nearby lamppost) in order to service the caravan residents and that fair operators would be happy to pay for any electricity used.
- That use of the Pavilion was not required, but access to the external water tap will be needed.
- That the fair operators would take on responsibility for locking the Playing Field gate every night whilst on site. It was requested that Norse Security continue to unlock the gates at 6am as per normal arrangements.

Update

Following the review, an update regarding arrangements and required documentation has been provided below.

Hire Agreement and stipulated requirements:

The Hire Agreement and associated Terms and Conditions (including the Fire Management Procedure) have been updated in order to clarify key arrangements. All updated documentation has been provided as part of this paper and any revisions to the standard Terms and Conditions have been highlighted with track changes.

Notification(s) for key stakeholders:

That the following key stakeholders will be notified of arrangements via email in advance of the event:

- Drayton Youth Football Club
- Police
- Contractor for gate locking/unlocking
- Regular 3G pitch hirers
- Contractor for grounds maintenance

That local residents will be notified of arrangements via letter (template letter has been provided as part of this paper)

Permits and licensing:

- Temporary Event Notice (TEN): South Norfolk and Broadland Council have been approached and have clarified that TEN is not required for the event because the entertainment is incidental.
- Music Licence: PPL PRS have been approached and have advised that Drayton Parish Council are not responsible for obtaining PRS or PPL licences because they are not the organisers of the event.

Insurance Requirements and Publicising the event:

Clear Council Insurers have advised that if the Parish Council choose to promote the event "this should be fine, providing the leaflets are from the Fair Organiser, and the council have no involvement in producing the leaflet etc.."

In addition, that the Parsih Council "will only be responsible for the Land area and the third parties, will require to have their own Insurance in place, this would not be the responsibility of the Parish Council."

Considerations and Recommendations

It is recommended that the Committee consider the following:

- Whether any further revisions to the Hire Agreement and associated Terms and Conditions are required.
- Whether to permit fair operators to pay for use of the mains electricity supply (accessed via nearby lamppost) for caravan residents for the duration of the hire period or whether to continue to permit use of smaller generators until 12 midnight in order to service the caravan residents. It is worth noting that relocating the caravans away from the residential housing will hopefully reduce the impact of noise from the smaller generators.
- Whether the Committee wish to publicize the event through the display of posters on public noticeboards and/or social media posts.

Recommendation

The Committee is asked to review the proposed arrangements for Larry Gray Fair and confirm the following:

1. Whether any further revisions to the Hire Agreement and associated Terms and Conditions are required.
2. Whether to permit fair operators to pay for use of the mains electricity supply or whether to continue to permit use of smaller generators until 12 midnight.
3. Whether the Committee wish to publicize the event through the display of posters on public noticeboards and/or social media posts.

This Agreement is made between:
(1) Drayton Parish Council, referred to as "the Council"; and
(2) L Gray and Sons referred to as "the Hirer".

1. Venue and Purpose of Hire
1.1 The Council agrees to hire a portion of Longdale Playing Field (indicated by the red box in the image below) to the Hirer for the purpose of The Larry Gray Fair. The fun fair encompasses multiple rides and food and drink outlets.
1.2 The Hirer may only use the facility for the agreed purpose and within the specified hire period.

2. Hirer Details: L Gray and Sons

3. Contact Details:

Name:	L Gray and Sons
Address:	
Telephone:	
Email:	

4. Hire Period:

Date	**From: Monday 28th July 2025**	**To: Monday 4th August 2025**
Details	Monday 28th July 2025	Arrival
	Tuesday 29th July 2025	Set-up
	Wednesday 30th July 2025	Set-up
	Thursday 31st July 2025	Fair opens 18:00 – 22:00
	Friday 1st August 2025	Fair opens 18:00 – 22:00
	Saturday 2nd August 2025	Fair opens 14:00 – 22:00
	Sunday 3rd August 2025	Fair opens 14:00 – 18:00
	Monday 4th August 2025	Clean up prior to vacating site

5. Hire Fee and Payment:

Hire Fee:	£540.00
Payment Arrangements:	Payment due by 31st July 2025

6. Responsibilities of the Hirer

Hirer responsibilities are set out in detail within the Facility Hire Terms and Conditions. In signing the Hire Agreement, the hirer agrees to comply with all responsibilities set out within the Facility Hire Terms and Conditions.

7. Agreement

This agreement is between Drayton Parish Council and the Hirer. The Hirer agrees to be present during the hiring and to perform the provisions and stipulations contained in the Terms and Conditions herewith.

By signing below, both parties agree to the terms of this Hire Agreement.

Signed for and on behalf of Drayton Parish Council

Name:
Position:
Signature:
Date:

Signed for and on behalf of L Gray and Sons

Name:
Position:
Signature:
Date:

1. Terms and Conditions

1.1. The Hirer shall, during the period of the hire, be responsible for the care of the facility, its grounds and its contents.
1.2. The Hirer shall not do anything or bring onto the Premises anything, which may endanger the same or render invalid any relevant insurance policies.
1.3. Any electrical equipment must have passed the relevant PAT test (Portable Appliance Test).
1.4. No alterations or additions, including the installation of fixtures, may be made to the facility.
1.5. No placards, decorations or other articles may be attached in any way to any part of the facility unless with the prior consent of the Parish Clerk.
1.6. The Hirer shall make good or pay for all damage (including accidental damage) to the facility or its fixtures, fittings and contents.
1.7. Any costs to the Parish Council as a result of misuse of the facilities will be passed to the hirer.
1.8. The Hirer is responsible for the replacement of any contents lost or stolen.
1.9. The Hirer is responsible for ensuring that the Fair location does not obstruct access to the Playing Area, Pavilion, 3G pitch or main playing field.
1.10. The Hirer is responsible for ensuring that caravans are located away from residential housing, near the centre of the Fair site
~~1.8.~~ The Hirer is responsible for locking the Playing Field gate every night whilst on site.

2. Supervision

2.1. The Hirer is responsible for the actions of all persons using the facility during and following the hire period. Orderly behaviour should be maintained, both inside the facility and in the vicinity.
2.2. Please notify the Parish Clerk of any accidents taking place on the Playing Field / Pavilion during the hire period.

3. Use of the premises

3.1. The Hire Agreement allows only the use of the facility and confers no tenancy or other right of occupation on the Hirer.
3.2. The Hirer shall not use the facility for any purpose other than that described in the Hire Agreement.
3.3. The Hirer shall not sub-let the facility without the prior authority of Drayton Parish Council.
3.4. The Hirer shall not use the facility or allow the facility to be used for any unlawful purpose or in any unlawful way.
3.5. No alcohol may be taken onto the premises for consumption on the premises without permission of Drayton Parish Council. If permission is granted and

alcohol is for sale, then the hirer is responsible for obtaining the necessary licence.

~~3.6. Electricity - All appliances must be switched off when leaving the premises. Heaters must be turned off when the room is not in use. Failure to switch off appliances will result in an additional charge.~~

~~3.7.~~3.6. Breakages/Damage - All breakages/damage must be reported to the Parish Council and paid for by the hirer. Appliances not in working order must also be reported.

~~3.8.~~3.7. Discharge of fireworks, the lighting of candles, flares or bonfires will not be allowed in the Parish premises or any other area of the grounds without prior agreement of the Parish Council.

4. Noise

4.1. The Hirer is asked to ensure that any noise is kept at a level which will avoid disturbance or annoyance to nearby residents.

~~4.1.~~4.2. The Hirer is responsible for ensuring that all generators are positioned in such a way as to minimise disturbance or annoyance to nearby residents.

4.3. The Hirer is asked to ensure all large diesel generators are turned off by 22:15

4.4. The Hirer is asked to ensure that caravans are located near to the centre of the site and away from nearby residential housing.

5. Information for Hirers

5.1. The Hirer must follow any instructions provided and any instructions displayed at the facility, including Fire Safety.

5.2. As the Hirer and responsible person for the event/function, you have legal duties with regard to the safety of those persons assisting or attending the event.

5.3. Parish Council contact information is displayed at the facility. Please note there is no available telephone at the facility during your period of hire.

6. Stored Equipment and Other Property

6.1. The Parish Council accepts no responsibility or liability for loss or damage to any stored equipment or other property brought on to or left at the facility.

6.2. The hirer's equipment, waste and other property must be removed at the end of the hire period~~each hiring~~, and the premises left clean and tidy, with all Parish Council owned equipment returned to its correct position/storage area, unless by prior agreement with the Parish Council. The Parish Council reserve the right to make additional charges for any property not removed.

7. Insurance

7.1. During the period of the hire, the Hirer is covered by the Parish Council's insurers against any claims arising out of the negligence of the Council. Any claims made for accidents or injuries arising out of the activities taking place at the facility are the Hirer's responsibility, as are any claims from local residents for damage to property, or nuisance caused by persons attending the facility.

8. Cancellation

8.1. Hirers are requested to give the Parish Clerk a minimum of 4 weeks' notice of termination of Hire.

8.2. If the Hirer wishes to cancel the booking two weeks or less before the date of the event, and the Parish Council is unable to secure a replacement booking, the question of the payment/repayment of the hire fee paid shall be at the sole discretion of the Parish Council.

8.3. The Parish Council reserves the right to cancel a hire due to exceptional or unforeseen circumstances. In any such case the Hirer shall be entitled to a refund of any fee already paid, but the Parish Council shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

General Information for Hirers

Before the event you should be aware of the Hiring Terms and Conditions and any Health and Safety, and Fire requirements, including:

- How people will be warned if there is a fire (see information below).
- Where people should assemble if there is a fire. The Assembly Point is located on the grass verge, outside the Playing Field entrance gate
- How fire and rescue, and any other services, will be called. Post Code for Longdale Pavilion is NR8 6GY (What3Words// applies.fixated.resolves)
- Procedures for meeting the fire and rescue services on their arrival. One person should take position near the gate to assist the emergency services arrival and to stop other traffic.

At the start of an event you should notify all present:

- That smoking is not permitted.
- Location of exits.
- The location of the Assembly Point – on the grass verge, outside the Playing Field entrance gate.
- What will happen after an evacuation.

During an event, you should ensure that:

- That smoking is not permitted during the period of hire.
- Noise levels cannot drown out the need for emergency announcements.

At the end of the hiring, you should ensure that

- The Premises are left clean and tidy and equipment is returned to its correct position / storage area.
- All rubbish and items brought onto the Premises are taken away.

FIRE MANAGEMENT PROCEDURE

THE HIRER, is the 'RESPONSIBLE PERSON' in the event of a Fire or an Emergency within Longdale Playing Fields during the duration of your hire. Throughout the hire period, the RESPONSIBLE PERSON must be in charge, and ready to take control of any incident.

Please read and become familiar with these instructions.

Remember: If in doubt, get out! In the event of a fire, your priority should always be safety of life and not saving property and extinguishing the fire.

BEFORE YOUR EVENT STARTS:

• Make note of the fire exit locations and check that all escape routes are not blocked and are free from trip hazards

• Check that you know where any fire extinguishers or blankets are stored, and the different uses of the water and CO2 fire extinguishers.

• Check that all electrical equipment and extension leads that have been brought into and/or are being used are safe to use.

• Inform all your attendees of the Fire Exit routes, and the Assembly Point in the event of a fire or emergency. The Assembly Point is located on the grass verge, outside the Playing Field entrance gate.

DURING YOUR EVENT:

• Know how many attendees are at your event.

• Ensure that escape routes do not become obstructed.

• Brief any disabled people and/or their assistants regarding their best evacuation route in the event of a fire or emergency.

• Ensure that no vehicle obstructs the Pavilion or Playing Field's main entrance, so that event attendees can exit quickly and safely.

• Ensure that emergency services vehicles have a clear access route to the Pavilion and Playing Field from the road.

• Ensure that your event attendees do not engage in any activity that is likely to cause a fire, for example, smoking or using candles or other naked flames.

• Be vigilant regarding any smells of burning or a gradual build-up of smoke.

AFTER YOUR EVENT:

• Remove all waste and check ~~rooms~~ for smouldering or burning items.

• Check that ~~heaters and~~ electrical appliances are turned off and unplugged where necessary.

~~• Turn off lights not required for security purposes and close all internal doors.~~

~~• Secure all external doors and windows.~~

IN THE EVENT OF FIRE:

1. The responsible person in charge ~~of the Pavilion~~ will give loud and clear instructions and **TELL ALL ATTENDEES TO**:

   - **LEAVE THE SITE~~BUILDING~~** using the nearest available exit.
   - Meet at the **ASSEMBLY POINT** – on the grass verge, outside the Playing Field entrance gate.

~~2. **START THE FIRE ALARM** if it is not already sounding, by using one of the fire alarm call points (CHECK LOCATION AND SPECIFY HERE).~~

~~3.~~2. No matter how small the fire, **CALL THE FIRE BRIGADE**. There is no public telephone nearby. Use a mobile to call 999 and ask for 'Fire'. Calmly provide your name and the location and details of the fire. **PROVIDE THIS ADDRESS**: 18 Longdale, Drayton, Norwich NR8 6GY.

~~4.~~3. **ASSESS THE SITUATION** and only where you feel safe and competent to do so, fight the fire using the appropriate **FIRE EXTINGUISHER.**

~~5.~~4. **~~CHECK EVERY ROOM~~** ~~that is safe to enter, to~~ **ENSURE EVERYONE HAS LEFT THE SITE**. If necessary use firefighting equipment to clear a safe passage to a fire exit. Check that everyone is accounted for.

~~6.~~5. **DO NOT ALLOW ANYONE TO RE ENTER THE SITE~~BUILDING~~ UNDER ANY CIRCUMSTANCES**.

~~7.~~6. On arrival of the Fire Brigade, **REPORT TO THE OFFICER IN CHARGE** that all persons are safe or state the last known location of anyone missing.

Remember: If in doubt, get out! In the event of a fire, your priority should always be safety of life and not saving property and extinguishing the fire.

All incidents, no matter how small, must be reported to Drayton Parish Council

Fire Extinguishers	
You should note that the standard colour for all fire extinguishers is now red. You should make yourself familiar with the markings for the various types, e.g. water (all over red), foam (cream), carbon dioxide CO2 (black), dry powder (blue), and gaseous (yellow).	
FOAM	Cream on Red to be used on oils, fats, flammable liquids, spirits etc.
GAS	Black or White on Red. To be used on combustible materials. Not suitable for use on oil, fat, or inflammable liquids. This type of extinguisher MUST NOT be used on or near live electrical points or electrical fires.
CARBON DIOXIDE	Black on Red to be used on or near live electrical points, equipment or electrical fires, and inflammable liquids.
DRY POWDER	Black or White on Blue (old style) Blue on Red, to be used on all types of fire.
Note: No extinguisher is to be put anywhere other than its proper position. If an extinguisher is discharged accidentally or otherwise, it must be reported to the Parish Office so that it can be refilled and re-charged as soon as possible. An investigation will also be carried out into the reason for the discharge.	

Drayton Parish Council

Parish Office
King George Fifth Playing Field
Drayton High Road
Drayton, Norwich,
NR8 6AW
Telephone: 01603 864492 / 07471552906
Email: office@draytonparishcouncil.gov.uk

Dear Resident,

LARRY GRAY ANNUAL FUN FAIR 2025

Drayton Parish Council would like to inform you that The Larry Gray Fun Fair will be returning to Longdale Playing Field in Drayton this summer.

The fair will be on site from Monday 28th July to Monday 4 August 2025 and will be open to the public as follows:

Thursday 31st July 2025	Fair opens 18:00 – 22:00
Friday 1st August 2025	Fair opens 18:00 – 22:00
Saturday 2nd August 2025	Fair opens 14:00 – 22:00
Sunday 3rd August 2025	Fair opens 14:00 – 18:00

If you have any questions, please contact the Parish office using the details provide above.

Kind regards,

Rachel Catto

Facilities Manager and Deputy Clerk

Drayton Parish Council

Paper	**PFP9:** 3G Running Costs.
Meeting	Playing Fields & Property Committee
Date	29th May 2025
Author	Deputy Clerk & Facilities Manager

Summary

Background

At the January 2025 meeting of the Committee it was noted that it could be helpful to receive a report illustrating the running costs and income associated with the 3G pitch.

2024/25 Income:

- **3G Online Bookings:** £1,747.47
- **3G Block Bookings:** £7,155.75
- **Total Income:** £8,903.22

2024/25 Recurring Expenses:

- **Annual cost of Igloo Padlock (monthly subscription):** £16.07
- **Booking platform annual license:** £1,140.00
- **Surface Maintenance Annual Fee:** £4,087.20
- **Total expenditure:** £5,243.27

Total Surplus: £3,659.95

For Information

Items excluded from report are as follows:

- **Staff wages:** The Council does not employ dedicated staff to solely manage the 3G pitch.
- **Utilities:** It is not currently possible to determine electricity and other utilities used specifically for the 3G Pitch. For information purposes only, the total yearly cost for water at Longdale in 2024/25 was £398.98 and the total yearly cost for electricity at Londgale was £3,674.13
- **Maintenance:** It is not currently possible to determine maintenance and other consumables specifically for the Longdale pavilion. For information purposes only, the total yearly costs for pavilion maintenance in 2024/25 was £2,431.47.

Recommendation

The Committee is asked to note the report for information.

Paper	**PF10:** Drayton Youth Football Club (DYFC) grass pitch hire requirements
Meeting	Playing Fields & Property Committee
Date	29th May 2025
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To assist the Committee in determining a suitable course of action in regards to the request regarding grass pitch hire from DYFC.

Request

DYFC have requested that Drayton Parish Council consider the following requests:

1. That access to the Longdale Pavilion is provided Monday – Friday from 14:30 – 20:00 throughout the football season to enable teams undertaking training on the grass pitches access to the toilets.
2. That DYFC have the option to extend the season at Longdale Playing Field so that additional training can be undertaken on the playing fields whilst daylight permits.

Background

The table below outlines DYFC hire arrangements for the 2024-25 football season.

	Longdale	**King George V**
Season Dates	20th August 2024 – 31st May 2025	1st September 2024 – 1st May 2025
Hire Fee	£1415.34	£772.20
Details	Hire of multiple grass pitches and Pavilion building for youth team matches, training and end of season awards.	Hire of 2 grass pitches for youth team matches and training.
Pavilion Access	Every Saturday: 08:45 – 14:15 Every Sunday: 08:45 – 14:15 Via: hirer specific igloo padlock access code	Every Saturday: 08:45 – 14:15 Every Sunday: 08:45 – 14:15 Via: hirers set of Pavilion keys

Considerations and Recommendations

Longdale Pavilion Access:

It is important to ensure that hirers, and in this instance youth teams, have access to the toilets and changing facilities when they are using the grass pitches. Longdale Pavilion is currently accessed by both 3G pitch and grass pitch hirers via the igloo smart padlock entrance. All hirers are issued with a code that grants them Pavilion access 15 minutes prior to and following their designated hire times.

The Committee is requested to confirm whether full access to the Pavilion and field should be available to the hirer throughout the season (current access arrangements associated with grass pitch season include weekends only).

If the Committee is in agreement that the hirer should be granted full access, this will require that additional padlock codes are issues for Monday – Friday from 14:30 – 20:00 for the season.

Extension to Season Hire:

DYFC have confirmed that they do not require line marked pitches or use of the fixed goals during an extended hire period and that they understand the need to allow sufficient time for pitch maintenance over the summer. The request is for extended access to as much of the playing field as possible without negatively impacting pitch maintenance.

King George V Playing Field:

Drayton Cricket Club are currently the primary users of King George V Playing Field and Pavilion between Saturday 3rd May and Sunday 31st August 2025. It is not possible to simultaneously accommodate football and cricket hire of these spaces, therefore it is not possible to extend the football season at KGV beyond 1st May.

Longdale Playing Field:

Drayton Youth Football Club are currently the primary users of Longdale Playing Field and Pavilion between 20th August 2024 and 31st May 2025.

Extending the season would not impact other hire arrangements, provided the season ended in advance of the Larry Gray Fair on Monday 28th July 2025. However, our current grounds maintenance contractor has recommended that the Committee consider the impact that an extended season would have on pitch quality, pitch repairs and the pitch management programme.

The Committee is asked to confirm whether to grant approval for an extension to the football season at Longdale Playing Field.

If approval for an extended season at Longdale is granted, the Committee is requested to confirm any additional hire fees for the extended hire period.

Recommendation

The Committee is asked to confirm the following:

1. Whether full access to Longdale Pavilion and field should be available to the hirer throughout the football season.
2. Whether to grant approval for an extension to the football season at Longdale Playing Field.

3. If an extension to the season is granted, any additional hire fees for the extended hire period

Paper	**PFP11:** To note update on Pitch Maintenance Programme and consider recommendations.
Meeting	Playing Fields & Property Committee
Date	29th May 2025
Author	Deputy Clerk & Facilities Manager

Summary

Background

The Council secured a Grass Pitch Maintenance Fund grant from the Football Foundation with an aim of improving the quality of our grass pitches at Longdale. The grant enables us to increase the levels of maintenance works carried out on our pitches over a 6-year period to get them looking their best and works are scheduled to being later this year.

At the October 2024 meeting of the Committee next steps for the project were agreed and it is confirmed that:

- The grant offer has been signed and accepted
- The Grounds Management Association Level 1 Football Groundsmanship course has been successfully completed by the Deputy Clerk & Facilities Manager and Parish Ranger as part of the pre-claim conditions

For Information

- At the July 2024 meeting it was reported that the existing contractor could carry out the prescribed works within the budget. The contractor has been approached to reconfirm cost for works remains unchanged.

Recommendations for Next Steps

- **Produce Pitch Maintenance Schedule**
  Following discussion with the existing contractor, the Deputy Clerk and Facilities Manager will produce a schedule of anticipated pitch maintenance works in 2025-26 for publication on the Longdale Pavilion noticeboard.

- **Complete the online claim form for £8,532.00:**
  Pending confirmation of works to be completed by the Contractor, Council can now claim for year 1, and save any invoices for works spent against the funding we will receive as evidence to unlock the funding in 12 months time.

For Information

Funds available for year 1 of the pitch maintenance programme include:

- £8532 from Football Foundation
- £5000 from Earmarked Reserves

Recommendation

The Committee is asked to note the report and consider the following recommendations:

1. To consider the proposal to publish the pitch maintenance schedule.
2. To complete the online claim form subject to approval of works by contractor.

Paper	**PFP12:** Potential boundary safety issues at Longdale Playing Field
Meeting	Playing Fields & Property Committee
Date	29th May 2025
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To assist the Committee in determining a suitable course of action in regards to potential boundary safety issues at Longdale Playing Field.

Background

In April 2025 Cllr. C.Brown raised concerns regarding potential safety hazards as a result of the gaps in the boundary hedge between Longdale and School Road. It was noted that there is currently:

1. A significant sized opening in the boundary hedge leading directly onto School Road, underneath a large oak tree, directly behind one of the fixed goals.
2. An opening in the hedgerow leading directly onto School Road, in the south east corner, near Brick Farm Lane.

It was noted that there is potential risk to users of the playing field given the ease of direct access onto a road that has a speed limit of 60mph. Emphasis was placed on the potential risk of young children using the football pitches chasing footballs through the gap in the hedgerow and onto the road. The below photographs have been provided to enable the Committee to consider the size of the identified gaps.

Figure 1.1 Gap in boundary hedge underneath large oak tree.	Figure 1.2 Gap in boundary hedge underneath large oak tree
	

Figure 2.1 Gap in boundary hedge, south east corner	Figure 2.2 Gap in boundary hedge, south east corner
	

It is suggested that the Committee consider requesting a risk assessment to establish the level of risk associated with the gaps in the boundary hedge.

Recommendation

The Committee is asked to consider the request regarding a risk assessment of the gaps in the boundary hedge between Longdale and School Road.

Paper	**PFP13:** Florence Carter Memorial Park Flowerbed Update
Meeting	Playing Fields & Property Committee
Date	29th May 2025
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To notify the Committee in regards to recent flower bed planting at Florence Carter Memorial Park.

Background

At the Open Spaces and Property Committee on 29th November 2023 the committee discussed the flowerbeds at Florence Cart Memorial Park (FCMP) and requested that the Clerk investigate options for suitable flowerbed edging. In 2025-2026 £500 was budgeted for any groundworks on land owned by Drayton Parish Council including maintenance of flowerbeds.

Update

In April 2025 the Deputy Clerk and Facilities Manager and Parish Ranger reviewed the status of the flowerbeds at FCMP. An update regarding observations and subsequent actions can be found below:

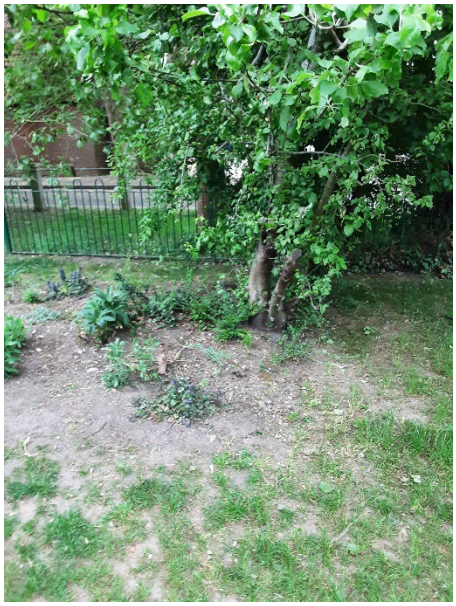
1. **Circular flowerbed (next to the memorial)**
   Various perennials and shrubs planted by children from Drayton Junior School had not survived the winter. Given the location/aspect of the flowerbed and soil condition it was agreed to improve the soil with compost and select drought tolerant replacement planting in order to give the plants the best chance of survival with minimal intervention from the Parish Council. Any surviving plants previously planted by the children from Drayton Junior School were retained and the flowerbed was then replanted with Lavandula Angustifolia, Geranium Wallichianum 'Kelly Ann and Gladiolus Gladdies Luna at a cost of total cost £142.81. It is anticipated that the Lavandula Angustifolia will spread out over time and create a natural edging for this bed. The Parish Ranger continues to water the flowerbed and the Deputy Clerk and Facilities Manager will review progress as part of regular site visits.

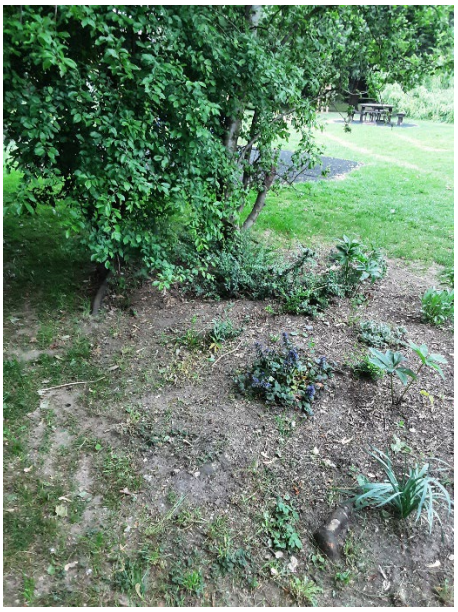
2. **Rectangular flowerbed (village hall side)**
   Various previously planted perennials had not survived the winter so the bed is currently sparsely planted. Given the location and/aspect of the flowerbed, in addition to the significant number of tree roots in place, it was noted that this space was not ideally situated for decorative planting. Therefore, no further action was taken at this stage. It is recommended that the Committee consider ceasing use of the rectangular flowerbed for decorative planting and that the area be returned to grass. It is noted that any surviving plants could be relocated to the flowerbeds near to the front gate.

Photographs of both flowerbeds have been provided below.

Circular Flowerbed

Rectangular Flowerbed





Recommendation

The Committee is asked to note the update regarding flowerbeds at FCMP and consider the request to cease using the rectangular flowerbed for decorative planting and return the area to grass.

Paper	**PFP14:** New Trees
Meeting	Playing Fields & Property Committee
Date	29th May 2025
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To assist the Committee in determining a suitable course of action in regarding to the requirement to plant 8 new trees.

Background

The Parish Councils' Hazard Risk Policy Statement and Tree Management Policy stipulates that:

Any tree that is felled must be replaced with one or more new trees of an appropriate species. The number of replacements will would generally follow the rule of a 1 for 1 replacement of young and semi mature trees, 2 for 1 for medium sized trees and 3 or more replacements for mature trees. The new tree or trees do not have to be replaced in exactly the same site as the original. This will depend on the site characteristics and usage and the presence of services above and below ground.

For 2025-26 the Council has allocated £7000 to the earmarked reserves for the replacement of eight trees.

The committee is asked to consider suitable sites and locations for the new trees. The Deputy Clerk and Facilities Manager will then liaise with the appointed tree consultancy contractor to seek advice regarding tree planting and species selection in line with the Committees recommendation.

Considerations

The Committee are asked to consider the following:

- Whether to source a suitable replacement for the (recently removed) unlabelled dead young tree at King George V Playing Fields.
- Whether to source a suitable replacement for the (recently removed) unlabelled dead young Yew tree at Florence Carter Memorial Park.
- Whether to source suitable replacements for the illegally felled Beech trees at Green Lanes.

Recommendation

The Committee is asked to consider suitable sites and locations for eight new trees before advice regarding tree planting and species selection can be sought from he appointed tree consultancy contractor.

Paper	**PFP15:** Norwich Probation Service Community Payback
Meeting	Playing Fields & Property Committee
Date	29th May 2025
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To assist the Committee in determining a suitable course of action in regards to the offer from Norwich Probation Service regarding potential Community Payback works.

Background

In April 2025 the office received an email from the Placement Coordinator for Community Payback in regards to the opportunity for the Parish Council to request assistance with any appropriate jobs or tasks around the village.

The email correspondence can be found attached for your reference.

Additional Information

The Placement Coordinator for Community Payback confirmed the following conditions in regards to the scheme:

- Volunteer groups undertake work for a day at a time and therefore sufficient work would need to be allocated to last them for the entirety of the day (activity can take place across multiple sites in one area)
- That access to toilet facilities would be required throughout the day.

Recommendation

The Committee is asked to consider a response to the offer from Norwich Probation Service regarding potential Community Payback works.

From: Holmes, Megan
To: Drayton Parish Council
Subject: Norwich Probation Service- Community Payback
Date: 04 April 2025 20:11:12
Attachments: image001.png
image002.png

Hello,

My name is Megan, and I am the Placement Coordinator for Unpaid Work, also widely known as Community Payback, at Norwich Probation Service.

I am contacting you today to see whether you would be interested in working alongside The Probation Service to help you with any jobs you need help completing around Drayton and allow us to provide projects for People on Probation to pay back to the community in a beneficial way. We can complete a variety of projects / works, e.g. painting, gardening, maintenance, cleaning etc. We work with a variety of Parish Councils and larger councils, along with charities and not for profit organisations.

So, if you feel you could benefit from our help in anyway or have any questions, then please get back to me when you can.

Thank you.

Kind regards,

Megan Holmes
Unpaid Work Placement Co-ordinator – East of England
megan.holmes1@justice.gov.uk
07762 001584
✉ Centenary House, 19 Palace Street, Norwich, NR3 1RT

HM Prison & Probation Service

Probation Service

Preventing victims by changing lives

Paper	**PFP16:** Request to grant dogs' access to KGV Playing Field
Meeting	Playing Fields & Property Committee
Date	29th May 2025
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To assist the Committee in determining a suitable course of action in regards to granting dogs access to KGV Playing Field.

Background

In January 2025 the Council received a request from a local resident, forwarded on with support from Cllr for Drayton South - Broadland District Council, regarding the possibility of granting dogs access to KGV Playing Field.

It was suggested that the playground facilities at KGV Playing Field are currently under-used by families with dogs due to dogs being banned from the site. Therefore, it was requested that the Council consider permitting dogs on site at KGV Playing Field in order to increase accessibility and usage of the facilities.

Considerations

The Committee is asked to consider whether granting dogs access to the Playing Fields at KGV would benefit the community and significantly increase usage of the site, and whether the potential benefits mitigate the potential risk of damage to cricket and football pitches.

Recommendation

The Committee is asked to review the request to grant dogs access to the KGV Playing Field.

Paper	**PFP17:** Bowls Club Electrical Installation Condition Report
Meeting	Playing Fields & Property Committee
Date	29th May 2025
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To assist the Committee in determining a suitable course of action in response to the remedial action required following the outcome of the Bowls Club Electrical Installation Condition Report.

Background

Electrical Installation Condition Reports (EICR) are required on a 5 yearly basis. During Parish Council planning for the 2024-25 year it was noted that an up-to-date EICR was required for the Bowls Club. On 2nd May 2025 the Parish Council's appointed contractor attended the Bowls Club and completed the necessary site assessment before providing the EICR.

Outcome

It was recommended by the Contractor that the following remedial action is taken in response to the outcome of the EICR:

- Remove the four Type C circuit breakers, replacing them with four Type B circuit breakers.
  TOTAL COST £280
- Supply and installation of 9 replacement emergency light fittings.
  Installation of 1 new emergency light in men's toilet.
  TOTAL COST £430

Further Information

For more detail, observation and recommendations for action can be found on page 2 of the EICR. Please note that the report specifies that "observations classified as 'Code 3 - Improvement Recommended' should be given due consideration.

On submission of the EICR the contractor provided the following additional guidance in regards to recommendations for remedial action:

1. During the electrical testing, four circuit breakers were found to be non-compliant. In the event of a fault, these breakers may fail to operate within the required time frame, potentially compromising safety.

2. Emergency Lighting System and Health & Safety Recommendation.

- A one-hour duration test was performed, during which 9 emergency light fittings failed to meet the required performance standards. To ensure compliance with current regulations and issue an Electrical Safety Certificate, replacement of all non-compliant fittings is required.
- As highlighted in a recent health and safety inspection, the installation of an

emergency light in the men's toilets is required. This area currently lacks emergency lighting

Considerations

The Bowls Club Lease Agreement sets out the following tenant covenants with the landlord:

"(3) To comply with all present and future Acts of Parliament and subordinate legislation made thereafter relating to the Demised Property or the use of it and to execute all works required in pursuance of any Act of Parliament or required by any local or public authority to be done in respect of the Demised Property whether by the Tenant, the Landlord or any other person (however described)

(4a) To keep all buildings on the Demised Property in repair (except damage caused by fire or any other peril against which the Demised Property is insured by the Landlord under a policy which has not been vitiated by any act or omission of the Tenant or any person deriving title under him) and to keep the bowling green in a good state of cultivation and in good condition for use as a bowling green and to keep in good repair and condition all paths, fences and hedges and all service conducting media comprised in or exclusively serving the Demised Property."

Recommendation

The Committee is asked to agree a suitable course of action in relation to the remedial activity stipulated in the Bowls Club Electrical Installation Condition Report, including confirmation regarding whether responsibility for arranging and financing the required works resides with the Parish Council or Bowls Club tenants.

ELECTRICAL INSTALLATION CONDITION REPORT

Requirements For Electrical Installations - BS 7671

Certificate Number:	22356

1 DETAILS OF THE PERSON ORDERING THE REPORT

Client:	Drayton Bowls Club.
Address:	King George V Playing Field? , Drayton High Road, Norwich , NR8 6AW

2 REASON FOR PRODUCING THIS REPORT

Reason for producing this report:

Insurance company requirements.

Date on which inspection and testing was carried out: 02/05/2025

3 DETAILS OF THE INSTALLATION WHICH IS THE SUBJECT OF THIS REPORT

Installation Address: As Above

Description of premises: Domestic N/A | Commercial ✔ | Industrial N/A | Other: N/A

Estimated age of wiring system: 30 years | Evidence of additions/ alterations: No | if yes, estimated age: 0 years

Installation records available? (Regulation 651.1) N/A | Date of last inspection: 02/06/2021

4 EXTENT AND LIMITATIONS OF INSPECTION AND TESTING

Extent of the electrical installation covered by this report:

25% of the installation in accordance with item 3.8.2 of Guidance Note 3. Various switches and sockets inspected.

Agreed limitations including the reasons (see Regulation 653.2):

No Lifting of floor boards or inspection of loft space. Service fuse not removed. Not required.

Agreed with: client.

Operational limitations including the reasons:

N/A

The inspection and testing detailed in this report and accompanying schedules have been carried out in accordance with BS 7671:2018 (IET Wiring Regulations) as amended to 2022.
It should be noted that cables concealed within trunking and conduits, under floors, in roof spaces, and generally within the fabric of the building or underground, have not been inspected unless specifically agreed between the client and inspector prior to the inspection. An inspection should be made within an accessible roof space housing other electrical equipment.

5 SUMMARY OF THE CONDITION OF THE INSTALLATION

See section 8 for a summary of the general condition of the installation in terms of electrical safety.

Overall assessment of the installation in terms of it's suitability for continued use*: SATISFACTORY

*** An unsatisfactory assessment indicates that dangerous (Code C1) and/or potentially dangerous (Code C2) conditions have been identified.**

6 RECOMMENDATIONS

Where the overall assessment of the suitability of the installation for continued use on page 1 is stated as 'UNSATISFACTORY', I/We recommend that any observations classified as 'Code 1 - Danger Present' or 'Code 2 - Potentially dangerous' are acted upon as a matter of urgency.
Investigation without delay is recommended for observations identified as 'FI - Further Investigation Required'.
Observations classified as 'Code 3 - Improvement recommended' should be given due consideration.

Subject to the necessary remedial action being taken, I/we recommend that the installation is further inspected and tested by: 5 Years

Note: The proposed date for the next inspection should take into consideration the frequency and quality of maintenance that the installation can reasonably be expected to receive during its intended life. The period should be agreed between relevant parties.

7 OBSERVATIONS AND RECOMMENDATIONS FOR ACTIONS TO BE TAKEN

Referring to the attached schedules of inspection and test results, and subject to the limitations specified on page 1 of this report under 'Extent of the Installation and Limitations of Inspection and Testing':

N/A There are no items adversely affecting electrical safety

or

✔ The following observations and recommendations are made

Item No	Observations	Classification Code
2	7.12.3 For cables concealed in walls at a depth of less than 50mm (522.6.202, 522.6.203) * is recommended for improvement. The lighting circuits have no RCD protection.	C3
5	6.10 Adequacy of protective devices: type and rated current for fault protection (411.3) is recommended for improvement.	C3
6	The main RCD incomer failed to operate when originally tested. Please make sure to test every six months and if it fails to operate Please turn off and on again and re test.	N/A

One of the following codes, as appropriate, has been allocated to each of the observations made above to indicate to the person(s) responsible for the installation the degree of urgency for remedial action.

C1 Danger Present Risk of injury. Immediate remedial action required

C2 Potentially dangerous Urgent remedial action required

C3 Improvement recommended

FI Further investigation required without delay

Immediate remedial action required for items:	N/A
Urgent remedial action required for items:	N/A
Improvement recommended for items:	2, 5
Further investigation required for items:	N/A

8 GENERAL CONDITION OF THE INSTALLATION

General condition of the installation (in terms of electrical safety):

satisfactory

9 DECLARATION

I/We, being the person(s) responsible for the inspection and testing of the electrical installation (as indicated by my/our signatures below), particulars of which are described above, having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report, including the observations and the attached schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent and limitations in section 4 of this report.

Trading Title:	Peter Stanger		
Address:	9 Layton Close Drayton Norwich Postcode: NR8 6EB	Registration Number (if applicable):	NAPIT 4204
		Telephone Number:	01603 261735 / 07887 781762

For the INSPECTION, TESTING AND ASSESSMENT of the report:

Name:	Position:	Signature:	Date:
Peter Stanger	Electrician		02/05/2025

10 SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS

Earthing Arrangements

TN-S:	N/A
TN-C-S:	✔
TNC:	N/A
TT:	N/A
IT:	N/A

Number and Type of Live Conductors

AC:	N/A	1-phase (2-wire):	N/A	2-phase (3-wire):	N/A
		3-phase (3-wire):	N/A	3-phase (4-wire):	✔
DC:	✔	2-wire:	N/A	3-wire:	N/A
Other:	N/A				
Confirmation of supply polarity:	✔				

Nature of Supply Parameters

Nominal voltage, U/Uo:	240 V
Nominal frequency, f:	50 Hz
Prospective fault current, Ipf:	0.5 kA
External earth fault loop impedance, Ze:	0.46 Ω
Number of supplies:	1

Supply Protective Device

BS (EN):	3871 MCB
Type:	2
Rated current:	100 A

11 PARTICULARS OF INSTALLATION REFERRED TO IN THE REPORT

Means of Earthing

Distributor's facility:	✔
Installation earth electrode:	N/A

Details of Installation Earth Electrode (where applicable)

Type:	N/A	Location:	N/A
Resistance to Earth:	N/A Ω	Method of measurement:	N/A

Main Switch / Switch-Fuse / Circuit-Breaker / RCD

Location:	Bar / Cellar	BS (EN):	4293 RCD	Number of poles:	3
Current rating:	100 A	Fuse/device rating or setting:	100 A	Voltage rating:	240 V

If RCD main switch:

RCD Type:	BS EN 4293	Rated residual operating current ($I_{\Delta n}$):	30 mA	Rated time delay:	N/A ms	Measured operating time:	33.3 ms

Earthing and Protective Bonding Conductors

Earthing conductor

Conductor material:	Copper	csa:	16 mm^2	Connection/ continuity verified:	✔

Main protective bonding conductors

Conductor material:	Copper	csa:	10 mm^2	Connection/ continuity verified:	✔

Bonding of extraneous-conductive parts

To water installation pipes:	✔	To gas installation pipes:	✔
To oil installation pipes:	N/A	To lightning protection:	N/A
To structural steel:	N/A	To other service(s):	N/A

12 INSPECTION SCHEDULE

Item	Description	Outcome
1.0	**EXTERNAL CONDITION OF INTAKE EQUIPMENT (VISUAL INSPECTION ONLY)** Where inadequacies in intake equipment are encountered, it is recommended that the person ordering the report informs the appropriate authority	
1.1	Service cable	Pass
1.2	Service head	Pass
1.3	Earthing arrangements	Pass
1.4	Meter tails	Pass
1.5	Metering equipment	Pass
1.6	Isolator (where present)	N/A
2.0	**PRESENCE OF ADEQUATE ARRANGEMENTS FOR PARALLEL OR SWITCHED ALTERNATIVE SOURCES**	
2.1	Adequate arrangements where a generating set operates as a switched alternative to the public supply (551.6)	N/A
2.2	Adequate arrangements where a generating set operates in parallel with the public supply (551.7)	N/A
3.0	**AUTOMATIC DISCONNECTION OF SUPPLY**	
3.1	**Main earthing/bonding arrangements (411.3; Chap 54):**	
3.1.1	Presence of distributor's earthing arrangement (542.1.2.1; 542.1.2.2), or presence of installation earth electrode arrangement (542.1.2.3)	Pass
3.1.2	Adequacy of earthing conductor size (542.3; 543.1.1)	Pass
3.1.3	Adequacy of earthing conductor connections (542.3.2)	Pass
3.1.4	Accessibility of earthing conductor connections (543.3.2)	Pass
3.1.5	Adequacy of main protective bonding conductor sizes (544.1)	Pass
3.1.6	Adequacy and location of main protective bonding conductor connections (543.3.2; 544.1.2)	Pass
3.1.7	Accessibility of all protective bonding connections (543.3.2)	Pass
3.1.8	Provision of earthing/bonding labels at all appropriate locations (514.13)	Pass
3.2	FELV - requirements satisfied (411.7; 411.7.1)	N/A
4.0	**OTHER METHODS OF PROTECTION (where any of the methods listed below are employed details should be provided on separate sheets)**	
4.1	Non-conducting location (418.1)	N/A
4.2	Earth-free local equipotential bonding (418.2)	N/A
4.3	Electrical separation (Section 413; 418.3)	N/A
4.4	Double insulation (Section 412)	N/A
4.5	Reinforced insulation (Section 412)	N/A
5.0	**DISTRIBUTION EQUIPMENT**	
5.1	Adequacy of working space/accessibility to equipment (132.12; 513.1)	Pass
5.2	Security of fixing (134.1.1)	Pass
5.3	Condition of insulation of live parts (416.1)	Pass
5.4	Adequacy/security of barriers (416.2)	Pass
5.5	Condition of enclosure(s) in terms of IP rating etc (416.2)	Pass
5.6	Condition of enclosure(s) in terms of fire rating etc (421.1.6; 421.1.201; 526.5)	Pass
5.7	Enclosure not damaged/deteriorated so as to impair safety (651.2)	Pass
5.8	Presence and effectiveness of obstacles (417.2)	Pass
5.9	Presence of main switch(es), linked where required (462.1; 462.1.201; 462.2)	Pass
5.10	Operation of main switch(es) (functional check) (643.10)	Pass
5.11	Manual operation of circuit-breakers, RCDs and AFDDs to prove functionality (643.10)	Pass
5.12	Confirmation that integral test button/switch causes RCD(s) to trip when operated (functional check) (643.10)	Pass
5.13	RCD(s) provided for fault protection – includes RCBOs (411.4.204; 411.5.2; 531.2)	Pass
5.14	RCD(s) provided for additional protection/requirements, where required – includes RCBOs (411.3.3; 415.1)	Pass

OUTCOMES

Acceptable condition	PASS	Unacceptable condition	C1 or C2	Improvement recommended	C3	Further investigation	FI	Not verified	N/V	Limitation	LIM	Not applicable	N/A

12 INSPECTION SCHEDULE (CONTINUED)

Item	Description	Outcome
5.15	Presence of RCD six-monthly test notice, where required (514.12.2)	Pass
5.16	Presence of diagrams, charts or schedules at or near equipment, where required (514.9.1)	Pass
5.17	Presence of alternative supply warning notice at or near equipment, where required (514.15)	Pass
5.18	Presence of next inspection recommendation label (514.12.1)	N/A
5.19	Presence of other required labelling (please specify) (Section 514)	Pass
5.20	Compatibility of protective devices, bases and other components; correct type and rating (no signs of unacceptable thermal damage, arcing or overheating) (411.3.2; 411.4; 411.5; 411.6; Sections 432, 433)	N/A
5.21	Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.3)	Pass
5.22	Protection against mechanical damage where cables enter equipment (522.8.1; 522.8.5; 522.8.11)	Pass
5.23	Protection against electromagnetic effects where cables enter ferromagnetic enclosures (521.5.1)	Pass
6.0	**DISTRIBUTION CIRCUITS**	
6.1	Identification of conductors (514.3.1)	Pass
6.2	Cables correctly supported throughout their run (521.10.202; 522.8.5)	Pass
6.3	Condition of insulation of live parts (416.1)	Pass
6.4	Non-sheathed cables protected by enclosure in conduit, ducting or trunking (521.10.1)	Pass
6.5	Suitability of containment systems for continued use (including flexible conduit) (Section 522)	Pass
6.6	Cables correctly terminated in enclosures (Section 526)	Pass
6.7	Confirmation that ALL conductor connections, including connections to busbars, are correctly located in terminals and are tight and secure (526.1)	Pass
6.8	Examination of cables for signs of unacceptable thermal or mechanical damage/deterioration (421.1; 522.6)	Pass
6.9	Adequacy of cables for current-carrying capacity with regard for the type and nature of installation (Section 523)	Pass
6.10	Adequacy of protective devices: type and rated current for fault protection (411.3)	C3
6.11	Presence and adequacy of circuit protective conductors (411.3.1.1; 543.1)	Pass
6.12	Coordination between conductors and overload protective devices (433.1; 533.2.1)	Pass
6.13	Cable installation methods/practices with regard to the type and nature of installation and external influences (Section 522)	Pass
6.14	Where exposed to direct sunlight, cable of a suitable type (522.11.1)	Pass
6.15	**Cables concealed under floors, above ceilings, in walls/partitions less than 50mm from a surface, and in partitions containing metal parts:**	
6.15.1	Installed in prescribed zones (see Section 4. Extent and limitations) (522.6.202) or	Pass
6.15.2	Incorporating earthed armour or sheath, or run within earthed wiring system, or otherwise protected against mechanical damage by nails, screws and the like (see Section 4. Extent and limitations) (522.6.204)	Pass
6.16	Provision of fire barriers, sealing arrangements and protection against thermal effects (Section 527)	Pass
6.17	Band II cables segregated/separated from Band I cables (528.1)	Pass
6.18	Cables segregated/separated from non-electrical services (528.3)	Pass
6.19	Condition of circuit accessories (651.2)	Pass
6.20	Suitability of circuit accessories for external influences (512.2)	Pass
6.21	Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.3)	Pass
6.22	Adequacy of connections, including cpcs, within accessories and to fixed and stationary equipment – identify/record numbers and locations of items inspected (Section 526)	Pass
6.23	Presence, operation and correct location of appropriate devices for isolation and switching (Chapter 46; Section 537)	Pass
6.24	General condition of wiring systems (651.2)	Pass
6.25	Temperature rating of cable insulation (522.1.1; Table 52.1)	Pass
7.0	**FINAL CIRCUITS**	
7.1	Identification of conductors (514.3.1)	Pass
7.2	Cables correctly supported throughout their run (521.10.202; 522.8.5)	Pass
7.3	Condition of insulation of live parts (416.1)	Pass

OUTCOMES

Acceptable condition	PASS	Unacceptable condition	C1 or C2	Improvement recommended	C3	Further investigation	FI	Not verified	N/V	Limitation	LIM	Not applicable	N/A

12 INSPECTION SCHEDULE (CONTINUED)

Item	Description	Outcome
7.4	Non-sheathed cables protected by enclosure in conduit, ducting or trunking (521.10.1)	Pass
7.5	Suitability of containment systems for continued use (including flexible conduit) (Section 522)	Pass
7.6	Adequacy of cables for current-carrying capacity with regard for the type and nature of installation (Section 523)	Pass
7.7	Adequacy of protective devices: type and rated current for fault protection (411.3)	Pass
7.8	Presence and adequacy of circuit protective conductors (411.3.1.1; 543.1)	Pass
7.9	Co-ordination between conductors and overload protective devices (433.1; 533.2.1)	Pass
7.10	Wiring system(s) appropriate for the type and nature of the installation and external influences (Section 522)	Pass
7.11	**Cables concealed under floors, above ceilings, in walls/partitions, adequately protected against damage (522.6.201; 522.6.202; 522.6.203; 522.6.204):**	
7.11.1	Installed in prescribed zones (see Section 4. Extent and limitations) (522.6.202)	Pass
7.11.2	Incorporating earthed armour or sheath, or run within earthed wiring system, or otherwise protected against mechanical damage by nails, screws and the like (see Section 4. Extent and limitations) (522.6.201; 522.6.204)	Pass
7.12	**Provision of additional protection by 30mA RCD:**	
7.12.1	For all socket-outlets of rating 32A or less, unless an exemption is permitted (411.3.3) *	Pass
7.12.2	For the supply of mobile equipment not exceeding 32A rating for use outdoors (411.3.3) *	Pass
7.12.3	For cables concealed in walls at a depth of less than 50mm (522.6.202, 522.6.203) *	C3
7.12.4	For cables concealed in walls/partitions containing metal parts regardless of depth (522.6.203) *	N/A
7.12.5	For final circuits supplying luminaires within domestic (household) premises (411.3.4) *	N/A
	* Note: Older installations designed prior to BS 7671:2018 may not have been provided with RCDs for additional protection.	
7.13	Provision of fire barriers, sealing arrangements and protection against thermal effects (Section 527)	Pass
7.14	Band II cables segregated/separated from Band I cables (528.1)	Pass
7.15	Cables segregated/separated from non-electrical services (528.3)	Pass
7.16	**Termination of cables at enclosures – identify/record numbers and locations of items inspected (Section 526):**	
7.16.1	Connections under no undue strain (526.6)	Pass
7.16.2	No basic insulation of a conductor visible outside enclosure (526.8)	Pass
7.16.3	Connections of live conductors adequately enclosed (526.5)	Pass
7.16.4	Adequately connected at point of entry to enclosure (glands, bushes etc.) (522.8.5)	Pass
7.17	Condition of accessories including socket-outlets, switches and joint boxes (651.2)	Pass
7.18	Suitability of accessories for external influences (512.2)	Pass
7.19	Single-pole switching or protective devices in line conductors only (132.14.1, 530.3.3)	Pass
8.0	**ISOLATION AND SWITCHING**	
8.1	**Isolators (Sections 460; 537):**	
8.1.1	Presence and condition of appropriate devices (Section 462; 537.2.7)	Pass
8.1.2	Acceptable location – state if local or remote from equipment in question (Section 462; 537.2.7)	Pass
8.1.3	Capable of being secured in the OFF position (462.3)	Pass
8.1.4	Correct operation verified (643.10)	Pass
8.1.5	Clearly identified by position and/or durable marking (537.2.6)	Pass
8.1.6	Warning label posted in situations where live parts cannot be isolated by the operation of a single device (514.11.1; 537.1.2)	Pass
8.2	**Switching off for mechanical maintenance (Section 464; 537.3.2):**	
8.2.1	Presence and condition of appropriate devices (464.1; 537.3.2)	Pass
8.2.2	Acceptable location – state if local or remote from equipment in question (537.3.2.4)	Pass
8.2.3	Capable of being secured in the OFF position (462.3)	Pass
8.2.4	Correct operation verified (643.10)	Pass
8.2.5	Clearly identified by position and/or durable marking (537.3.2.4)	Pass

OUTCOMES

Acceptable condition	PASS	Unacceptable condition	C1 or C2	Improvement recommended	C3	Further investigation	FI	Not verified	N/V	Limitation	LIM	Not applicable	N/A

12 INSPECTION SCHEDULE (CONTINUED)

Item	Description	Outcome
8.3	**Emergency switching/stopping (Section 465; 537.3.3):**	
8.3.1	Presence and condition of appropriate devices (Section 465; 537.3.3; 537.4)	Pass
8.3.2	Readily accessible for operation where danger might occur (537.3.3.6)	Pass
8.3.3	Correct operation verified (643.10)	Pass
8.3.4	Clearly identified by position and/or durable marking (537.3.3.6)	Pass
8.4	**Functional switching (Section 463; 537.3.1):**	
8.4.1	Presence and condition of appropriate devices (537.3.1.1; 537.3.1.2)	Pass
8.4.2	Correct operation verified (537.3.1.1; 537.3.1.2)	Pass
9.0	**CURRENT-USING EQUIPMENT (PERMANENTLY CONNECTED)**	
9.1	Condition of equipment in terms of IP rating etc (416.2)	Pass
9.2	Equipment does not constitute a fire hazard (Section 421)	Pass
9.3	Enclosure not damaged/deteriorated so as to impair safety (134.1.1; 416.2; 512.2)	Pass
9.4	Suitability for the environment and external influences (512.2)	Pass
9.5	Security of fixing (134.1.1)	Pass
9.6	Cable entry holes in ceiling above luminaires, sized or sealed so as to restrict the spread of fire: List number and location of luminaires inspected (separate page) (527.2)	Pass
9.7	**Recessed luminaires (downlighters):**	
9.7.1	Correct type of lamps fitted (559.3.1)	Pass
9.7.2	Installed to minimise build-up of heat by use of 'fire rated' fittings, insulation displacement box or similar (421.1.2)	Pass
9.7.3	No signs of overheating to surrounding building fabric (559.4.1)	Pass
9.7.4	No signs of overheating to conductors/terminations (526.1)	Pass
10.0	**LOCATION(S) CONTAINING A BATH OR SHOWER**	
10.1	Additional protection for all low voltage (LV) circuits by RCD not exceeding 30mA (701.411.3.3)	Pass
10.2	Where used as a protective measure, requirements for SELV or PELV met (701.414.4.5)	Pass
10.3	Shaver supply units comply with BS EN 61558-2-5 formerly BS 3535 (701.512.3)	Pass
10.4	Presence of supplementary bonding conductors, unless not required by BS 7671:2018 (701.415.2)	Pass
10.5	Low voltage (e.g. 230 V) socket-outlets sited at least 2.5m from zone 1 (701.512.3)	Pass
10.6	Suitability of equipment for external influences for installed location in terms of IP rating (701.512.2)	Pass
10.7	Suitability of accessories and controlgear etc. for a particular zone (701.512.3)	Pass
10.8	Suitability of current-using equipment for particular position within the location (701.55)	Pass
11.0	**OTHER PART 7 SPECIAL INSTALLATIONS OR LOCATIONS** List all other special installation or locations present, if any. (Record separately the results of particular inspections)	
11.1	N/A	N/A
11.2	N/A	N/A
11.3	N/A	N/A
11.4	N/A	N/A
11.5	N/A	N/A
12.0	**PROSUMER'S LOW VOLTAGE ELECTRICAL INSTALLATION(S)** Where the installation includes additional requirements and recommendations relating to Chapter 82, additional inspection items should be added to the checklist below.	
12.1	N/A	N/A
12.2	N/A	N/A
12.3	N/A	N/A
12.4	N/A	N/A
12.5	N/A	N/A

Inspected by:

Name: Peter Stanger Position: Electrician / Inspector Signature:  Date: 05/05/2025

OUTCOMES												
Acceptable condition	PASS	Unacceptable condition	C1 or C2	Improvement recommended	C3	Further investigation	FI	Not verified	N/V	Limitation	LIM	Not applicable	N/A

DISTRIBUTION BOARD DETAILS

DB reference: **Bar storeroom** Location: D.B. 1 Supplied from:

Distribution circuit OCPD: BS (EN): Type: Rating/Setting: A No of phases:

SPD Details: Types: T1 T2 T3 N/A Status indicator checked (where functionality indicator present)

Confirmation of supply polarity Confirmation of phase sequence Zs at DB: Ω Ipf at DB: kA

SCHEDULE OF CIRCUIT DETAILS AND TEST RESULTS

CIRCUIT DETAILS																TEST RESULT DETAILS																	
		Conductor details						Overcurrent protective device					RCD																					
					Number and size											Continuity (Ω)					Insulation resistance				Zs	RCD		AFDD					
																Ring final circuit			R_1+R_2 or R_2													
Circuit number	Circuit description	Type of wiring	Reference method	Number of points served	Live (mm2)	cpc (mm2)	Max disconnect time permitted by BS7671 (s)	BS (EN)	Type	Rating (A)	Breaking capacity (kA)	Maximum permitted Zs (Ω)	BS (EN)	Type	Rated operating current (mA)	Rating (A)	r1 (line)	rn (neutral)	r2 (cpc)	R1+R2	R2	Test voltage (V)	Live - Live (MΩ)	Live - Earth (MΩ)	Polarity (tick)	Maximum measured (Ω)	Disconnection time (ms)	Test button operation (tick)	Manual test button operation (tick)					
1 R	Cellar cooler. 1	A	B	1	2.5	1.5	0.4	3871	C	20	10	0.87			30					0.06	N/A	200	500	500	✔	0.5	50.0	✔	N/A				
1 Y	water heater male toilets. 2	A	B	1	2.5	1.5	0.4	3871	C	16	10	1.09			30					0.18	N/A	200	500	500	✔	0.64	50.0	✔					
1 B	water heater kitchen. 3	A	B	1	2.5	1.5	0.4	3871	C	20	10	0.87			30					0.15	N/A	200	500	500	✔	0.61	50.0	✔					
2 R	Hand dryer toilet. 4	A	B	1	2.5	1.5	0.4	3871	C	16	10	1.09			30					0.3	N/A	200	500	500	✔	0.76	50.0	✔	N/A				
2 Y	Hand dryer disabled toilet.	A	B	1	2.5	1.5	0.4	3871	C	16	10	1.09			30					0.24	N/A	200	500	500	✔	0.7	50.0	✔					
2 B	Hand dryer male toilets	A	B	1	2.5	1.5	0.4	3871	C	16	10	1.09			30					0.18	N/A	200	500	500	✔	0.64	50.0	✔					
3 R	Hand dryer female toilets	A	B	1	2.5	1.5	0.4	3871	C	16	10	1.09			30					0.56	N/A	200		200	✔	1.02	50.0	✔	N/A				
3 Y	water heater female toilets	A	B	1	2.5	1.5	0.4	3871	C	16	10	1.09			30					0.41	N/A	200		200	✔	0.87	50.0	✔	N/A				
3 B	Burglar alarm left on not tested in use.	A	B	1	2.5	1.5	0.4	3871	C	16	10	1.09			30					0.12	N/A	200		200	✔	0.58	50.0	✔	N/A				
4 R	Cooker	A	B	1	10	4	0.4	3871	2	32	10	0.78			30					0.08	N/A	200		200	✔	0.41	50.0	✔	N/A				

CODES FOR TYPE OF WIRING	A	B	C	D	E	F	G	H	O - Other
	Thermoplastic insulated/sheathed cables	Thermoplastic cables in metallic conduit	Thermoplastic cables in nonmetallic conduit	Thermoplastic cables in metallic trunking	Thermoplastic cables in nonmetallic trunking	Thermoplastic /SWA cables	Thermosetting /SWA cables	Mineral insulated cables	

DETAILS OF TEST INSTRUMENTS

Details of test instruments used (serial and/or asset numbers):

Multi-functional: Insulation resistance: Continuity:

Earth electrode resistance: Earth fault loop impedance: RCD:

TESTED BY

Name: Position: Signature: Date: 05/05/2025

This form is based on the model shown in Appendix 6 of BS 7671:2018+A2:2022.

SCHEDULE OF CIRCUIT DETAILS AND TEST RESULTS

DB reference: **Bar storeroom** Location: D.B. 1 Supplied from:

CIRCUIT DETAILS																TEST RESULT DETAILS																		
		Conductor details						Overcurrent protective device					RCD				Continuity (Ω)					Insulation resistance				Zs	RCD		AFDD						
					Number and size												Ring final circuit			R1+R2 or R2															
Circuit number	Circuit description	Type of wiring	Reference method	Number of points served	Live (mm2)	cpc (mm2)	Max disconnect time permitted by BS7671 (s)	BS (EN)	Type	Rating (A)	Breaking capacity (kA)	Maximum permitted Zs (Ω)	BS (EN)	Type	Rated operating current (mA)	Rating (A)	r1 (line)	rn (neutral)	r2 (cpc)	R1+R2	R2	Test voltage (V)	Live - Live (MΩ)	Live - Earth (MΩ)	Polarity (tick)	Maximum measured (Ω)	Disconnection time (ms)	Test button operation (tick)	Manual test button operation (tick)						
4 Y	Sockets,heaters. entrance + toilets + store.	A	B	6	2.5	1.5	0.4	3871	C	32	10	0.54			30		0.5	0.5	0.84	0.08	N/A	200		200	✔	0.54	50.0	✔	N/A						
4 B	Sockets and heaters main hall	A	B	7	2.5	1.5	0.4	3871	C	32	10	0.54			30		0.47	0.46	0.8	0.28	N/A	200		200	✔	0.76	50.0	✔	N/A						
5 R	sockets and heaters changing room and main hall.	A	B	5	2.5	1.5	0.4	3871	C	32	10	0.54			30		0.59	0.6	1.0	0.34	N/A	200		200	✔	0.8	50.0	✔	N/A						
5 Y	sockets and heaters bar, store + kitchen	A	B	9	2.5	1.5	0.4	3871	C	32	10	0.54			30		0.65	0.65	1.1	0.37	N/A	200		200	✔	0.83	50.0	✔	N/A						
5 B	sockets and heaters main hall.	A	B	4	2.5	1.5	0.4	3871	C	32	10	0.52			30		0.4	0.4	0.67	0.3	N/A	200		200	✔	0.74	50.0	✔	N/A						
6 R	Shed supply TT supply at shed.	A	B	1	6	10	0.4	3871	B	32	10	1667			30					22.04	N/A	200		200	✔	22.5	50.0	✔	N/A						
6 Y	Spare														N/A									200	✔		N/A	N/A	N/A						
6 B	Spare														N/A									200	✔		N/A	N/A	N/A						

CODES FOR TYPE OF WIRING	A	B	C	D	E	F	G	H	O - Other
	Thermoplastic insulated/sheathed cables	Thermoplastic cables in metallic conduit	Thermoplastic cables in nonmetallic conduit	Thermoplastic cables in metallic trunking	Thermoplastic cables in nonmetallic trunking	Thermoplastic /SWA cables	Thermosetting /SWA cables	Mineral insulated cables	

DISTRIBUTION BOARD DETAILS

DB reference: **D.B. 2** Location: Bar cellar Supplied from:

Distribution circuit OCPD: BS (EN): Type: Rating/Setting: A No of phases:

SPD Details: Types: T1 T2 T3 N/A Status indicator checked (where functionality indicator present)

Confirmation of supply polarity Confirmation of phase sequence Zs at DB: Ω lpf at DB: kA

SCHEDULE OF CIRCUIT DETAILS AND TEST RESULTS

CIRCUIT DETAILS																TEST RESULT DETAILS																
		Conductor details						Overcurrent protective device					RCD														Zs	RCD		AFDD	
					Number and size												Ring final circuit			R_1+R_2 or R_2		Insulation resistance								
Circuit number	Circuit description	Type of wiring	Reference method	Number of points served	Live (mm2)	cpc (mm2)	Max disconnect time permitted by BS7671 (s)	BS (EN)	Type	Rating (A)	Breaking capacity (kA)	Maximum permitted Zs (Ω)	BS (EN)	Type	Rated operating current (mA)	Rating (A)	r_1 (line)	r_n (neutral)	r_2 (cpc)	R_1+R_2	R_2	Test voltage (V)	Live - Live (MΩ)	Live - Earth (MΩ)	Polarity (tick)	Maximum measured (Ω)	Disconnection time (ms)	Test button operation (tick)	Manual test button operation (tick)
1	Lights changing room/ loft /loo	A	B	6	1.5	1.0	0.4	60898	B	10	10	3.49			N/A					1.0	N/A	500	500	500	✔	1.43	N/A	N/A	N/A
2	Lights bar and toilets.	A	B	7	1.5	1.0	0.4	60898	B	10	10	3.49			N/A					0.6	N/A	500	500	500	✔	1.03	N/A	N/A	N/A
3	Lights hall	A	B	5	1.5	1.0	0.4	60898	B	10	10	3.49			N/A					0.83	N/A	500	500	500	✔	1.26	N/A	N/A	N/A
4	Lights hall.	A	B	6	1.5	1.0	0.4	60898	B	10	10	3.49			N/A					0.55	N/A	500	500	500	✔	0.98	N/A	N/A	N/A
5	Lights hall + emergency lights.	A	B	8	1.5	1.0	0.4	60898	B	10	10	3.49			N/A					0.91	N/A	500	500	500	✔	1.34	N/A	N/A	N/A
6	Lights hall	A	B	4	1.5	1.0	0.4	60898	B	10	10	3.49			N/A					0.47	N/A	500	500	500	✔	0.9	N/A	N/A	N/A
7	Lights outside.	A	B	4	1.5	1.0	0.4	60898	B	10	10	3.49			N/A					1.77	N/A	500	500	500	✔	2.2	N/A	N/A	N/A
8	Spare														N/A							500	500	500	✔		N/A	N/A	N/A

CODES FOR TYPE OF WIRING	A	B	C	D	E	F	G	H	O - Other
	Thermoplastic insulated/sheathed cables	Thermoplastic cables in metallic conduit	Thermoplastic cables in nonmetallic conduit	Thermoplastic cables in metallic trunking	Thermoplastic cables in nonmetallic trunking	Thermoplastic /SWA cables	Thermosetting /SWA cables	Mineral insulated cables	

DETAILS OF TEST INSTRUMENTS

Details of test instruments used (serial and/or asset numbers):

Multi-functional: Insulation resistance: Continuity:

Earth electrode resistance: Earth fault loop impedance: RCD:

TESTED BY

Name: Position: Signature: Date: 05/05/2025

ELECTRICAL INSTALLATION CONDITION REPORT
GUIDANCE FOR RECIPIENTS

(to be appended to the Report)

This Report is an important and valuable document which should be retained for future reference.

1. The purpose of this Report is to confirm, so far as reasonably practicable, whether or not the electrical installation is in a satisfactory condition for continued service (see Section 5). The Report should identify any damage, deterioration, defects and/or conditions which may give rise to danger (see Section 7).

2. This Report is only valid if accompanied by the Inspection Schedule(s) and the Schedule(s) of Circuit Details and Test Results

3. The person ordering the Report should have received the 'original' Report and the inspector should have retained a duplicate.

4. The original Report should be retained in a safe place and be made available to any person inspecting or undertaking work on the electrical installation in the future. If the property is vacated, this Report will provide the new owner/occupier with details of the condition of the electrical installation at the time the Report was issued.

5. Section 4 (Extent and Limitations) should identify fully the extent of the installation covered by this Report and any limitations on the inspection and testing. The inspector should have agreed these aspects with the person ordering the Report and with other interested parties (licensing authority, insurance company, mortgage provider and the like) before the inspection was carried out.

6. Some operational limitations such as inability to gain access to parts of the installation or an item of equipment may have been encountered during the inspection. The inspector should have noted these in Section 4.

7. For items classified in Section 7 as CI (Danger present), the safety of those using the installation is at risk, and it is recommended that a skilled person or persons competent in electrical installation work undertakes the necessary remedial work immediately.

8. For items classified in Section 7 as C2 (Potentially dangerous), the safety of those using the installation at risk and it is recommended that a skilled person or persons competent in electrical installation work undertakes the necessary remedial work as a matter of urgency.

9. Where it has been stated in Section 7 that an observation requires further investigation (code FI) the inspection has revealed an apparent deficiency which may result in a code CI or C2, and could not, due to the extent or limitations of the inspection, be fully identified. Such observations should be investigated without delay. A further examination of the installation will be necessary, to determine the nature and extent of the apparent deficiency (see Section 7).

10. For safety reasons, the electrical installation should be re-inspected at appropriate intervals by a skilled person or persons, competent in such work. The recommended date by which the next inspection is due is stated in Section 7 of the Report under Recommendations.

11. Where the installation includes a residual current device (RCD) it should be tested six-monthly by pressing the button marked 'T' or 'Test'. The device should switch off the supply and should then be switched on to restore the supply. If the device does not switch off the supply when the button is pressed, seek expert advice. For safety reasons it is important that this instruction is followed.

12. Where the installation includes an arc fault detection device (AFDD) having a manual test facility it should. be tested six-monthly by pressing the test button. Where an AFDD has both a test button and automatic test function, manufacturer's instructions shall be followed with respect to test button operation.

13. Where the installation includes a surge protective device (SPD) the status indicator should be checked to confirm it is in operational condition in accordance with manufacturer's information. If the indication shows that the device is not operational, seek expert advice. For safety reasons it is important that this instruction is followed.

14. Where the installation includes alternative or additional sources of supply, warning notices should be found at the origin or meter position or, if remote from the origin, at the consumer unit or distribution board and at all points of isolation of all sources of supply.

Paper	**PFP18:** Bowls Club Legionella Risk Assessment
Meeting	Playing Fields & Property Committee
Date	29th May 2025
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To assist the Committee in determining a suitable course of action in response to the corrective actions required following the outcome of the Bowls Club Legionella Risk Assessment.

Background

During Parish Council planning for the 2024-25 year it was noted that an up-to-date Legionella Risk Assessment was required for the Bowls Club. On 14th April 2025 the Parish Council's appointed contractor attended the Bowls Club and completed the necessary site assessment before providing the Legionella Risk Assessment.

Outcome

It was recommended by the Contractor that remedial actions are undertaken as outlined within the attached Record of Corrective Actions. Further detail can be found within the Legionella Risk Assessment and Control Scheme.

Considerations

The Bowls Club Lease Agreement sets out the following tenant covenants with the landlord:

"(3) To comply with all present and future Acts of Parliament and subordinate legislation made thereafter relating to the Demised Property or the use of it and to execute all works required in pursuance of any Act of Parliament or required by any local or public authority to be done in respect of the Demised Property whether by the Tenant, the Landlord or any other person (however described)

(4a) To keep all buildings on the Demised Property in repair (except damage caused by fire or any other peril against which the Demised Property is insured by the Landlord under a policy which has not been vitiated by any act or omission of the Tenant or any person deriving title under him) and to keep the bowling green in a good state of cultivation and in good condition for use as a bowling green and to keep in good repair and condition all paths, fences and hedges and all service conducting media comprised in or exclusively serving the Demised Property."

Recommendation

The Committee is asked to agree a suitable course of action in relation to the remedial activity stipulated in the Bowls Club Legionella Risk Assessment, including confirmation regarding whether responsibility for arranging and financing the required works resides with the Parish Council or Bowls Club tenants.

Taurus Monitoring Limited
Company Registration No. 7552778

Record of Corrective Actions

Direct mains services (MCW) - Through out the building and external above ground to the irrigation system

System ID: 101

Survey Ref: MCWS

Location: Through out the building and external above ground to the irrigation system

Serving: All cold water other than irrigation

Q	Recommendation	LR	GR
8	A double check valve suitable for fluid categories up to 3, Fluid which represents a slight health hazard because of substances of low toxicity, should be fitted to the hose union connection points in the toilet and next to the irrigation tank.	3	3

Action By:		Complete Date:		Sign:	

5	Remove scale and clean outlets, ensure that they remain scale-free and clean (see asset register).	2	0

Action By:		Complete Date:		Sign:	

6	1. The pipework in the outside toilet, which is likely to have lower usage, would benefit from insulation to heat gain in lower use periods. 2. Consideration should be given to the runs of pipework in the toilet areas to minimise heat gain in lower use periods. 3. Mains pipework from the ground up to the irrigation tank would benefit from insulation to prevent heat gain.	2	0

Action By:		Complete Date:		Sign:	

7	Any outlets that are infrequently used (see asset register) should be included in the weekly flushing regime.	2	0

Action By:		Complete Date:		Sign:	

9	Remove all dead ends identified on the asset register.	2	0

Action By:		Complete Date:		Sign:	

Irrigation distribution - Outside rear of building

System ID: 201

Survey Ref: IRR

Location: Outside rear of building

Serving: Irrigation to the Bowls Lawn

Q	Recommendation	LR	GR
5	It is recommended that at least one Legionella sample is taken from the system on an annual basis in warm summer periods.	3	0

Action By:		Complete Date:		Sign:	

1	1. Ensure popups are regularly checked for blockage / scaling in maintenance schedules. 2. Consider replacing non-galvanised fittings around the pump with galvanised or plastic.3. Ensure regular checks on the cold water storage vessel as per control scheme.	2	0

Action By:		Complete Date:		Sign:	

2	Preferably the above ground pipework in the storage container and where the supply runs out of the tank should be insulated to prevent heat gain.	1	0

Action By:		Complete Date:		Sign:	

3	1. Can alternative popups with less loftage be sourced or additional popups be installed shorten the spray distances? 2. Consider the growth of a hedge on the fenced side of the property (hedges and growth have greater surface area to trap aerosol blow into them).	1	0

Action By:		Complete Date:		Sign:	

4	1. Can alternative popups with less loftage be sourced or additional popups be installed shorten the spray distances? 2. Consider the growth of a hedge on the fenced side of the property (hedges and growth have greater surface area to trap aerosol blown into them).	1	0

Action By:		Complete Date:		Sign:	

Tank (Cistern) - Outside to the side of the building

System ID: 201 IRR

Survey Ref: CWT1

Location: Outside to the side of the building

Serving: Irrigation to the Bowls Lawn

Q	Recommendation	LR	GR
10	Regular monitoring of the cold water tank in the summer will show if further controls are required to minimise heat gain to the vessel. If temperatures are rising above 20 °C on a	3	0

	regular basin shading the vessel as a starting point followed with insulating the vessel shoudl be considered.		

Action By:		Complete Date:		Sign:	

23	Regular monitoring of the cold water tank in the summer will show if further controls are required to minimise heat gain to the vessel. If temperatures are rising above 20 °C on a regular basin shading the vessel as a starting point followed with insulating the vessel should be considered. The high turn over of water in warmer periods is the main method to prevent heat gain and changes in the water temperature will therefore be dependant on the demand from timing schedules.	3	0

Action By:		Complete Date:		Sign:	

20	The lid needs to be fitted with a screened vent.	1	0

Action By:		Complete Date:		Sign:	

15	A suitably sized (and screened) overflow pipe should be fitted in accordance with Water Supply (Water Fitting) Regulations 1999.	0	3

Action By:		Complete Date:		Sign:	

27	Install an overflow to ensure overflow can occur without back contaminating the supply main.	0	3

Action By:		Complete Date:		Sign:	

16	A suitably sized (and screened) warning pipe should be fitted in accordance with Water Supply (Water Fitting) Regulations 1999.	0	2

Action By:		Complete Date:		Sign:	

Hot Water Down Services (HWS) - All areas

System ID: 300
Survey Ref: HWS
Location: All areas
Serving: Hot water pipework all areas

Q	Recommendation	LR	GR
5	Remove all identified dead legs.	3	0

Action By:		Complete Date:		Sign:	

6	There was sufficient scale on the outlets (see asset register) to cause partial blocking this will, increase aerosol generation, harbour bacteria and therefore outlets should be descaled and any flow straighteners / screens cleaned.	2	0

Action By:		Complete Date:		Sign:	

9	Weekly flush outlets with minimal aerosol production and set up a flushing register. (Outside toilet)	2	0

Action By:		Complete Date:		Sign:	

Local water heater <15ltr (POU) - Gents toilet

System ID: 301 HWS

Survey Ref: WH1

Location: Gents toilet

Serving: Gents toilet

Q	Recommendation	LR	GR
7	An approved check valve should be fitted to prevent back-contamination of the incoming supply. An expansion vessel may also be required to comply with Water Supply Regulations.	1	2

Action By:		Complete Date:		Sign:	

5	Signage can be used to ensure the control temperature is maintained. Alternatively the dial can be removed once set.	0	1

Action By:		Complete Date:		Sign:	

13	The water heater should be labelled with an asset number so that it can be clearly identified.	0	1

Action By:		Complete Date:		Sign:	

Local water heater <15ltr (POU) - Ladies toilet

System ID: 302 HWS

Survey Ref: WH2

Location: Ladies toilet

Serving: Ladies toilet

Q	Recommendation	LR	GR
9	The water heater is operating at a low temperature. The thermostat setting should be adjusted so the water heater operates at 50-55°C.	3	0
Action By:		Complete Date:		Sign:	

7	An approved check valve should be fitted to prevent back-contamination of the incoming supply. An expansion vessel may also be required to comply with Water Supply Regulations.	1	2
Action By:		Complete Date:		Sign:	

5	Signage can be used to ensure the control temperature is maintained. Alternatively the dial can be removed once set.	0	1
Action By:		Complete Date:		Sign:	

13	The water heater should be labelled with an asset number so that it can be clearly identified.	0	1
Action By:		Complete Date:		Sign:	

Local water heater <15ltr (POU) - Kitchen below sink

System ID: 303 HWS
Survey Ref: WH3
Location: Kitchen below sink
Serving: Kitchen sink

Q	Recommendation	LR	GR
8	The expansion vessel should be repositioned vertically to minimise debris collection	2	0
Action By:		Complete Date:		Sign:	

5	Signage can be used to ensure the control temperature is maintained. Alternatively the dial can be removed once set.	0	1
Action By:		Complete Date:		Sign:	

13	The water heater should be labelled with an asset number so that it can be clearly identified.	0	1

Action By:		Complete Date:		Sign:	

Management - No current monitoring of procedural documentation

System ID: 999

Survey Ref: MGT

Location: No current monitoring of procedural documentation

Serving:

Q	Recommendation	LR	GR
13	Ensure monitoring and inspection records are available for at least 5 years	4	0
Action By:		Complete Date:		Sign:	

27	To avoid confusion and inappropriate action produce an action plan for dealing with positive legionella results. (Possible actions are detailed in HSG274 Part 2 Table 2.2 Action levels following legionella sampling in hot and cold water systems).	4	0
Action By:		Complete Date:		Sign:	

1	Formally detail the statutory duty holder in the record system.	3	0
Action By:		Complete Date:		Sign:	

2	Appoint a responsible person for the control of legionella. They should be a manager, director or have sufficient authority, competence and knowledge to bring about effective control of water systems. (ACoP L8:2013 Para 48).	3	0
Action By:		Complete Date:		Sign:	

3	Appropriate arrangements should be made to ensure that the responsible person, or an authorised deputy, can be contacted at all times.	3	0
Action By:		Complete Date:		Sign:	

5	The responsible person should obtain certificated training in Legionella management, or retain the services of a competant company or individual with relevant training.	3	0
Action By:		Complete Date:		Sign:	

6	Ensure Responsible Persons & other contact details for those involved in maintaining	3	0

	Legionella control is maintained up to date and recorded		

Action By:		Complete Date:		Sign:	

8	Allocate the missing tasks using the list of regular monitoring and inspection tasks produced in the control scheme of this assessment.	3	0

Action By:		Complete Date:		Sign:	

19	Each non-conformity requiring corrective action should be logged and the status of that fault indicated so corrective action can be tracked and signed off for each particular fault identified.	3	0

Action By:		Complete Date:		Sign:	

20	Those who are appointed to carry out the control measures and strategies should be suitably informed, instructed and trained and their suitability assessed. Staff should be properly trained to a standard which ensures that tasks are carried out in a safe, technically competent manner. Preferably all those with any Legionella related duty should have Legionella awareness training.	3	0

Action By:		Complete Date:		Sign:	

24	Ensure procedures are in place for the testing and the methods to do so.	3	0

Action By:		Complete Date:		Sign:	

25	Consider a brief action chart in the case of high sampling results or poor monitoring details.	3	0

Action By:		Complete Date:		Sign:	

29	Storage tanks should be inspected annually for items such as internal condition, the fit of the lid and screens, insulation, and other indicators that the cistern is in good order.	3	0

Action By:		Complete Date:		Sign:	

33	Initiate monthly sentinel outlet temperature testing for non-circulating water systems, identified in the control measures section.	3	0

Action By:		Complete Date:		Sign:	

37	Initiate and record weekly infrequently used outlet flushing (See the list of locations in the control measures).	3	0

Action By:		Complete Date:		Sign:	

12	Give employees an opportunity to comment on the assessment and control measures by publicising that a legionella risk assessment has been performed. (ACoP L8:2013 Para 44)	2	0

Action By:		Complete Date:		Sign:	

14	A visit log should be maintained in the record system detailing visits by service providers and others with allocated tasks.	2	0

Action By:		Complete Date:		Sign:	

22	Source or write brief operating and maintenance manuals for the water systems on site.	2	0

Action By:		Complete Date:		Sign:	

23	It is recommended that a brief description of the thermal control in place on site is maintained with the procedural documentation.	2	0

Action By:		Complete Date:		Sign:	

35	Initiate and record quarterly temperature monitoring of low volume POUs.	2	0

Action By:		Complete Date:		Sign:	

42	Regular testing for legionella should be considered as aerosol distribution from the irrigation system is open to windage to the local area.	2	0

Action By:		Complete Date:		Sign:	

26	Having a method of disinfection for the system can save time in the the event of an emergency disinfection being required.	1	0

Action By:		Complete Date:		Sign:	

36	Initiate and record at least annual TMV maintenance including cleaning of the filters. (See the list of locations in the control measures).	1	0

Action By:		Complete Date:		Sign:	

Taurus Monitoring Limited
Company Registration No. 7552778

Assessment Information

Client Name:	**Drayton Parish Council**
	King George V Playing Field
	Drayton High Road
	Drayton
	Norwich
	King George V Playing Field
Client Contact:	Parish Clerk
Client Phone:	01603 864492
Client Mobile:	07471 552906
Site Name:	**RG Carter Group Bowls Club**
	King George V Playing Field
	Drayton High Road,
	Norwich
	King George V Playing Field
Assessor:	**Taurus Monitoring Ltd**
	Diamond House
	Vulcan Road North
	Norwich
	NR6 6AX
Assessor Name:	John Vince CertIOSH MWMSoc
Assessor Mobile:	07717741613
Assessor Email:	taurusml@hotmail.co.uk

Signature:

Date:

Recommended reassessment frequency (if not completed before) based on the current and expected future risk:

Checked By: N/A

Risk Assessment Scope

The Legionella risk assessment is carried out by John Vince BSc Grad IOSH on behalf of Drayton Parish Council and will, in the opinion of the Consultant, identify those areas which give rise to significant risks. As with all Health and Safety assessments, where a risk from a hazard is foreseeable, efforts must be made to reduce that risk. In the case of Legionella it is the duty of the Client to reduce the risk to a level as low as is reasonably practicable.

The assessment covers the Clients areas at the detailed premises and the advice in the report is given in good faith based upon the evidence produced at the time of the visit.

Detailed clarification of the scope of the service supplied:

- An appraisal of the current management procedures to control risk will be assessed.
- The effectiveness of the control scheme and that significant deviations from acceptable operating conditions have been investigated and actioned.
- The assessment identifies & assesses domestic water systems present but also highlights other opportunities for Legionella multiplication/harbour.
- Site-specific control measures & corrective recommendations are included.
- The assessment includes an asset register (outlet register) as part of the report. A copy of the asset register can be supplied in an excel format on request.
- Photographs where applicable will be used to highlight faults.
- A simple line schematic diagram is a requirement of the ACoP and is issued as a PDF format, where the client does not already have an adequate depiction of the system. (Many CDM operation and maintenance manuals include detailed schematics of water services which are suitable if changes have not occurred.)
- The full written scheme IS NOT to be produced or supplied by the assessor.
- During the compilation of the survey the supply source to each outlet is linked due to identification at time of survey. This identification is carried out as closely as possible to the provided drawings and tracing of visible pipework. **If the client is aware of any items which have not been identified in the document please make the assessor aware as soon as possible.**
- Due to the operating circumstances at the time of survey, and the time available, the complete tracing of all pipework is not possible and some assumptions reliant on observations. The condition of system water and accessible equipment is to be determined, and the contribution to risk made by the design, construction and operation of the system and equipment is to be evaluated, and an asset register produced.
- While carrying out the survey every effort is made to establish the positions of dead legs and low use areas of pipework. However it is important that such items are not caused initially and that competent engineers/plumbers are used with adequate knowledge of current water regulations.

Designers, manufacturers, importers, suppliers and installers of water systems that may create a risk of exposure to legionella bacteria, must:

(a) ensure, so far as is reasonably practicable, that the water system is so designed and constructed that it will be safe and without risks to health when used at work;
(b) provide adequate information for the user about the risk and measures necessary to ensure that the water systems will be safe and without risks to health when used at work. (ACoP L8 Para 75)

- Temperatures within the report are taken from the surface of pipework before TMV units where fitted and accessible. These are not as accurate as immersion probes. However they are a very good indication of the actual supply temperature and we work on the premise that water within the pipe is likely to be at least 2 C higher in temperature.
- Temperatures from circulating loops are taken before activation of taps preventing false indication of correct function. They are again taken from the surface of the pipework.
- Temperatures taken from point of use water heaters with low volume, relies on the highest reading available within the one-minute allowed to show the heater is achieving the control temperature.
- The risk assessment shall take into consideration:
    - Contamination;- Likelihood that opportunistic bacteria will proliferate within the system
    - Amplification;- presence of conditions and sufficient nutrients allowing organisms to grow
    - Transmission;- mechanisms which can generate and release aerosols into the surrounding environment
    - Exposure - during normal system operation and maintenance
    - Susceptibility of host - increases with age, gender type, smoking, prevailing disease or therapy that reduces immunity.

CLIENT COMMITMENTS & RESPONSIBILITIES:

- It is the responsibility of the Duty Holder to ensure that:
    - A legionella risk assessment is carried out and that it includes: all systems were water is stored or used in any premises controlled by the Duty Holder
    - Consultation with employees, or their representatives, regarding the assessment is carried out. (See L8:2013 paras 20 & 44)
    - A Responsible person is appointed and is empowered managerially and financially to carry out their duties. (See L8:2013 paras 48)
    - A Risk Assessment review is carried out when required. (See L8:2013 paras 32 & 47)

- It is the owner/user/operators responsibility to action:
    - The findings of the risk assessment including the required corrective actions and implementation of the control measures, to create and implement the written

scheme; and regularly review the progress of these activities.
    - Provide a copy of any previous legionella risk assessment, control targets (e.g. temperatures, biocide levels), written scheme including escalation procedures, etc.
    - Provide notification and any necessary instruction on known risks and safety requirements in the areas the service provider will be working e.g. access to asbestos register.
    - Provide safe access and egress
    - Provide contacts for communication and escalation

Additional Comments

Risk Assessment Review

The record of the assessment should be a living document and must be reviewed to ensure it remains up-to-date (ACOP L8 Para 47). Review the assessment regularly and specifically whenever there is reason to suspect it is no longer valid. It is advisable to conduct an annual review of all monitoring programmes control schemes lines of communication and record keeping to ensure that best practices are being maintained. Reasons to re-assess the risk include:

(a) changes to the water system or its use;

(b) changes to the use of the building in which the water system is installed;

(c) the availability of new information about risks or control measures;

(d) the results of checks indicating that control measures are no longer effective;

(e) changes to key personnel;

(f) a case of legionnaires' disease/legionellosis associated with the system.

Further Information/Bibliography

Further information regarding Legionella Risk Assessment and control can be obtained from the following:

- The Health & Safety at Work etc Act 1974.
- HSE Approved Code of Practice and Guidance L5 – The Control of Substances Hazardous to Health Regulations 2002 (as amended).
- HSE Approved Code of Practice and Guidance L21 – The Management of Health & Safety at Work Regulations.

- HSE Approved Code of Practice and Guidance L8: 2013 – Legionnaires Disease, The control of Legionella bacteria in water systems.
- HSE Guidance HSG274 – Technical guidance Parts 1 to 3.
- The Water Supply (Water Fittings) Regulations
- BS 8558:2015 Guide to the design, installation, testing and maintenance of services supplying water for domestic use within buildings and their curtilages, Complementary guidance to BS EN 806.
- BS8580-1:2019 Water quality – Risk assessments for Legionella control – Code of practice
- BS 7592:2022 Sampling for Legionella bacteria in water systems. Code of practice

Glossary/Definitions

1 way tap mixer tap with a single handle moving through the cold feed to the hot supply

1 way TMV tap mixer tap with a single handle moving through the cold feed to the hot supply having an integrated TMV within the body of the tap

2 way tap mixer tap with a single handle moving into either the hot or cold position generally with fully mixed being in the centre of the movement.

aerosol a suspension in a gaseous medium of solid particles, liquid particles or solid and liquid articles having a negligible falling velocity. In the context of this document, it is a suspension of articles which may contain legionella with a typical droplet size of <5 mm that can be inhaled deep into the lungs.

aspiration liquid passing into the lungs when swallowing.

algae a small, usually aquatic, plant that requires light to grow.

bacteria (singular bacterium) a microscopic, unicellular (or more rarely multicellular)

organism.

biocide a substance which kills microorganisms.

biofilm a community of bacteria and other microorganisms embedded in a protective layer with entrained debris, attached to a surface.

calorifier an apparatus used for the transfer of heat to water in a vessel, the source of heat being contained within a pipe or coil immersed in the water. *(for ease of reference all stored hot water storage is generally referred to as 'water heater' within this report)*

chlorine dioxide a compound used as a biocide.

cold water system installation of plant, pipes and fitting in which cold water is stored, distributed and subsequently discharged.

dead end/blind end a length of pipe closed at one end through which no water passes.

stub dead end a length of pipe closed at one end through which no water passes, but which has been cut to equal or less than twice the diameter of the pipe. (it is generally reasonably practicable to remove all dead legs except in exception circumstances, however this term is used to allow the client to make some discrimination between the shorter and longer dead legs.)

dead leg a length of water system pipework leading to a fitting through which water only passes infrequently when there is draw off from the fitting, providing the potential for stagnation. (this may include legs to pressurisation units or feed and expansion tanks; but may also include open ended valves.)

disinfection the reduction of the number of microorganisms to safe levels by either chemical or non-chemical means (e.g. biocides, heat or radiation).

domestic water hot and cold water intended for drinking, washing, cooking, food preparation or other domestic purposes.

fouling organic growth or other deposits on heat transfer surfaces causing loss in efficiency.

hot water system installation of plant, pipes and fittings in which water is heated, distributed and subsequently discharged (not including cold water feed tank or cistern).

legionnaires' disease a form of pneumonia caused by bacteria of the genus legionella.

legionella (plural legionellae) a bacterium (or bacteria) of the genus legionella.

legionellosis any illness caused by exposure to legionella.

low use/infrequently used outlet equipment within a water system (i.e. not used for a period equal to or greater than seven days and not already being on the flushing register)

Mixer tap tap with both hot and cold feeding through the same outlet hot and cold being separately controlled

nutrient a food source for microorganisms.

pasteurisation heat treatment to destroy microorganisms, usually at high temperature.

point of use (POU) filters a filter with a maximal pore size of 0.2 µm applied at the outlet, which removes bacteria from the water flow.

POU point of use water heater

ppm (parts per million) a measure of dissolved substances given as the number of parts there are in a million parts of solvent. It is numerically equivalent to milligrams per litre (mg/l) with respect to water.

sentinel taps for hot water services - the first and last taps on a recirculating system. For cold water systems (or non-recirculating HWS), the nearest and furthest taps from the storage tank. The choice of sentinel taps may also include other taps which represent parts of the recirculating system where monitoring can aid control.

sensor tap / solenoid activated a water outlet which is activated by the user via handsfree infrared sensor

shunt/destrat pump a circulation pump fitted to hot water service/plant to overcome the temperature stratification of the stored water.

slime a mucus-like exudate that covers a surface produced by some microorganisms.

sludge a general term for soft mud-like deposits found on heat transfer surfaces or other important sections of a cooling system. Also found at the base of calorifiers and cold water storage tanks.

stagnation the condition where water ceases to flow and is therefore liable to microbiological growth.

strainers coarse filters usually positioned upstream of a sensitive component, such as a pump control valve or heat exchanger, to protect it from debris.

thermal disinfection heat treatment to disinfect a system.

thermostatic mixing valve (TMV) a mixing valve in which the temperature at the outlet is pre-selected and controlled automatically by the valve.

thermostatic mixing tap (TMT) a mixing valve incorporated into a tap body, in which the temperature at the outlet is pre-selected and controlled automatically by the valve.

wholesome water supplied for such domestic purposes as cooking, drinking, food preparation or washing; or supplied to premises in which food is produced.

Executive Summary

Site Description

This bowls club house is comprised of a single ground floor building, to one side of a recreation ground, installed to a good standard.

The building is used 3-5 days a week through out the bowls season (April-Sept) but retains at least weekly usage outside this period.

The assessor was given access to the building by the caretaker, who did not accompany the assessor.

Exposure - Potential of someone inhaling aerosol droplets

The likelihood of aerosol inhalation is Low from domestic services, and Low/Moderate from the Irrigation system.

Host susceptibility - Potential for higher susceptible persons to be present

The users will be of a range of ages and higher risk individuals should be assumed. These individuals have a Moderate likelihood of contracting a more serious infection.

The assessment was carried out on a day with ambient temperatures in the region of 16 °C. The incoming water temperature to the building was slight above 12 °C.

The Systems

The water systems in this building are detailed in the system identification information, briefly, they comprise -

- Mains cold water (MCW) stop valve is located in the accessible toilet, feeding all cold water including a cold water tank for the irrigation system.
- Boosted Cold Water Services (IRR) outside to irrigation pop-up sprinklers.
- 3 x Point of use water heaters (WH1-3) feed local outlets in the toilets and kitchen.

The corrective actions in this risk assessment if completed would allow the above systems to operate with a risk as low as reasonably practicable (ALARP) in the view of the assessor.

The number and priority of corrective actions represent the gap between the residual risk and ALARP.

It should always be remembered that if all controls are removed the uncontrolled risk (inherent risk) of the building systems would increase but remain relatively low risk. The irrigation system would however rise to intolerable.

Contamination - Potential for legionella bacteria to enter the system

The likelihood of Legionella entering through the mains supply in such high numbers is Low.

Amplification - Potential for legionella bacteria to grow

The likelihood of Legionella multiplying in the domestic water systems is Low, with the current measures in place. The irrigation system tank is more open to heat gain and has a current likelihood of Moderate.

Transmission - Potential for aerosol creation

The likelihood of Aerosol being generated is Low/Moderate on the main distribution systems, due to spray from basins and sinks. The potential of transmission on the irrigation system is Very High.

The Management

Limitations of the assessment

The comments made within this assessment reflect our interpretation of ACoP L8 & HSG274 and their application and relevance to the plant and services made available for inspection during our time on site.
While every effort has been made to ensure the accuracy of this assessment and our

interpretation it is the responsibility of the Responsible Person to review this assessment and ensure an assessment is in place for all water systems on site that may present a risk.

During this survey we would point out these specific limitations that may affect our interpretation and comments:

- Temperatures are reflective of the current conditions and may be significantly increased during the summer months.

Matters of evident concern beyond the scope of the assessment

No other matters of concern were identified

Management

Risk Ratings	4	3	2	1
Number of items that require attention - Legionella risks	2	13	6	2
Number of items that require attention - General risks	0	0	0	0

No current monitoring of procedural documentation-MGT

A number of Managment non-compliances are in place. The majority of these are due to lack of procedural documentation. The ACoP provided by the HSE clearly details the need for a written scheme of control. This does not need to be a long document, and its correct completion will remove many of the non-conformances.

Tank (Cistern)

Risk Ratings	4	3	2	1
Number of items that require attention - Legionella risks	0	2	0	1
Number of items that require attention - General risks	0	2	1	0

Outside to the side of the building-CWT1

The cold water tank for irrigation has only recent been replaced and is in good condition. It does not currently comply with Water Regulations 1999, for back flow prevention, which requires attention.

Local water heater <15ltr (POU)

Risk Ratings	4	3	2	1
Number of items that require attention - Legionella risks	0	1	1	2
Number of items that require attention - General risks	0	0	2	6

Gents toilet-WH1

Ladies toilet-WH2

The toilet water heaters are in good condition though do not currently comply with unvented small water heater installation, in that expansion provision is not suitable. The water heater in the Ladies toilet was not providing above 50 C at time of the assessment.

Kitchen below sink-WH3

All the water heaters were off when first attending site. It should be ensured that the heaters are switched on for at least 2 hours each week.

Direct mains services (MCW)

Risk Ratings	4	3	2	1
Number of items that require attention - Legionella risks	0	1	4	0
Number of items that require attention - General risks	0	1	0	0

Through out the building and external above ground to the irrigation system-MCWS

Mains water runs directly along the building; it is well insulated in the roof voids and was below 20 C at the time of the assessment. There are issues though these are all relatively easily remedied.

Hot Water Down Services (HWS)

Risk Ratings	4	3	2	1
Number of items that require attention - Legionella risks	0	1	2	0
Number of items that require attention - General risks	0	0	0	0

All areas-HWS

The short distance that hot water runs minimises amplification issues on the systems in place. However, some dead legs are in place which require attention as well as some scale on outlets.

Irrigation distribution

Risk Ratings	4	3	2	1
Number of items that require attention - Legionella risks	0	1	1	3
Number of items that require attention - General risks	0	0	0	0

Outside rear of building-IRR

The irrigation system is generally well installed and has a new suitably sized tank to ensure good turnover of water. It is already timed to ensure operation in periods where numbers who may be subjected to the aerosol are minimised. Consideration should be given to minimise risk to 'as low as is reasonably practicable'. Initially regular checks are easily implemented but records from these may require further actions in the future.

It is not known how much windage will cause drift of aerosol to the surrounding area in night-time periods, and this is an area where it believed that further reduction of risk can be gained.

All Surveys

Risk Ratings	4	3	2	1
Number of items that require attention - Legionella risks	2	19	14	8
Number of items that require attention - General risks	0	3	3	6

Risk Assessment Responsibilities

The responsibility for implementing and completing the corrective measures remains with the Statutory Duty Holder or nominated Responsible Person. We would recommend that you read the HSE ACoP L8: 2013 Legionnaires' disease. The control of legionella bacteria in water systems.

This can be down loaded from http://www.hse.gov.uk/pubns/priced/l8.pdf

Technical guidance is available in HSG274 Parts 1 to 3, please see further guidance section.

Failing to action the findings of a risk assessment may result in Legionella bacteria proliferating in the water systems inspected. Legionella is potentially fatal.

Those appointing a service provider must also ensure that the competence of the service provider is assessed, a guide can be found in BS8580-1:2019 Water quality - Risk assessments for Legionella control - Code of practice.

Risk Assessment Ratings (Residual Risk)

LR - Legionella Risk Ratings

Our risk rating system is used to prioritise corrective actions relating directly to better Legionella control. We do not use a scoring system as in our view 'averaging' the residual risk to a single level tends to hide individual maters of concern that need addressing.

The HAZARD (Legionella) is always rated as serious since a fatality is a possible outcome. The risk is simply presented as the assessors estimate of likelihood.

The current design & control systems in place are presented against a risk rating based on the assessor's overview of: -

- Contamination. An evaluation of the risk of supply.
- Amplification. Assessment of the likelihood that Legionella will proliferate.
- Transmission. Whether droplets or aerosols are likely to be produced.
- Exposure. Potential for aerosols to be inhaled.
- Susceptibility. Consideration of the exposed population.

Failure of the current control measures will result in the water system reverting to the water systems inherent risk, this is likely to be a far higher risk rating.

Level 0	• LIKELIHOOD (Very Low) = RISK (Minimal) • No additional action required.
Level 1	• LIKELIHOOD (Low) = RISK (Slight risk under abnormal operating conditions) • Take actions when other more significant risks have been completed.
Level 2	• LIKELIHOOD (Possible) = RISK (Possible risk with existing operating conditions) • Take actions when operationally practicable, time periods often programmed to fit with shutdowns or planned maintenance.
Level 3	• LIKELIHOOD (Present) = RISK (Probable risk with existing operating conditions) • Take actions as soon as possible, time periods are typically a few months maximum.
Level 4	• LIKELIHOOD (High) = RISK (Imminent risk of harm or loss) • Take immediate action to reduce the risk, this may include taking systems offline.

GR - General Risk Ratings

GR - General Risk Rating has been used to prioritise corrective actions relating to general safety concerns, such as working at heights, or scalding risks pointed out under our duty of care.

Level 0	• No additional action required.
Level 1	• Take actions when other more significant risks have been completed.
Level 2	• Take actions when operationally practicable.
Level 3	• Take actions as soon as possible.
Level 4	• Take immediate action to reduce risk.

We as a service provider are unable to define exact time scales for corrective action as this is dependent on any other risks within your organisation and the budget available for corrective actions. A programme of implementation should be devised.

Assessor Competence

The use of L8MS-Risk software does not negate the responsibility of the service provider to ensure the Risk Assessor is competent to undertake legionellosis risk assessments. It is imperative that all operatives using L8MS-Risk are suitable trained. To include:

- Use of the software
- Principals of risk assessment.
- A sound knowledge of legionella legislation, water system design and control practices.

Assessment Photographs

Title: 1. Scaling on taps within the accessible toilet

Comments:

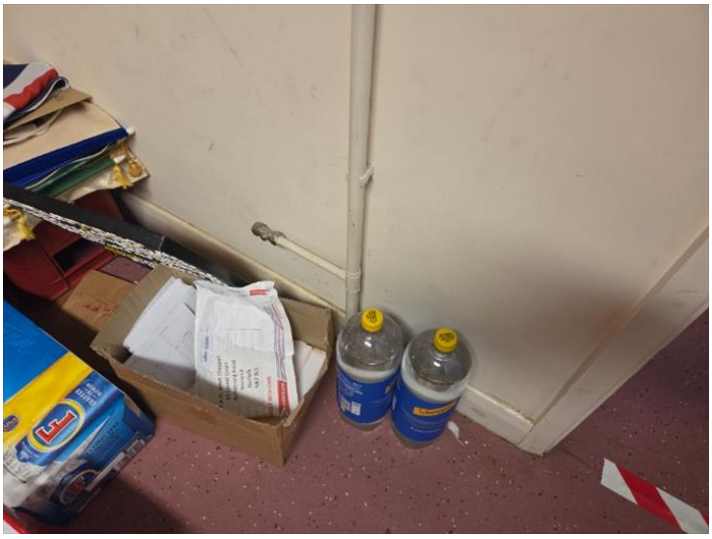
Scaling on taps can have two main influences with regard legionella.

1. The bacteria has an area for harbour / attachment rather than being flushed to drain.

2. The scale can increase the aerosol generated by the outlet.

It is recommended that the taps on site are descaled regularly as part of the cleaning regimes. Regular descale with a weaker solution then reduces the COSHH considerations of stronger descaling solutions.

Title: 2. Dead leg in the Cellar



Comments:

Dead leg valves can allow an area of stagnation on the pipework. This can allow bacteria to continuously re-infect a system, should they gain a toehold.

It is recommended that the legs are removed back to branch points and the branches pieced through until then the leg should be flushed on a weekly basis.

Title: 3. Dead leg what appears to be a longer dead leg below the bar back counter

Comments:

Dead leg valves can allow an area of stagnation on the pipework. This can allow bacteria to continuously re-infect a system, should they gain a toehold.

It is recommended that the legs are removed back to branch points and the branches pieced through until then the leg should be flushed on a weekly basis.

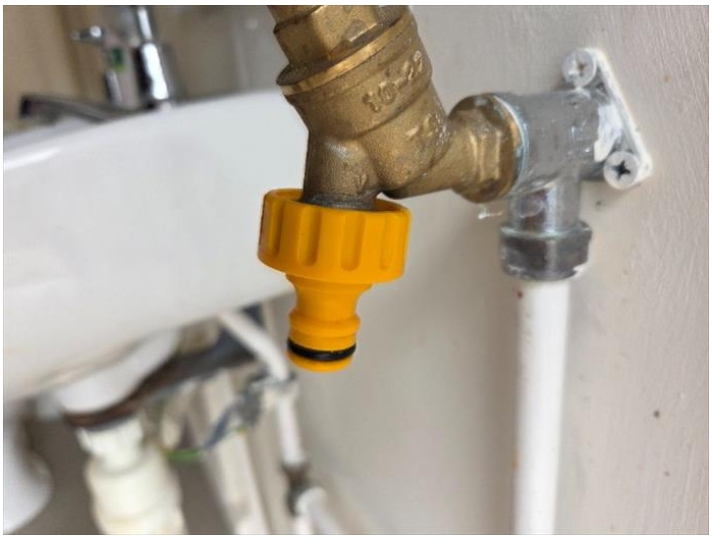
Title: 4. Scaling on the tap within the kitchen

Comments:

Dead leg valves can allow an area of stagnation on the pipework. This can allow bacteria to continuously re-infect a system, should they gain a toehold.

It is recommended that the legs are removed back to branch points and the branches pieced through until then the leg should be flushed on a weekly basis.

Title: 5. Hose union tap in the outside toilet has no back flow provision



Comments:

Title: 6. Scale on taps within the outside toilet

Comments:

Title: 7. Hose connection next to the irrigation tank

Comments:

Key Individuals & Allocation of Responsibilities

Key Individuals:

Function	Name	Company Name	Phone No.	Email
Statutory duty holder details. (Landlord)	Amy Pinkham	Drayton Parish Council	01603 864492	office@draytonparishcouncil.gov.uk
Statutory duty holder details. (Tenant)	None Currently	R G Carter Bowls Club	07704 796939	rgcarterbc@gmail.com
Responsible person details. (Tenant)	None Currently	R G Carter Bowls Club	07704 796939	rgcarterbc@gmail.com
Deputy to the responsible person. (Tenant)	None Currently	R G Carter Bowls Club	07704 796939	rgcarterbc@gmail.com
Water hygiene contractor.	None Currently			
Risk assessor.	John Vince	Taurus Monitoring	07717741613	taurusml@hotmail.co.uk
C & D contractor.	None Currently			

Allocation Of Responsibilities:

Management tasks	
Local authority for notification of evaporative cooling systems.	NA
Conducting a legionellosis risk assessment / assessment reviews.	TBC
Provision of system schematics.	Taurus Monitoring
Remedial or corrective actions identified.	RG Carter Group
Production of the written scheme.	RG Carter Group
Provision of method statements for works carried out.	NA
Completion of COSHH assessments.	NA
Provision of safety data sheets.	NA
Setting up a program of works.	RG Carter Group
Definition of control parameters, measurement methods and sample locations.	RG Carter Group
Provision of operating manuals.	RG Carter Group
Provision of emergency start-up and shut-down procedures.	RG Carter Group
Provision of a description of normal and safe operation.	RG Carter Group
Defining actions in the event of positive legionella result / outbreak.	RG Carter Group
Providing / assessing training and identifying staff competence.	RG Carter Group
Provision of a suitable record system.	RG Carter Group
Maintaining the record system.	RG Carter Group
Hot & Cold Tasks	
Flushing of little used outlets.	RG Carter Group
Standby plant switching.	NA
Checking temperatures in flow and return at calorifiers.	NA
Checking hot and cold water temperatures at sentinel taps.	RG Carter Group
Shower head cleaning and disinfection.	NA
Any defined routine sampling.	TBC
Storage cistern inspection.	RG Carter Group
Storage calorifier inspection.	NA
Softener service.	NA
Cleaning and disinfection services.	TBC
Mechanical maintenance services.	TBC
Water treatment services.	TBC

Assessment Findings

Direct mains services (MCW) - Through out the building and external above ground to the irrigation system

System ID: 101

Survey Ref: MCWS

Location: Through out the building and external above ground to the irrigation system

Serving: All cold water other than irrigation

Risk Ratings	4	3	2	1	0
Number of items that require attention - Legionella risks	0	1	4	0	6
Number of items that require attention - General risks	0	1	0	0	10

Questions not answered / Total number of questions: 0 / 11

Question	LR	GR
8, Is the main protected against back flow (Wash down hoses, bib taps, Fire hoses Quick fill etc)?	3	3

Answer: Hose union connections in the outside toilet and on the irrigation tank supply do not prevent possible back flow of contamination from hoses.
Recommendation: A double check valve suitable for fluid categories up to 3, Fluid which represents a slight health hazard because of substances of low toxicity, should be fitted to the hose union connection points in the toilet and next to the irrigation tank.

Question	LR	GR
5, Are showers and spray taps in regular use, heads clean and free from scale and slime?	2	0

Answer: Scaling in place on a number of the tanks
Recommendation: Remove scale and clean outlets, ensure that they remain scale-free and clean (see asset register).

Question	LR	GR
6, Is distribution pipework insulated and likely to operate below 20°C?	2	0

Answer: Yes - Good temperatures found though no insulation on pipework in lower areas.
Recommendation: 1. The pipework in the outside toilet, which is likely to have lower usage, would benefit from insulation to heat gain in lower use periods. 2. Consideration should be given to the runs of pipework in the toilet areas to minimise heat gain in lower use periods. 3. Mains pipework from the ground up to the irrigation tank would benefit from insulation to prevent heat gain.

Question	LR	GR
7, Are all items in regular use (Wash down hoses, Emergency showers etc)?	2	0

Answer: No – See asset register for details.
Recommendation: Any outlets that are infrequently used (see asset register) should be included in

the weekly flushing regime.

Question	LR	GR
9, Is the direct mains system free from dead ends?	2	0

Answer: No
Recommendation: Remove all dead ends identified on the asset register.

Irrigation distribution - Outside rear of building

System ID: 201
Survey Ref: IRR
Location: Outside rear of building
Serving: Irrigation to the Bowls Lawn

Risk Ratings	4	3	2	1	0
Number of items that require attention - Legionella risks	0	1	1	3	0
Number of items that require attention - General risks	0	0	0	0	5

Questions not answered / Total number of questions	0	/	5

Question	LR	GR
5, Susceptible persons -	3	0

Answer: It is not known is those likely to be subjected to aerosol (owners of the adjacent bungalows) are in higher risk groups.
Recommendation: It is recommended that at least one Legionella sample is taken from the system on an annual basis in warm summer periods.

Question	LR	GR
1, Contamination -	2	0

Answer: The cold water tank supplying the irrigation system is seperately detailed in the cold water tank assessment. It is constucted of a suitable material, is well sealed and prevents ingress of contamination sources other than from the town mains. Materials of the distribution appear mostly be comprised of a suitable plastic, though some fittings around the pumps are of un-galvanised steel which can allow corrosion within. Outlets are plastic type popup sprinklers which were not seen at the time of the assessment. Backflow of contamination from these is unlikely due to a constant positive pressure from the above ground tank.
Recommendation: 1. Ensure popups are regularly checked for blockage / scaling in maintenance schedules. 2. Consider replacing non-galvanised fittings around the pump with galvanised or plastic.3. Ensure regular checks on the cold water storage vessel as per control scheme.

Question	LR	GR
2, Amplification -	1	0

Answer: The majority of the sytem is below ground and heat gain is minimal. However some short lengths would benefit from insulation to prevent heat gain between usages.
Recommendation: Preferably the above ground pipework in the storage container and where the supply runs out of the tank should be insulated to prevent heat gain.

Question	LR	GR
3, Transmission -	1	0

Answer: Transmission of aerosol is in place from pop-up sprinklers. There are only four of these and due to the distance water needs to travel from these to ensure coverage for all the lawn, the spray is reported to reach over 6 ft in height. Operation was not seen at the time of the assessment but due to the open grass area to the other side of the lawn, windage is likely to cause drift.
Recommendation: 1. Can alternative popups with less loftage be sourced or additional popups be installed shorten the spray distances?
2. Consider the growth of a hedge on the fenced side of the property (hedges and growth have greater surface area to trap aerosol blow into them).

Question	LR	GR
4, Exposure -	1	0

Answer: Timed operation of the system is set to operate during the night between 10pm and 3am, to minmise numbers open to exposure to the water aerosol. At least three bungalows are very close to the bowling club lawn and are likely to have windows open in hot summer periods during the night, when the irrigation system is in use. The fence line to these is less than 6 ft and drift of any aerosol will effect these properties.
Recommendation: 1. Can alternative popups with less loftage be sourced or additional popups be installed shorten the spray distances? 2. Consider the growth of a hedge on the fenced side of the property (hedges and growth have greater surface area to trap aerosol blown into them).

Tank (Cistern) - Outside to the side of the building

System ID: 201 IRR
Survey Ref: CWT1
Location: Outside to the side of the building
Serving: Irrigation to the Bowls Lawn

Risk Ratings	4	3	2	1	0
Number of items that require attention - Legionella risks	0	2	0	1	24
Number of items that require attention - General risks	0	2	1	0	24

Questions not answered / Total number of questions: 0 / 27

Question	LR	GR
10, Is ambient temperature above 30°C?	3	0

Answer: No - but solar gain is likley in this location.
Recommendation: Regular monitoring of the cold water tank in the summer will show if further

controls are required to minimise heat gain to the vessel. If temperatures are rising above 20 °C on a regular basin shading the vessel as a starting point followed with insulating the vessel shoudl be considered.

Question	LR	GR
23, Is the tank and local pipework insulated sufficiently to prevent heat gain or loss?	3	0

Answer: No - Nothing insulated.
Recommendation: Regular monitoring of the cold water tank in the summer will show if further controls are required to minimise heat gain to the vessel. If temperatures are rising above 20 °C on a regular basin shading the vessel as a starting point followed with insulating the vessel should be considered. The high turn over of water in warmer periods is the main method to prevent heat gain and changes in the water temperature will therefore be dependant on the demand from timing schedules.

Question	LR	GR
20, Is the Lid fitted with screened vent?	1	0

Answer: No lid vent seen.
Recommendation: The lid needs to be fitted with a screened vent.

Question	LR	GR
15, Is a screened overflow pipe fitted?	0	3

Answer: No overflow pipe fitted
Recommendation: A suitably sized (and screened) overflow pipe should be fitted in accordance with Water Supply (Water Fitting) Regulations 1999.

Question	LR	GR
27, Are back flow arrangements adequate?	0	3

Answer: The inlet / overflow air gap is insufficient.
Recommendation: Install an overflow to ensure overflow can occur without back contaminating the supply main.

Question	LR	GR
16, Is a screened warning overflow pipe fitted?	0	2

Answer: No warning overflow.
Recommendation: A suitably sized (and screened) warning pipe should be fitted in accordance with Water Supply (Water Fitting) Regulations 1999.

Hot Water Down Services (HWS) - All areas

System ID: 300
Survey Ref: HWS
Location: All areas
Serving: Hot water pipework all areas

Risk Ratings	4	3	2	1	0
Number of items that require attention - Legionella risks	0	1	2	0	7
Number of items that require attention - General risks	0	0	0	0	10

Questions not answered / Total number of questions	0	/	10

Question	LR	GR
5, Is the HWS free from dead ends?	3	0

Answer: Dead ends present on site – See the asset register and control measures for details.
Recommendation: Remove all identified dead legs.

Question	LR	GR
6, Are unnecessary aerosols produced (such as spray taps)?	2	0

Answer: There was sufficient scale on the outlets (noted in the asset register) to cause partial blocking, this will, increase aerosol generation, harbour bacteria and therefore presents a higher hygiene risk.
Recommendation: There was sufficient scale on the outlets (see asset register) to cause partial blocking this will, increase aerosol generation, harbour bacteria and therefore outlets should be descaled and any flow straighteners / screens cleaned.

Question	LR	GR
9, Are all items fed by the HWS in regular use (Wash down hoses, Emergency showers etc)?	2	0

Answer: No
Recommendation: Weekly flush outlets with minimal aerosol production and set up a flushing register. (Outside toilet)

Local water heater <15ltr (POU) - Gents toilet

System ID: 301 HWS
Survey Ref: WH1
Location: Gents toilet
Serving: Gents toilet

Risk Ratings	4	3	2	1	0
Number of items that require attention - Legionella risks	0	0	0	1	12
Number of items that require attention - General risks	0	0	1	2	10

Questions not answered / Total number of questions	0	/	13

Question	LR	GR

7, Can expanded water be accommodated without hot water entering any supply pipe to which a cold water draw-off is connected?	1	2

Answer: No - Supply pipe warm with local cold feed take off point.
Recommendation: An approved check valve should be fitted to prevent back-contamination of the incoming supply. An expansion vessel may also be required to comply with Water Supply Regulations.

Question	LR	GR
5, Water heater temperature preset or variable?	0	1

Answer: Variable
Recommendation: Signage can be used to ensure the control temperature is maintained. Alternatively the dial can be removed once set.

Question	LR	GR
13, Is the water heater labelled?	0	1

Answer: No
Recommendation: The water heater should be labelled with an asset number so that it can be clearly identified.

Local water heater <15ltr (POU) - Ladies toilet

System ID: 302 HWS
Survey Ref: WH2
Location: Ladies toilet
Serving: Ladies toilet

Risk Ratings	4	3	2	1	0
Number of items that require attention - Legionella risks	0	1	0	1	11
Number of items that require attention - General risks	0	0	1	2	10

Questions not answered / Total number of questions: 0 / 13

Question	LR	GR
9, Is the outlet temperature of the water heater satisfactory?	3	0

Answer: Temperature 44.2°C
Recommendation: The water heater is operating at a low temperature. The thermostat setting should be adjusted so the water heater operates at 50-55°C.

Question	LR	GR
7, Can expanded water be accommodated without hot water entering any supply pipe to which a cold water draw-off is connected?	1	2

Answer: No - Supply pipe warm with local cold feed take off point.
Recommendation: An approved check valve should be fitted to prevent back-contamination of the

incoming supply. An expansion vessel may also be required to comply with Water Supply Regulations.

Question	LR	GR
5, Water heater temperature preset or variable?	0	1

Answer: Variable
Recommendation: Signage can be used to ensure the control temperature is maintained. Alternatively the dial can be removed once set.

Question	LR	GR
13, Is the water heater labelled?	0	1

Answer: No
Recommendation: The water heater should be labelled with an asset number so that it can be clearly identified.

Local water heater <15ltr (POU) - Kitchen below sink

System ID: 303 HWS
Survey Ref: WH3
Location: Kitchen below sink
Serving: Kitchen sink

Risk Ratings	4	3	2	1	0
Number of items that require attention - Legionella risks	0	0	1	0	12
Number of items that require attention - General risks	0	0	0	2	11

Questions not answered / Total number of questions 0 / 13

Question	LR	GR
8, Is there a suitably sized and correctly installed expansion vessel?	2	0

Answer: Water in the expansion vessel is unlikely to turnover.
Recommendation: The expansion vessel should be repositioned vertically to minimise debris collection

Question	LR	GR
5, Water heater temperature preset or variable?	0	1

Answer: Variable
Recommendation: Signage can be used to ensure the control temperature is maintained. Alternatively the dial can be removed once set.

Question	LR	GR
13, Is the water heater labelled?	0	1

Answer: No
Recommendation: The water heater should be labelled with an asset number so that it can be clearly identified.

Management - No current monitoring of procedural documentation

System ID: 999
Survey Ref: MGT
Location: No current monitoring of procedural documentation
Serving:

Risk Ratings	4	3	2	1	0
Number of items that require attention - Legionella risks	2	13	6	2	19
Number of items that require attention - General risks	0	0	0	0	42

Questions not answered / Total number of questions	0	/	42

Question	LR	GR
13, Are monitoring and inspection records complete and available for at least 5 years?	4	0

Answer: Monitoring records are available.
Recommendation: Ensure monitoring and inspection records are available for at least 5 years

Question	LR	GR
27, Do site have an action plan for emergency conditions (Legionella positive / outbreak)?	4	0

Answer: No
Recommendation: To avoid confusion and inappropriate action produce an action plan for dealing with positive legionella results. (Possible actions are detailed in HSG274 Part 2 Table 2.2 Action levels following legionella sampling in hot and cold water systems).

Question	LR	GR
1, Has the statutory duty holder been defined in writing?	3	0

Answer: The dutyholder is assumed to be Chair of the Bowls Club, but this has not been defined in writing
Recommendation: Formally detail the statutory duty holder in the record system.

Question	LR	GR
2, Has a competent person or persons (Responsible person) been appointed in writing?	3	0

Answer: Unknown - could not establish during our survey.
Recommendation: Appoint a responsible person for the control of legionella. They should be a manager, director or have sufficient authority, competence and knowledge to bring about effective

control of water systems. (ACoP L8:2013 Para 48).

Question	LR	GR
3, Has an authorised deputy been appointed to enable cover during holidays or out of hours?	3	0

Answer: No - A deputy has not been clearly defined.
Recommendation: Appropriate arrangements should be made to ensure that the responsible person, or an authorised deputy, can be contacted at all times.

Question	LR	GR
5, Is the responsible person competent or do they have access to competent help?	3	0

Answer: No - There are no records to show that the responsible persons is competent.
Recommendation: The responsible person should obtain certificated training in Legionella management, or retain the services of a competant company or individual with relevant training.

Question	LR	GR
6, Do records show clear and up to date lines of communication within the organisation?	3	0

Answer: No
Recommendation: Ensure Responsible Persons & other contact details for those involved in maintaining Legionella control is maintained up to date and recorded

Question	LR	GR
8, Is the allocation of tasks comprehensive?	3	0

Answer: No - Many tasks are not covered.
Recommendation: Allocate the missing tasks using the list of regular monitoring and inspection tasks produced in the control scheme of this assessment.

Question	LR	GR
19, Is there evidence of non-conformity control?	3	0

Answer: No - Corrective actions do not appear to be closed out indicating a break in liaison from Operators, through the Responsible Person and on to the Duty Holder where applicable.
Recommendation: Each non-conformity requiring corrective action should be logged and the status of that fault indicated so corrective action can be tracked and signed off for each particular fault identified.

Question	LR	GR
20, Has staff competence been assessed or training planned?	3	0

Answer: No training records were made available.
Recommendation: Those who are appointed to carry out the control measures and strategies should be suitably informed, instructed and trained and their suitability assessed. Staff should be properly trained to a standard which ensures that tasks are carried out in a safe, technically competent manner. Preferably all those with any Legionella related duty should have Legionella awareness

training.

Question	LR	GR
24, Are there details on test locations, frequencies, methods and control limits?	3	0

Answer: No
Recommendation: Ensure procedures are in place for the testing and the methods to do so.

Question	LR	GR
25, Are there details on remedial measures to take if results exceed control limits?	3	0

Answer: No
Recommendation: Consider a brief action chart in the case of high sampling results or poor monitoring details.

Question	LR	GR
29, Are water tanks being regularly and correctly inspected?	3	0

Answer: No - There are no records of tank inspections.
Recommendation: Storage tanks should be inspected annually for items such as internal condition, the fit of the lid and screens, insulation, and other indicators that the cistern is in good order.

Question	LR	GR
33, Are sentinel temperature monitoring locations correct and checked?	3	0

Answer: No – Sentinel locations are not selected or monitored.
Recommendation: Initiate monthly sentinel outlet temperature testing for non-circulating water systems, identified in the control measures section.

Question	LR	GR
37, Are infrequently used outlets listed and flushed?	3	0

Answer: No – There is no defined Infrequently used outlet list or flushing routine.
Recommendation: Initiate and record weekly infrequently used outlet flushing (See the list of locations in the control measures).

Question	LR	GR
12, Do records show consultation with employees including information on the risks and controls?	2	0

Answer: No
Recommendation: Give employees an opportunity to comment on the assessment and control measures by publicising that a legionella risk assessment has been performed. (ACoP L8:2013 Para 44)

Question	LR	GR
14, Is there a visit log for actions taken and dates?	2	0

Answer: No visit log found.
Recommendation: A visit log should be maintained in the record system detailing visits by service providers and others with allocated tasks.

Question	LR	GR
22, Is there a description of the correct and safe equipment operation, including precautions to be taken?	2	0

Answer: No.
Recommendation: Source or write brief operating and maintenance manuals for the water systems on site.

Question	LR	GR
23, Are there details on the treatment programme?	2	0

Answer: No current description of the water treatment regime in place.
Recommendation: It is recommended that a brief description of the thermal control in place on site is maintained with the procedural documentation.

Question	LR	GR
35, Are local small volume heaters controlled and monitored?	2	0

Answer: No - There are no records of local water heater inspections.
Recommendation: Initiate and record quarterly temperature monitoring of low volume POUs.

Question	LR	GR
42, Is microbiological sampling required (suitable locations and frequencies defined)?	2	0

Answer: Regular Legionella & general microbiological sampling is appropriate but not undertaken.
Recommendation: Regular testing for legionella should be considered as aerosol distribution from the irrigation system is open to windage to the local area.

Question	LR	GR
26, Are cleaning and disinfection method statements sufficient?	1	0

Answer: No method statement seen for Cleaning and disinfection.
Recommendation: Having a method of disinfection for the system can save time in the the event of an emergency disinfection being required.

Question	LR	GR
36, Are TMVs listed and maintained as required?	1	0

Answer: No – TMVs are maintained but this is not well documented.
Recommendation: Initiate and record at least annual TMV maintenance including cleaning of the filters. (See the list of locations in the control measures).

Asset Register

System ID	Floor / Location	Dead Leg	Little Used	Mains	Stored Cold	Stored Hot	Mixed TMV
101 MCWS, 302 HWS	Ground Floor - Ladies toilet: 1 x WHB 1			12.4		42.1	
101 MCWS, 302 HWS	Ground Floor - Ladies toilet: 1 x WHB 2			12.4		42.1	
101 MCWS	Ground Floor - Ladies toilet: 1 x WC						
101 MCWS, 302 HWS	Ground Floor - Accessible toilet: 1 x WHB Sentinel Outlet mains near			12.7		44.2	
Scale - Photo 1							
101 MCWS	Ground Floor - Accessible toilet: 1 x WC						
101 MCWS, 301 HWS	Ground Floor - Gents toilet: 1 x WHB 1			12.6		53.8	
101 MCWS, 301 HWS	Ground Floor - Gents toilet: 1 x WHB 2			12.6		53.8	
101 MCWS	Ground Floor - Gents toilet: 1 x WC						
101 MCWS	Ground Floor - Gents toilet: 1 x Urinal cistern						
101 MCWS	Ground Floor - Cellar: 1 x Mains water pipework	1					
Photo 2							
303 HWS	Ground Floor - Bar below the back unit: 1 x Likely dead leg requiring removal see schematic	1					
303 HWS	Ground Floor - Bar to the right of the glass washer: 1 x Hot water pipework	1					
Photo 3							
101 MCWS	Ground Floor - Bar: 1 x Glass washer						
101 MCWS	Ground Floor - Kitchen: 1 x Water boiler	1					
101 MCWS, 303 HWS	Ground Floor - Kitchen: 1 x Sink Mixer Tap			12.9		65.2	
Flexible hoses in use - Scale - Photo 4							
101 MCWS	Ground Floor - Kitchen: 1 x Dish washer						
101 MCWS	Ground Floor - Outside toilet: 1 x Hose union tap		1				
No non-return (check valve) in place - Photo 5							
101 MCWS, 303 HWS	Ground Floor - Outside toilet: 1 x WHB Sentinel Outlet mains far		1	12.1		66.4	
Scale - Photo 6							

System ID	Floor / Location	Dead Leg	Little Used	Mains	Stored Cold	Stored Hot	Mixed TMV
101 MCWS	Ground Floor - Outside toilet: 1 x WC		1				
101 MCWS	Irrigation - Outside next to tank: 1 x Hose connection point						
No non-return (check valve) in place - Photo 7							
201 IRR	Irrigation - Bowling lawn: 4 x Pop up sprinklers						

Control Measures

Infrequently Used Outlets

Weekly -

Consideration should be given to removing infrequently used showers, taps and any associated equipment that uses water. If removed, any redundant supply pipework should be cut back as far as possible to a common supply (e.g. to the recirculating pipework or the pipework supplying a more frequently used upstream fitting). But preferably by removing the feeding ‘T’ and piecing through. Infrequently used equipment within a water system (i.e. not used for a period equal to or greater than seven days) should be included on the flushing regime. Flush the outlets until the temperature at the outlet stabilises and is comparable to supply water and purge to drain. Regularly use the outlets to minimise the risk from microbial growth in the peripheral parts of the water system, sustain and log this procedure once started. For high risk populations, e.g. healthcare and care homes, more frequent flushing may be required as indicated by the risk assessment. (It is recognised that Quick fills, Pressurisation Units or Feed and Expansions listed here cannot necessarily be flushed. Good practice is to install a check valve at the branch point of supply to the asset(s) preventing back flow of potentially stagnant water.)

Remember that a low use outlets can change as building usage does and those carrying out the task should assess this from week to week.

1 x infrequently used outlet(s) - located Ground Floor Outside toilet Hose union tap 1 x infrequently used outlet(s) - located Ground Floor Outside toilet WHB Sentinel Outlet mains far 1 x infrequently used outlet(s) - located Ground Floor Outside toilet WC

Sentinel Locations

Quarterly - Cold water - check temperatures at sentinel taps (typically those nearest to and furthest from the cold tank, but may also include other key locations on long branches to zones or floor levels). These outlets should be below 20°C within two minutes of running the cold tap.

1 x WHB Sentinel Outlet mains near - Located Ground Floor Accessible toilet
1 x WHB Sentinel Outlet mains far - Located Ground Floor Outside toilet

Mains

Hot weather - Incoming water temperature should be well below 20°C for most, if not all of the year. In an exceptionally hot summer, it may be necessary to review the risk assessment and take appropriate action to mitigate the risk.

MCWS - Through out the building and external above ground to the irrigation system

Tank (Cistern)

Weekly in peak Summer - Monitor the temperature of stored cold water and inlet (float valve) temperature.
Annually - Visual inspection of the cold water storage tank to check the condition of the inside of the tank and the water within it. The lid should be in good condition and fit closely. The insect screen on the water overflow pipe should be intact and in good condition. The thermal insulation on the cold water storage tank should be in good condition so that it protects it from extremes of temperature. The water surface should be clean and shiny and the water should not contain any debris or contamination. The cold water storage tank should be cleaned, disinfected and faults rectified, if considered necessary.

CWT1 - Outside to the side of the building

Local water heater <15ltr (POU)

Quarterly - Check water temperatures to confirm the heater operates at 50–60°C (55°C in healthcare premises) or check the installation has a high turnover

WH1 - Gents toilet
WH2 - Ladies toilet
WH3 - Kitchen below sink

Management

Annually - Inspect the record system for completeness.

MGT - No current monitoring of procedural documentation

System ID

System Number: 101 (MCWS)

Description:

Direct mains fed water

Location:	The mains water stop valve is located in the Ladies toilet and another rises within the storage container to the side of the building.
Describe Access:	There are no access limitations relating to the location of the mains water stop valves.
System Served:	The mains water system supplies all cold water outlets within the building and also to the irrigation tank.

System Number: 201 (IRR)

Description:

Irrigation system

Location:	External to the side of the building.
Describe Access:	The Irrigation system is readily accessed.
System Served:	Irrigation to the bowling lawn.

System Number: 301 (HWS)

Description:

Hot water service (stored)

Location:	Ladies toilet below the basins.
Describe Access:	There are no access limitations relating to the location of the water heater.
System Served:	The water heater supplies the local basins.
Comments:	WH1

System Number: 302 (HWS)

Description:

Hot water service (stored)

Location: Gents toilet below the basins.

Describe Access: There are no access limitations relating to the location of the water heater.

System Served: The water heater supplies the local basins.

Comments: WH2

System Number: 303 (HWS)

Description:

Hot water service (stored)

Location: Kitchen below the sink.

Describe Access: There are no access limitations relating to the location of the water heater.

System Served: The water heater supplies the local sink above it.

Comments: WH3

System Number: 999 (Management)

Description:

Management

Location: No current Log Books or procedural documentation.

Surveys Report

Direct mains services (MCW) - Through out the building and external above ground to the irrigation system

System ID: 101
Survey Ref: MCWS
Location: Through out the building and external above ground to the irrigation system
Serving: All cold water other than irrigation

Risk Ratings	4	3	2	1	0
Number of items that require attention - Legionella risks	0	1	4	0	6
Number of items that require attention - General risks	0	1	0	0	10

Questions not answered / Total number of questions: 0 / 11

Question	LR	GR
1, Are materials WRc compliant?	0	0

Answer: Yes - Mainly Copper and plastic
Guidance: Materials used in building water systems must be compatible with the physical and chemical characteristics of water supplied to the building to reduce corrosion or prevent excessive scale formation of system pipework and components. Domestic water systems must not use materials that support microbial growth, such as those containing natural rubber, hemp, linseed oil-based jointing compounds and fibre washers. Similarly, any synthetic materials used should not adversely affect water quality by supporting microbial growth. Water fittings and components should be used that comply with the Water Regulations Advisory Scheme (WRAS) approval scheme which lists products that have been tested and comply with BS 6920. (HSG 274 Para 2.33)

Question	LR	GR
2, Is access reasonable for inspection of pipes?	0	0

Answer: Yes
Guidance: It is important that there should be ease of access to all parts of the system, components and associated equipment for management and maintenance purposes, eg tanks, calorifiers, thermostatic mixing valves (TMVs), blending valves, circulation pumps etc. Isolation valves should be included in all locations to facilitate maintenance and the implementation of control measures. The pipework and any components should be easy to inspect so that the thermal insulation and temperature monitoring can be checked. (HSG 274 Para 2.34)

Question	LR	GR
3, Location of incoming mains isolation?	0	0

Answer: Ladies toilet

Question	LR	GR
4, Are unnecessary aerosols produced (eg spray taps on TMV outlets)?	0	0

Answer: No spray taps fitted.
Guidance: Where TMVs are fitted, consider the following factors; where TMVs are fitted with low flow rate spray taps on hand washbasins, the risk is increased. (HSG274 Para 2.76)

Question	LR	GR
5, Are showers and spray taps in regular use, heads clean and free from scale and slime?	2	0

Answer: Scaling in place on a number of the tanks
Guidance: Dismantle, clean and descale removable parts, heads, inserts and hoses where fitted. (HSG 274 Table 2.1)
Recommendation: Remove scale and clean outlets, ensure that they remain scale-free and clean (see asset register).

Question	LR	GR
6, Is distribution pipework insulated and likely to operate below 20°C?	2	0

Answer: Yes - Good temperatures found though no insulation on pipework in lower areas.
Guidance: All pipe branches to individual outlets should be capable of delivering cold water at a temperature that is as close to the incoming water temperature within two minutes of running. (HSG 274 Para 2.36)
Recommendation: 1. The pipework in the outside toilet, which is likely to have lower usage, would benefit from insulation to heat gain in lower use periods. 2. Consideration should be given to the runs of pipework in the toilet areas to minimise heat gain in lower use periods. 3. Mains pipework from the ground up to the irrigation tank would benefit from insulation to prevent heat gain.

Question	LR	GR
7, Are all items in regular use (Wash down hoses, Emergency showers etc)?	2	0

Answer: No – See asset register for details.
Guidance: The risk from legionella growing in peripheral parts of the domestic water system, such as dead legs off the recirculating hot water system, may be minimised by regular use of these outlets. When outlets are not in regular use, weekly flushing of these devices for several minutes can significantly reduce the risk of legionella proliferation in the system. Once started, this procedure has to be sustained and logged, as lapses can result in a critical increase in legionella at the outlet. Where there are high-risk populations, eg healthcare and care homes, more frequent flushing may be required as indicated by the risk assessment. (HSG 274 2.78)
Recommendation: Any outlets that are infrequently used (see asset register) should be included in the weekly flushing regime.

Question	LR	GR
8, Is the main protected against back flow (Wash down hoses, bib taps, Fire hoses Quick fill etc)?	3	3

Answer: Hose union connections in the outside toilet and on the irrigation tank supply do not prevent possible back flow of contamination from hoses.
Guidance: Every water fitting through which water is supplied for domestic purposes should be installed in such a manner that no backflow of fluid from any appliance , fitting or process can take place. (Water regulations guide Schedule 2 Section 6.4 G15.1)

Recommendation: A double check valve suitable for fluid categories up to 3, Fluid which represents a slight health hazard because of substances of low toxicity, should be fitted to the hose union connection points in the toilet and next to the irrigation tank.

Question	LR	GR
9, Is the direct mains system free from dead ends?	2	0

Answer: No
Guidance: Within hot and cold water systems, the risk areas that support growth of microorganisms, including legionella, are controllable with good design, operation, maintenance and water system management and include: where optimum temperatures for microbial growth and stagnation occur, eg dead legs, capped pipes (dead ends), infrequently used outlets and areas of the system where there is poor circulation;) (HSG 274 Para 2.4)
Recommendation: Remove all dead ends identified on the asset register.

Question	LR	GR
10, Have drinking water identification labels been used?	0	0

Answer: Guidance: The Water Regulations Advisory Scheme (WRAS) formal DETR guidance on the water supply (Water Fittings) Regulations 1999 requires non-wholesome water to be labelled not drinking water. Industry guidance indicates this can be achieved by labelling drinking water outlets.(G27.4)

Question	LR	GR
11, Are there any drinking water outlets in unsatisfactory locations (toilets or workshops)?	0	0

Answer: No
Guidance: The Workplace (Health Safety and Welfare) Regulations 1992, which came into effect on the 1st January 1996 for all existing premises, recommends that, where practicable, Drinking Water Outlets should not be located within a Workshop or Lavatories.

Irrigation distribution - Outside rear of building

System ID: 201
Survey Ref: IRR
Location: Outside rear of building
Serving: Irrigation to the Bowls Lawn

Risk Ratings	4	3	2	1	0
Number of items that require attention - Legionella risks	0	1	1	3	0
Number of items that require attention - General risks	0	0	0	0	5

Questions not answered / Total number of questions: 0 / 5

Question	LR	GR
1, Contamination -	2	0

Answer: The cold water tank supplying the irrigation system is seperately detailed in the cold water tank assessment. It is constucted of a suitable material, is well sealed and prevents ingress of contamination sources other than from the town mains. Materials of the distribution appear mostly be comprised of a suitable plastic, though some fittings around the pumps are of un-galvanised steel which can allow corrosion within. Outlets are plastic type popup sprinklers which were not seen at the time of the assessment. Backflow of contamination from these is unlikely due to a constant positive pressure from the above ground tank.
Recommendation: 1. Ensure popups are regularly checked for blockage / scaling in maintenance schedules. 2. Consider replacing non-galvanised fittings around the pump with galvanised or plastic.3. Ensure regular checks on the cold water storage vessel as per control scheme.

Question	LR	GR
2, Amplification -	1	0

Answer: The majority of the sytem is below ground and heat gain is minimal. However some short lengths would benefit from insulation to prevent heat gain between usages.
Recommendation: Preferably the above ground pipework in the storage container and where the supply runs out of the tank should be insulated to prevent heat gain.

Question	LR	GR
3, Transmission -	1	0

Answer: Transmission of aerosol is in place from pop-up sprinklers. There are only four of these and due to the distance water needs to travel from these to ensure coverage for all the lawn, the spray is reported to reach over 6 ft in height. Operation was not seen at the time of the assessment but due to the open grass area to the other side of the lawn, windage is likely to cause drift.
Recommendation: 1. Can alternative popups with less loftage be sourced or additional popups be installed shorten the spray distances?
2. Consider the growth of a hedge on the fenced side of the property (hedges and growth have greater surface area to trap aerosol blow into them).

Question	LR	GR
4, Exposure -	1	0

Answer: Timed operation of the system is set to operate during the night between 10pm and 3am, to minmise numbers open to exposure to the water aerosol. At least three bungalows are very close to the bowling club lawn and are likely to have windows open in hot summer periods during the night, when the irrigation system is in use. The fence line to these is less than 6 ft and drift of any aerosol will effect these properties.

Recommendation: 1. Can alternative popups with less loftage be sourced or additional popups be installed shorten the spray distances? 2. Consider the growth of a hedge on the fenced side of the property (hedges and growth have greater surface area to trap aerosol blown into them).

Question	LR	GR
5, Susceptible persons -	3	0

Answer: It is not known is those likely to be subjected to aerosol (owners of the adjacent bungalows) are in higher risk groups.

Recommendation: It is recommended that at least one Legionella sample is taken from the system on an annual basis in warm summer periods.

Tank (Cistern) - Outside to the side of the building

System ID: 201 IRR
Survey Ref: CWT1
Location: Outside to the side of the building
Serving: Irrigation to the Bowls Lawn

Risk Ratings	4	3	2	1	0
Number of items that require attention - Legionella risks	0	2	0	1	24
Number of items that require attention - General risks	0	2	1	0	24

Questions not answered / Total number of questions: 0 / 27

Question	LR	GR
1, Is safe access provided to inspect or clean the tank?	0	0

Answer: Yes the cistern has good access.
Guidance: The occupier or employer should provide safe means of access to and egress from all the places where employees and others have need to resort to in the course of their work. Workplace health, safety and welfare. Workplace (Health, Safety and Welfare) Regulations 1992. ACoP L24

Question	LR	GR
2, Construction of the tank?	0	0

Answer: One piece moulded plastic

Question	LR	GR
3, Size or capacity of the tank?	0	0

Answer: 5000 litres

Question	LR	GR
4, Is access restricted above the tank?	0	0

Answer: Access above the cistern is good.
Guidance: Every cistern should be placed and equipped so that the interior can be inspected and cleansed and the float operated valve can be maintained. A clear space of not less than 350 mm should be provided between the top of the cistern and any ceiling or other obstruction above the cistern. For small cisterns the overhead, unobstructed space may be reduced to 225 mm provided no dimension of the cistern exceeds 450 mm in any plane. (BS8558 4.3.42)

Question	LR	GR
5, Describe the external structural condition of the tank?	0	0

Answer: In good condition

Question	LR	GR

6, Is the tank redundant, stagnant or over-sized? 0 0

Answer: Yes - the vessel appears to be of a suitable size
Guidance: The volume of stored cold water should be minimised and should not normally exceed that required for one day's water use although in healthcare premises, a nominal 12 hours total onsite storage capacity is recommended. (HSG274:2 Para 2.36)

Question	LR	GR
7, Is the tank linked to another?	0	0

Answer: No
Guidance: To avoid stagnation, where multiple cold water storage tanks are fitted, they should be connected to ensure each tank fills uniformly and water is drawn off through each of the tanks. (HSG274:2 Para 2.36)

Question	LR	GR
8, What is supply water temperature at tank inlet?	0	0

Answer: Temperature 14.5°C.
Guidance: The temperature of the incoming water will depend on whether the supply originates from ground or surface water sources. The temperature of ground water in the UK is typically around 12 °C, whereas surface water temperatures can vary from 4 °C in a cold winter to 23 °C during a very hot summer. Accordingly, incoming water temperature should be well below 20 °C for most, if not all of the year. In an exceptionally hot summer, it may be necessary to review the risk assessment and take appropriate action to mitigate the risk to ensure regular water flow through tanks. (HSG274:2 Para 2.56)

Question	LR	GR
9, What is the stored water temperature in the tank?	0	0

Answer: Temperature 16.5°C
Guidance: All pipe branches to individual outlets should be capable of delivering cold water at a temperature that is as close to the incoming water temperature within two minutes of running. (HSG274:2 Para 2.36)

Question	LR	GR
10, Is ambient temperature above 30°C?	3	0

Answer: No - but solar gain is likley in this location.
Guidance: Thermal gain should be kept to a minimum by adequate lagging and separation of cold water services pipework and components from hot water services and heating systems; ensuring higher use outlets are installed at the end of each branch to improve flow; and considering, where appropriate, ventilation of void spaces and risers. (HSG274:2 Para 2.36)
Recommendation: Regular monitoring of the cold water tank in the summer will show if further controls are required to minimise heat gain to the vessel. If temperatures are rising above 20 °C on a regular basin shading the vessel as a starting point followed with insulating the vessel shoudl be considered.

Question	LR	GR

11, Microbiological sample taken as part of the survey?	0	0

Answer: No sample taken as part of the survey. The vessel has only been installed for slightly over a week.
Guidance: Legionella monitoring should be carried out where there is doubt about the efficacy of the control regime or it is known that recommended temperatures, disinfectant concentrations or other precautions are not being consistently achieved throughout the system. The risk assessment should also consider where it might also be appropriate to monitor in some high risk situations, such as certain healthcare premises. (HSG274:2 Para 2.120)

Question	LR	GR
12, Internal condition of the tank?	0	0

Answer: Internally the cistern is clean and in good condition.
Guidance: An annual inspection of the cold water storage tank should be done to check its condition inside and outside, and the water within it. Figure 2.12 demonstrates the condition of cold water storage tanks and when action should be taken. (HSG274:2 Para 2.57)

Question	LR	GR
13, Material of inlet and outlet pipes?	0	0

Answer: Plastic
Guidance: The use of non-approved materials or materials that may be liable to corrosion can cause a deterioration in water quality. Certain materials can provide nutrients for microbial growth whist others such as lead can affect the wholesomeness of water.

Question	LR	GR
14, Are there isolating valves on the tank inlet and outlets?	0	0

Answer: Yes - Valves fitted to inlet and all outlets.
Guidance: Inlets to all cisterns should be provided with a servicing valve to facilitate maintenance, and a float operated valve or some other no less effective device which is capable of controlling the flow of water into the cistern. The servicing valve should be fitted as close as reasonably practical to the float operated valve or other device. This does not apply to a pipe connecting two or more cisterns each of which has the same overflowing level. WRAS Guide G16.4 Except for cisterns supplying water to primary circuits or heating circuits, all outlets other than vent pipes, overflow pipes, and warning pipes relating to storage cisterns supplying water to cold water taps and secondary hot water systems, should be fitted with a servicing valve as close to the cistern as is reasonably practical. WRAS Guide G16.7

Question	LR	GR
15, Is a screened overflow pipe fitted?	0	3

Answer: No overflow pipe fitted
Guidance: Insect and vermin screens should be fitted to protect any pipework open to the atmosphere, such as the overflow pipe and vent. Where screens are fitted, they should be installed so they do not hold water. (HSG274:2 Para 2.36)
Recommendation: A suitably sized (and screened) overflow pipe should be fitted in accordance with Water Supply (Water Fitting) Regulations 1999.

Question	LR	GR
16, Is a screened warning overflow pipe fitted?	0	2

Answer: No warning overflow.
Guidance: In many cases and adequately sized warning pipe will also act as an overflow pipe, but there is nothing to prevent both a warning pipe and an overflow pipe being provided. However, it is suggested that a single warning/overflow pipe should be sufficient for a cistern of 1,000 litres or less actual capacity. With cisterns that have an actual capacity greater than 1,000 litres it is recommended that a warning pipe and an overflow pipe should be provided, the warning pipe discharging in a conspicuous position and the overflow pipe discharging in a suitable position elsewhere. (WRAS Guide R16.8)
Recommendation: A suitably sized (and screened) warning pipe should be fitted in accordance with Water Supply (Water Fitting) Regulations 1999.

Question	LR	GR
17, Are potentially stagnant return pipes such as expansion pipes diverted?	0	0

Answer: No potentially stagnant pipes return to the cistern.
Guidance: The vent pipe should be directed into a separate tundish/drain which discharges at a safe and visible point and acts as a warning pipe. Discharge into the cold water storage tank is not advised as this can result in warm storage water temperatures and increase the risk of microbial growth. (HSG274:2 Para 2.19)

Question	LR	GR
18, Tank fitted with drain valve?	0	0

Answer: Yes - Drain valve installed.
Guidance: Large storage cisterns (over 1 000 L nominal capacity) A washout pipe with the valve incorporated as close as practicable to the cistern should not be connected to a drain, but may be arranged to discharge into open air above a drain in accordance with the requirements of a type AA air gap. A washout pipe should be provided flush with the bottom of the cistern at its lowest point. Where practicable, the floor of the cistern should be laid to a slight fall to the washout pipe for cleaning purposes. The washout pipe outlet should be controlled by a suitable fullway valve and blanked off with a plug or flange when not in use. (BS8558 4.3.12)

Question	LR	GR
19, Is the lid rigid, fixed and close fitting?	0	0

Answer: Yes - One piece lid.
Guidance: Cold water storage tanks should be installed in compliance with The Water Supply (Water Fittings) Regulations 1999 and Scottish Water Byelaws 2004. To prevent dirt and other potential nutrients getting in, they should have secure, tightly fitting lids. (HSG274:2 Para 2.36)

Question	LR	GR
20, Is the Lid fitted with screened vent?	1	0

Answer: No lid vent seen.
Guidance: Insect and vermin screens should be fitted to protect any pipework open to the

atmosphere, such as the overflow pipe and vent. (HSG274:2 Para 2.36)
Recommendation: The lid needs to be fitted with a screened vent.

Question	LR	GR
21, Is the tank lid fitted with a close fitting inspection hatch?	0	0

Answer: Yes - Close fitting hatch installed.
Guidance: In the case of a cistern storing more than 1000 litres of water the lid should be constructed so that the cistern may be inspected or cleansed without it having to be wholly uncovered. (WRAS water regulations guide G16.13)

Question	LR	GR
22, Is inlet pipework opposite to outlet pipework?	0	0

Answer: Arrangements do not cause cross flow problems due to the depth of the vessel.
Guidance: The configuration of inlet and outlet pipework should encourage good water flow preventing dead spots and potential water stagnation. (WRAS Water regulations guide G16.15)

Question	LR	GR
23, Is the tank and local pipework insulated sufficiently to prevent heat gain or loss?	3	0

Answer: No - Nothing insulated.
Guidance: Thermal gain should be kept to a minimum by adequate lagging and separation of cold water services pipework and components from hot water services and heating systems; ensuring higher use outlets are installed at the end of each branch to improve flow; and considering, where appropriate, ventilation of void spaces and risers. (HSG274:2 Para 2.36)
Recommendation: Regular monitoring of the cold water tank in the summer will show if further controls are required to minimise heat gain to the vessel. If temperatures are rising above 20 °C on a regular basin shading the vessel as a starting point followed with insulating the vessel should be considered. The high turn over of water in warmer periods is the main method to prevent heat gain and changes in the water temperature will therefore be dependant on the demand from timing schedules.

Question	LR	GR
24, Is the tank and local area free from dead ends (Including internal components)?	0	0

Answer: None identified at time of survey
Guidance: Any points in the system where there is a possibility of low or no flow, such as blind ends, dead legs and little used outlets. (HSG274 App2.1)

Question	LR	GR
25, Are there any secondary make ups to the tank?	0	0

Answer: No additional potentially stagnant supplies present.

Question	LR	GR
26, Are the valves and tank labelled?	0	0

Answer: Not required
Guidance: Stop valves, servicing valves and drain taps should be labelled so that the parts of the system which they control can be determined for maintenance purposes. (WRAS G4.10)

Question	LR	GR
27, Are back flow arrangements adequate?	0	3

Answer: The inlet / overflow air gap is insufficient.
Guidance: WRAS Guide Schedule 2 Section 6.3 Regulators specification for backflow prevention arrangements and devices.
Recommendation: Install an overflow to ensure overflow can occur without back contaminating the supply main.

Hot Water Down Services (HWS) - All areas

System ID: 300
Survey Ref: HWS
Location: All areas
Serving: Hot water pipework all areas

Risk Ratings	4	3	2	1	0
Number of items that require attention - Legionella risks	0	1	2	0	7
Number of items that require attention - General risks	0	0	0	0	10

Questions not answered / Total number of questions	0	/	10

Question	LR	GR
1, Are materials WRc compliant?	0	0

Answer: Yes - Mainly Copper
Guidance: Materials used in building water systems must be compatible with the physical and chemical characteristics of water supplied to the building to reduce corrosion or prevent excessive scale formation of system pipework and components. Domestic water systems must not use materials that support microbial growth, such as those containing natural rubber, hemp, linseed oil-based jointing compounds and fibre washers. Similarly, any synthetic materials used should not adversely affect water quality by supporting microbial growth. Water fittings and components should be used that comply with the Water Regulations Advisory Scheme (WRAS) approval scheme which lists products that have been tested and comply with BS 6920. (HSG 274 Para 2.33)

Question	LR	GR
2, Is access possible for inspection of pipes?	0	0

Answer: Yes
Guidance: It is important that there should be ease of access to all parts of the system, components and associated equipment for management and maintenance purposes, eg tanks, calorifiers, thermostatic mixing valves (TMVs), blending valves, circulation pumps etc. Isolation valves should be included in all locations to facilitate maintenance and the implementation of control measures. The pipework and any components should be easy to inspect so that the thermal insulation and temperature monitoring can be checked. (HSG 274 Para 2.34)

Question	LR	GR
3, Do all parts of the distribution system (including returns) operate above 50°C?	0	0

Answer: See water heater surveys
Guidance: The hot water circulating loop should be designed to give a return temperature to the calorifier from each loop of at least 50 C; all pipe branches to individual outlets should be insulated and sufficiently short to enable the hot water at each outlet to reach 50 C within one minute of turning on the tap. (HSG 274 Para 2.37)

Question	LR	GR

4, Is distribution pipework insulated?	0	0

Answer: N/A - Very short runs only.

Question	LR	GR
5, Is the HWS free from dead ends?	3	0

Answer: Dead ends present on site – See the asset register and control measures for details.
Guidance: Within hot and cold water systems, the risk areas that support growth of microorganisms, including legionella, are controllable with good design, operation, maintenance and water system management and include: where optimum temperatures for microbial growth and stagnation occur, eg dead legs, capped pipes (dead ends), infrequently used outlets and areas of the system where there is poor circulation;) (HSG 274 Para 2.4)
Recommendation: Remove all identified dead legs.

Question	LR	GR
6, Are unnecessary aerosols produced (such as spray taps)?	2	0

Answer: There was sufficient scale on the outlets (noted in the asset register) to cause partial blocking, this will, increase aerosol generation, harbour bacteria and therefore presents a higher hygiene risk.
Recommendation: There was sufficient scale on the outlets (see asset register) to cause partial blocking this will, increase aerosol generation, harbour bacteria and therefore outlets should be descaled and any flow straighteners / screens cleaned.

Question	LR	GR
7, Are trace heating techniques working? (used to maintain the temperature of single pipe systems)	0	0

Answer: Not fitted.
Guidance: Where circulation is not possible, trace heating is sometimes used to maintain the water temperature in the spur so that it delivers at 50 °C within one minute of running, but only provided it is shown to be effective. (HSG 274 Para 2.82)

Question	LR	GR
8, Are TMVs considered necessary and operating correctly?	0	0

Answer: No TMVs are fitted.
Guidance: The use and fitting of TMVs should be informed by a comparative assessment of scalding risk versus the risk of infection from legionella. Where a risk assessment identifies the risk of scalding is insignificant, TMVs are not required. The most serious risk of scalding is where there is whole body immersion, such as with baths and showers, particularly for the very young and elderly, and TMVs should be fitted at these outlets. Where a risk assessment identifies a significant scalding risk is present, eg where there are very young, very elderly, infirm or significantly mentally or physically disabled people or those with sensory loss, fitting TMVs at appropriate outlets, such as hand washbasins and sinks, is required. (HSG 274 Para 2.75)

Question	LR	GR
9, Are all items fed by the HWS in regular use (Wash down hoses, Emergency	2	0

showers etc)?

Answer: No
Guidance: The risk from legionella growing in peripheral parts of the domestic water system, such as dead legs off the recirculating hot water system, may be minimised by regular use of these outlets. When outlets are not in regular use, weekly flushing of these devices for several minutes can significantly reduce the risk of legionella proliferation in the system. Once started, this procedure has to be sustained and logged, as lapses can result in a critical increase in legionella at the outlet. Where there are high-risk populations, eg healthcare and care homes, more frequent flushing may be required as indicated by the risk assessment. (HSG 274 2.78)
Recommendation: Weekly flush outlets with minimal aerosol production and set up a flushing register. (Outside toilet)

Question	LR	GR
10, Are all distribution valves labelled?	0	0

Answer: Too small for this to be required
Guidance: Stop valves, servicing valves and drain taps should be labelled so that the parts of the system which they control can be determined for maintenance purposes. (WRAS G4.10)

Local water heater <15ltr (POU) - Gents toilet

System ID: 301 HWS
Survey Ref: WH1
Location: Gents toilet
Serving: Gents toilet

Risk Ratings	4	3	2	1	0
Number of items that require attention - Legionella risks	0	0	0	1	12
Number of items that require attention - General risks	0	0	1	2	10

Questions not answered / Total number of questions: 0 / 13

Question	LR	GR
1, Is safe access provided to inspect water heater?	0	0

Answer: Yes
Guidance: The occupier or employer should provide safe means of access to and egress from all the places where employees and others have need to resort to in the course of their work. Workplace health, safety and welfare. Workplace (Health, Safety and Welfare) Regulations 1992. ACoP L24

Question	LR	GR
2, Make of water heater?	0	0

Answer: Hotflo

Question	LR	GR
3, Stored water volume in litres?	0	0

Answer: 10 litres

Question	LR	GR
4, Is the heater working and in regular use?	0	0

Answer: In good condition

Question	LR	GR
5, Water heater temperature preset or variable?	0	1

Answer: Variable
Recommendation: Signage can be used to ensure the control temperature is maintained. Alternatively the dial can be removed once set.

Question	LR	GR
6, Is the water heater feeding suitable local outlets?	0	0

Answer: Feeds directly to local outlets

Question	LR	GR
7, Can expanded water be accommodated without hot water entering any supply pipe to which a cold water draw-off is connected?	1	2

Answer: No - Supply pipe warm with local cold feed take off point.
Guidance: It is a requirement that expanded heated water does not mix with drinking water supplies. If there is a cold water off-take very close to the heater there is a risk that the hot and cold water supplies would mix. The minimum distance required between the heater and the nearest cold water off-take (without an expansion vessel) is up to 2.8m for a 10L unit and 4.2m for a 15L model.(15mm pipe) Note WRAS G17.1 Applies to heaters above 15 litres.
Recommendation: An approved check valve should be fitted to prevent back-contamination of the incoming supply. An expansion vessel may also be required to comply with Water Supply Regulations.

Question	LR	GR
8, Is there a suitably sized and correctly installed expansion vessel?	0	0

Answer: No expansion vessel fitted on the POU water heater.
Guidance: Expansion vessels in systems operating at steady temperature and pressure may have long periods without exchanging any significant amount of water and therefore can be at risk of aiding microbial growth. (HSG 274 Para 2.38)

Question	LR	GR
9, Is the outlet temperature of the water heater satisfactory?	0	0

Answer: Temperature 53.8°C
Guidance: Check water temperatures to confirm the heater operates at 50–60°C (55 °C in healthcare premises) or check the installation has a high turnover. (HSG 274 Table 2.1)

Question	LR	GR
10, Are materials local to the water heater WRc compliant	0	0

Answer: Copper
Guidance: Materials used in building water systems must be compatible with the physical and chemical characteristics of water supplied to the building to reduce corrosion or prevent excessive scale formation of system pipework and components. Domestic water systems must not use materials that support microbial growth, such as those containing natural rubber, hemp, linseed oil-based jointing compounds and fibre washers. Similarly, any synthetic materials used should not adversely affect water quality by supporting microbial growth. Water fittings and components should be used that comply with the Water Regulations Advisory Scheme (WRAS) approval scheme which lists products that have been tested and comply with BS 6920. (HSG 274 Para 2.33)

Question	LR	GR
11, Is the water heater and local area free from dead ends?	0	0

Answer: Yes

Question	LR	GR
12, Is the supply pipe to water heater fitted with a valve?	0	0

Answer: Yes

Question	LR	GR
13, Is the water heater labelled?	0	1

Answer: No
Recommendation: The water heater should be labelled with an asset number so that it can be clearly identified.

Local water heater <15ltr (POU) - Ladies toilet

System ID: 302 HWS
Survey Ref: WH2
Location: Ladies toilet
Serving: Ladies toilet

Risk Ratings	4	3	2	1	0
Number of items that require attention - Legionella risks	0	1	0	1	11
Number of items that require attention - General risks	0	0	1	2	10

Questions not answered / Total number of questions: 0 / 13

Question	LR	GR
1, Is safe access provided to inspect water heater?	0	0

Answer: Yes
Guidance: The occupier or employer should provide safe means of access to and egress from all the places where employees and others have need to resort to in the course of their work. Workplace health, safety and welfare. Workplace (Health, Safety and Welfare) Regulations 1992. ACoP L24

Question	LR	GR
2, Make of water heater?	0	0

Answer: Hotflo

Question	LR	GR
3, Stored water volume in litres?	0	0

Answer: 10 litres

Question	LR	GR
4, Is the heater working and in regular use?	0	0

Answer: In good condition

Question	LR	GR
5, Water heater temperature preset or variable?	0	1

Answer: Variable
Recommendation: Signage can be used to ensure the control temperature is maintained. Alternatively the dial can be removed once set.

Question	LR	GR
6, Is the water heater feeding suitable local outlets?	0	0

Answer: Feeds directly to local outlets

Question	LR	GR
7, Can expanded water be accommodated without hot water entering any supply pipe to which a cold water draw-off is connected?	1	2

Answer: No - Supply pipe warm with local cold feed take off point.
Guidance: It is a requirement that expanded heated water does not mix with drinking water supplies. If there is a cold water off-take very close to the heater there is a risk that the hot and cold water supplies would mix. The minimum distance required between the heater and the nearest cold water off-take (without an expansion vessel) is up to 2.8m for a 10L unit and 4.2m for a 15L model.(15mm pipe) Note WRAS G17.1 Applies to heaters above 15 litres.
Recommendation: An approved check valve should be fitted to prevent back-contamination of the incoming supply. An expansion vessel may also be required to comply with Water Supply Regulations.

Question	LR	GR
8, Is there a suitably sized and correctly installed expansion vessel?	0	0

Answer: No expansion vessel fitted on the POU water heater.
Guidance: Expansion vessels in systems operating at steady temperature and pressure may have long periods without exchanging any significant amount of water and therefore can be at risk of aiding microbial growth. (HSG 274 Para 2.38)

Question	LR	GR
9, Is the outlet temperature of the water heater satisfactory?	3	0

Answer: Temperature 44.2°C
Guidance: Check water temperatures to confirm the heater operates at 50–60°C (55 °C in healthcare premises) or check the installation has a high turnover. (HSG 274 Table 2.1)
Recommendation: The water heater is operating at a low temperature. The thermostat setting should be adjusted so the water heater operates at 50-55°C.

Question	LR	GR
10, Are materials local to the water heater WRc compliant	0	0

Answer: Copper
Guidance: Materials used in building water systems must be compatible with the physical and chemical characteristics of water supplied to the building to reduce corrosion or prevent excessive scale formation of system pipework and components. Domestic water systems must not use materials that support microbial growth, such as those containing natural rubber, hemp, linseed oil-based jointing compounds and fibre washers. Similarly, any synthetic materials used should not adversely affect water quality by supporting microbial growth. Water fittings and components should be used that comply with the Water Regulations Advisory Scheme (WRAS) approval scheme which lists products that have been tested and comply with BS 6920. (HSG 274 Para 2.33)

Question	LR	GR
11, Is the water heater and local area free from dead ends?	0	0

Answer: Yes

Question	LR	GR
12, Is the supply pipe to water heater fitted with a valve?	0	0

Answer: Yes

Question	LR	GR
13, Is the water heater labelled?	0	1

Answer: No
Recommendation: The water heater should be labelled with an asset number so that it can be clearly identified.

Local water heater <15ltr (POU) - Kitchen below sink

System ID: 303 HWS
Survey Ref: WH3
Location: Kitchen below sink
Serving: Kitchen sink

Risk Ratings	4	3	2	1	0
Number of items that require attention - Legionella risks	0	0	1	0	12
Number of items that require attention - General risks	0	0	0	2	11

Questions not answered / Total number of questions	0	/	13

Question	LR	GR
1, Is safe access provided to inspect water heater?	0	0

Answer: Yes
Guidance: The occupier or employer should provide safe means of access to and egress from all the places where employees and others have need to resort to in the course of their work. Workplace health, safety and welfare. Workplace (Health, Safety and Welfare) Regulations 1992. ACoP L24

Question	LR	GR
2, Make of water heater?	0	0

Answer: Hotflo

Question	LR	GR
3, Stored water volume in litres?	0	0

Answer: 10 litres

Question	LR	GR
4, Is the heater working and in regular use?	0	0

Answer: In good condition

Question	LR	GR
5, Water heater temperature preset or variable?	0	1

Answer: Variable
Recommendation: Signage can be used to ensure the control temperature is maintained. Alternatively the dial can be removed once set.

Question	LR	GR
6, Is the water heater feeding suitable local outlets?	0	0

Answer: Feeds directly to local outlets

Question	LR	GR
7, Can expanded water be accommodated without hot water entering any supply pipe to which a cold water draw-off is connected?	0	0

Answer: Yes
Guidance: It is a requirement that expanded heated water does not mix with drinking water supplies. If there is a cold water off-take very close to the heater there is a risk that the hot and cold water supplies would mix. The minimum distance required between the heater and the nearest cold water off-take (without an expansion vessel) is up to 2.8m for a 10L unit and 4.2m for a 15L model.(15mm pipe) Note WRAS G17.1 Applies to heaters above 15 litres.

Question	LR	GR
8, Is there a suitably sized and correctly installed expansion vessel?	2	0

Answer: Water in the expansion vessel is unlikely to turnover.
Guidance: Expansion vessels in systems operating at steady temperature and pressure may have long periods without exchanging any significant amount of water and therefore can be at risk of aiding microbial growth. (HSG 274 Para 2.38)
Recommendation: The expansion vessel should be repositioned vertically to minimise debris collection

Question	LR	GR
9, Is the outlet temperature of the water heater satisfactory?	0	0

Answer: Temperature 66.4°C
Guidance: Check water temperatures to confirm the heater operates at 50–60°C (55 °C in healthcare premises) or check the installation has a high turnover. (HSG 274 Table 2.1)

Question	LR	GR
10, Are materials local to the water heater WRc compliant	0	0

Answer: Copper
Guidance: Materials used in building water systems must be compatible with the physical and chemical characteristics of water supplied to the building to reduce corrosion or prevent excessive scale formation of system pipework and components. Domestic water systems must not use materials that support microbial growth, such as those containing natural rubber, hemp, linseed oil-based jointing compounds and fibre washers. Similarly, any synthetic materials used should not adversely affect water quality by supporting microbial growth. Water fittings and components should be used that comply with the Water Regulations Advisory Scheme (WRAS) approval scheme which lists products that have been tested and comply with BS 6920. (HSG 274 Para 2.33)

Question	LR	GR
11, Is the water heater and local area free from dead ends?	0	0

Answer: Yes

Question	LR	GR
12, Is the supply pipe to water heater fitted with a valve?	0	0

Answer: Yes

Question	LR	GR
13, Is the water heater labelled?	0	1

Answer: No
Recommendation: The water heater should be labelled with an asset number so that it can be clearly identified.

Management - No current monitoring of procedural documentation

System ID: 999

Survey Ref: MGT

Location: No current monitoring of procedural documentation

Serving:

Risk Ratings	4	3	2	1	0
Number of items that require attention - Legionella risks	2	13	6	2	19
Number of items that require attention - General risks	0	0	0	0	42

Questions not answered / Total number of questions	0	/	42

Question	LR	GR
1, Has the statutory duty holder been defined in writing?	3	0

Answer: The dutyholder is assumed to be Chair of the Bowls Club, but this has not been defined in writing

Guidance: The dutyholder is either (a) the employer, where the risk from their undertaking is to their employees or others; or (b) a self-employed person, where there is a risk from their undertaking to themselves or others; or (c) the person who is in control of premises or systems in connection with work, where there is a risk from systems in the building, eg where a building is let to tenants, but the landlord keeps responsibility for its maintenance. (ACoP L8: 2013 Para 29)

Recommendation: Formally detail the statutory duty holder in the record system.

Question	LR	GR
2, Has a competent person or persons (Responsible person) been appointed in writing?	3	0

Answer: Unknown - could not establish during our survey.

Guidance: The statutory duty holder is required to appoint a Competent Person (Responsible person). The appointed competent person or persons should have sufficient authority, competence and knowledge of the installation to ensure that all operational procedures are carried out in a timely and effective manner. (ACoP L8:2013 Para 48).

Recommendation: Appoint a responsible person for the control of legionella. They should be a manager, director or have sufficient authority, competence and knowledge to bring about effective control of water systems. (ACoP L8:2013 Para 48).

Question	LR	GR
3, Has an authorised deputy been appointed to enable cover during holidays or out of hours?	3	0

Answer: No - A deputy has not been clearly defined.

Guidance: Arrangements should be made to ensure that appropriate staff levels are maintained during all hours that the water system is in operation. Appropriate arrangements should be made to ensure that the responsible person or an authorised deputy can be contacted at all times. (ACoP L8:2013 Para 54)

Recommendation: Appropriate arrangements should be made to ensure that the responsible person,

or an authorised deputy, can be contacted at all times.

Question	LR	GR
4, Has a suitable and sufficient risk assessment of the water systems been undertaken?	0	0

Answer: Yes - A previous legionella risk assessment has been conducted and is available for inspection.
Guidance: A suitable and sufficient assessment is required to identify and assess the risk of exposure to Legionella bacteria from work activities and any water systems present. (ACoP L8:2013 Para 28)

Question	LR	GR
5, Is the responsible person competent or do they have access to competent help?	3	0

Answer: No - There are no records to show that the responsible persons is competent.
Guidance: The appointed responsible person should have a clear understanding of their role and the overall health and safety management structure and policy in the organisation. (ACoP L8:2013 Para 51)
Recommendation: The responsible person should obtain certificated training in Legionella management, or retain the services of a competant company or individual with relevant training.

Question	LR	GR
6, Do records show clear and up to date lines of communication within the organisation?	3	0

Answer: No
Guidance: ….Supervise everyone involved in any related operational procedure properly. Define staff responsibilities and lines of communication properly and document them clearly. (ACoP L8:2013 Para 53)
Recommendation: Ensure Responsible Persons & other contact details for those involved in maintaining Legionella control is maintained up to date and recorded

Question	LR	GR
7, Do records show clear and up to date lines of communication with service providers?	0	0

Answer: NA - No service provider appointed
Guidance: …. In such circumstances, responsibilities should be well defined in writing and understood by all concerned. Lines of communication should be clear, unambiguous and audited regularly to ensure they are effective. This also applies to outside companies and consultants who may be responsible for certain parts of the control regime. (ACoP L8:2013 Para 56)

Question	LR	GR
8, Is the allocation of tasks comprehensive?	3	0

Answer: No - Many tasks are not covered.
Guidance: …(m) the name and position of the person or people who have responsibilities for implementing the written scheme, their respective responsibilities and their lines of communication.

(ACoP L8:2013 Para 74)
Recommendation: Allocate the missing tasks using the list of regular monitoring and inspection tasks produced in the control scheme of this assessment.

Question	LR	GR
9, Are service providers members of the LCA?	0	0

Answer: No service provider.
Guidance: Dutyholders should make reasonable enquiries to satisfy themselves of the competence of contractors in the area of work before they enter into contracts for the treatment, monitoring, and cleaning of the water system, and other aspects of water treatment and control. An illustration of the levels of service to expect from Service Providers can be found in the Code of Conduct administered by the Legionella Control Association (LCA). (ACoP L8:2013 Para 57)

Question	LR	GR
10, Do service agreements confirm allocation of tasks?	0	0

Answer: NA - There is no service provider.
Guidance: LCA members are required to detail the services they are providing and also those tasks required to control any risks that are to be supplied by others. (LCA Commitment 1)

Question	LR	GR
11, Are emergency contact details provided for automated dosing or control equipment?	0	0

Answer: NA - There are no automated dosing or control systems.
Guidance: Also, make call-out arrangements for people engaged in the management of water systems which operate automatically. Details of the contact arrangements for emergency call-out personnel should be clearly displayed at access points to all automatically or remotely controlled water systems. (ACoP L8:2013 Para 55)

Question	LR	GR
12, Do records show consultation with employees including information on the risks and controls?	2	0

Answer: No
Guidance: Employers must consult employees or their representatives on the identified risks of exposure to legionella bacteria and the measures and actions taken to control the risks. Employees should be given an opportunity to comment on the assessment and control measures and the employer should take account of these views, so it is important for employers to publicise to employees that a legionella risk assessment has been performed. (ACoP L8:2013 Para 44)
Recommendation: Give employees an opportunity to comment on the assessment and control measures by publicising that a legionella risk assessment has been performed. (ACoP L8:2013 Para 44)

Question	LR	GR
13, Are monitoring and inspection records complete and available for at least 5 years?	4	0

Answer: Monitoring records are available.
Guidance: These records should be retained throughout the period they are current and for at least two years afterwards. Retain records of any monitoring inspection, test or check carried out, and the dates, for at least five years. (ACoP L8:2013 Para 72)
Recommendation: Ensure monitoring and inspection records are available for at least 5 years

Question	LR	GR
14, Is there a visit log for actions taken and dates?	2	0

Answer: No visit log found.
Guidance: The following items should normally be recorded:
(f) a log detailing visits by contractors, consultants and other personnel. (ACoP L8:2013 Para 74)
Recommendation: A visit log should be maintained in the record system detailing visits by service providers and others with allocated tasks.

Question	LR	GR
15, Are schematic diagrams up to date and accurate?	0	0

Answer: Schematics are to be produced during this survey.
Guidance: As part of the risk assessment, take into account the individual nature of each site and consider the system as a whole and not, eg the cooling tower in isolation. In complex systems, a site survey of all the water systems should be carried out, including an asset register of all associated plant, pumps, strainers and other relevant items. This should include an up-to-date schematic diagram showing the layout of the plant or system, including parts temporarily out of use. (ACoP L8:2013 Para 38)

Question	LR	GR
16, Are general Health and Safety risk assessments available?	0	0

Answer: Not assessed as part of this survey.
Guidance: The following items should normally be recorded: (j) information on other hazards, eg treatment chemicals. (ACoP L8:2013 Para 74)

Question	LR	GR
17, Are Material Safety Data Sheets available?	0	0

Answer: Not applicable.
Guidance: COSHH requires you to provide your employees with suitable and sufficient information, instruction and training which should include the names of substances they work with or could be exposed to and the risks created by such exposure, and access to any safety data sheets that apply to those substances. (COSHH Regs)

Question	LR	GR
18, Is there evidence of service provider review meetings?	0	0

Answer: NA - There is no service provider appointed.
Guidance: LCA members are required to arrange a contract review annually where they supply on-going services. (LCA Commitment 6)

Question	LR	GR
19, Is there evidence of non-conformity control?	3	0

Answer: No - Corrective actions do not appear to be closed out indicating a break in liaison from Operators, through the Responsible Person and on to the Duty Holder where applicable.
Guidance: The following items should normally be recorded;
(e) remedial work required and carried out, and the date of completion. (ACoP L8:2013 Para 74)
Recommendation: Each non-conformity requiring corrective action should be logged and the status of that fault indicated so corrective action can be tracked and signed off for each particular fault identified.

Question	LR	GR
20, Has staff competence been assessed or training planned?	3	0

Answer: No training records were made available.
Guidance: The following items should normally be recorded;
(l) training records of personnel. (ACoP L8:2013 Para 74)
Recommendation: Those who are appointed to carry out the control measures and strategies should be suitably informed, instructed and trained and their suitability assessed. Staff should be properly trained to a standard which ensures that tasks are carried out in a safe, technically competent manner. Preferably all those with any Legionella related duty should have Legionella awareness training.

Question	LR	GR
21, Has proof of service provider competence been provided?	0	0

Answer: N/A - No tasks issued to service provider or sub-contractor.
Guidance: Employing contractors or consultants does not absolve the dutyholder of responsibility for ensuring that control procedures are carried out to the standard required to prevent the proliferation of legionella bacteria. Dutyholders should make reasonable enquiries to satisfy themselves of the competence of contractors in the area of work before they enter into contracts for the treatment, monitoring, and cleaning of the water system, and other aspects of water treatment and control. (ACoP L8:2013 Para 57)

Question	LR	GR
22, Is there a description of the correct and safe equipment operation, including precautions to be taken?	2	0

Answer: No.
Guidance: The written scheme should include, where appropriate, and with reference to the risk assessment:
(b) a description of the correct and safe operation of the system.
(c) the precautions to take; (ACoP L8:2013 Para 60)
Recommendation: Source or write brief operating and maintenance manuals for the water systems on site.

Question	LR	GR
23, Are there details on the treatment programme?	2	0

Answer: No current description of the water treatment regime in place.
Guidance: The written scheme should give details on how to use and carry out the various control measures and water treatment regimes, including:
(a) the physical treatment programme – eg using temperature control for hot and cold water systems;
(b) the chemical treatment programme, including a description of the manufacturer's data on effectiveness, the concentrations and contact time required;
Recommendation: It is recommended that a brief description of the thermal control in place on site is maintained with the procedural documentation.

Question	LR	GR
24, Are there details on test locations, frequencies, methods and control limits?	3	0

Answer: No
Guidance: The written scheme should give details on how to use and carry out the various control measures and water treatment regimes, including:
(d) system control parameters (together with allowable tolerances); physical, chemical and biological parameters, together with measurement methods and sampling locations, test frequencies and procedures for maintaining consistency. (ACoP L8:2013 Para 62)
Recommendation: Ensure procedures are in place for the testing and the methods to do so.

Question	LR	GR
25, Are there details on remedial measures to take if results exceed control limits?	3	0

Answer: No
Guidance: The written scheme should give details on how to use and carry out the various control measures and water treatment regimes, including:
(e) remedial measures to take in case the control limits are exceeded, including lines of communication. (ACoP L8:2013 Para 62)
Recommendation: Consider a brief action chart in the case of high sampling results or poor monitoring details.

Question	LR	GR
26, Are cleaning and disinfection method statements sufficient?	1	0

Answer: No method statement seen for Cleaning and disinfection.
Guidance: The written scheme should give details on how to use and carry out the various control measures and water treatment regimes, including:
(f) cleaning and disinfection procedures. (ACoP L8:2013 Para 62)
Recommendation: Having a method of disinfection for the system can save time in the the event of an emergency disinfection being required.

Question	LR	GR
27, Do site have an action plan for emergency conditions (Legionella positive / outbreak)?	4	0

Answer: No
Guidance: The written scheme should give details on how to use and carry out the various control measures and water treatment regimes, including:
(g) emergency procedures. (ACoP L8:2013 Para 62)

Recommendation: To avoid confusion and inappropriate action produce an action plan for dealing with positive legionella results. (Possible actions are detailed in HSG274 Part 2 Table 2.2 Action levels following legionella sampling in hot and cold water systems).

Question	LR	GR
28, Is there a system to ensure assessments are reviewed regularly or due to change?	0	0

Answer: Yes
Guidance: The record of the assessment is a living document that must be reviewed to ensure it remains up-to-date. Arrange to review the assessment regularly and specifically whenever there is reason to suspect it is no longer valid. An indication of when to review the assessment and what to consider should be recorded. This may result from, eg:
(a) changes to the water system or its use;
(b) changes to the use of the building in which the water system is installed;
(c) the availability of new information about risks or control measures;
(d) the results of checks indicating that control measures are no longer effective;
(e) changes to key personnel;
(f) a case of legionnaires' disease/legionellosis associated with the system. (ACoP L8:2013 Para 47)

Question	LR	GR
29, Are water tanks being regularly and correctly inspected?	3	0

Answer: No - There are no records of tank inspections.
Guidance: A visual annual inspection of the cold water storage tank should be done to check its condition inside and outside, and the water within it. The lid should be closely fitted and in good condition. The insect screen on the overflow and warning pipes and any vents should be intact and in good condition. The thermal insulation should be in good condition so that it protects from extremes of temperature. The water surface should be clean and free from any visible, significant contamination. The cold water storage tank should be cleaned, disinfected and faults rectified, if considered necessary. If debris or traces of vermin are found then the inspection should be carried out more frequently. (HSG274 Para 2.57)
Recommendation: Storage tanks should be inspected annually for items such as internal condition, the fit of the lid and screens, insulation, and other indicators that the cistern is in good order.

Question	LR	GR
30, Are water heaters being regularly and correctly inspected?	0	0

Answer: No water heaters
Guidance: Inspect calorifier internally and clean by draining the vessel and removing an inspection hatch or using a boroscope, The frequency of inspection and cleaning should be subject to the findings and increased or decreased based on conditions recorded. (HSG274 Table 2.1)

Question	LR	GR
31, If not opened is the water heater drain purged and sampled?	0	0

Answer: No water heaters
Guidance: Where there is no inspection hatch, purge any debris in the base of the calorifier to a suitable drain Collect the initial flush from the base of hot water heaters to inspect clarity, quantity of debris, and temperature. (HSG274 Table 2.1)

Question	LR	GR
32, Are water heater flow and return temperatures checked monthly?	0	0

Answer: No water heaters
Guidance: Check calorifier flow temperatures (thermostat settings should modulate as close to 60°C as practicable without going below 60°C) Check calorifier return temperatures (not below 50°C, ideally 55°C). (HSG274 Table 2.1)

Question	LR	GR
33, Are sentinel temperature monitoring locations correct and checked?	3	0

Answer: No – Sentinel locations are not selected or monitored.
Guidance: In a system where the hot water circulates, the far sentinels are the return legs at a point towards the end of the recirculating loop. Where the system consists of several recirculating loops the end of each should be identified as far sentinel points for monthly monitoring. In non-circulating and circulating systems, the layout of the distribution system should be considered rather than the location of the outlets, as they might not correspond. (HSG274 Para 2.62 - 64)
Recommendation: Initiate monthly sentinel outlet temperature testing for non-circulating water systems, identified in the control measures section.

Question	LR	GR
34, Is a temperature profiling schedule (representative outlets) defined and in operation?	0	0

Answer: The system is too small to require rotational monitoring.
Guidance: As it may be impracticable to monitor every part of a complex system, some form of rationalisation and prioritisation should be applied. As with cold water systems, any parts of the system not represented by sentinels should be identified, and additional outlets selected for less frequent monitoring to create a temperature profile of the whole system over a defined time. (HSG274 Para 2.66)

Question	LR	GR
35, Are local small volume heaters controlled and monitored?	2	0

Answer: No - There are no records of local water heater inspections.
Guidance: If these units are not regularly used or set to supply warm water, the risk from legionella is likely to increase dramatically and may increase further, where the units are supplied from a cold water storage tank. The risk assessment should take into account the usage of the units, the susceptibility of those using the units and include a suitable monitoring regime where the risk is considered significant. (HSG274 Para 2.71)
Recommendation: Initiate and record quarterly temperature monitoring of low volume POUs.

Question	LR	GR
36, Are TMVs listed and maintained as required?	1	0

Answer: No – TMVs are maintained but this is not well documented.
Guidance: Risk assess whether the TMV fitting is required, and if not, then remove. Where needed, inspect, clean, descale and disinfect any strainers or filters associated with TMVs. To maintain

protection against scald risk, TMVs require regular routine maintenance carried out by competent persons in accordance with manufacturer's instructions. (HSG274 Table 2.1)
Recommendation: Initiate and record at least annual TMV maintenance including cleaning of the filters. (See the list of locations in the control measures).

Question	LR	GR
37, Are infrequently used outlets listed and flushed?	3	0

Answer: No – There is no defined Infrequently used outlet list or flushing routine.
Guidance: The risk from legionella growing in peripheral parts of the domestic water system such as deadlegs off the recirculating hot water system may be minimised by regular use of these outlets. When outlets are not in regular use, weekly flushing of these devices for several minutes can significantly reduce the number of legionella discharged from the outlet. Once started, this procedure has to be sustained and logged, as lapses can result in a critical increase in legionella at the outlet. Where there are high-risk populations eg healthcare and care homes, more frequent flushing may be required as indicated by the risk assessment. (HSG274 Para 2.78)
Recommendation: Initiate and record weekly infrequently used outlet flushing (See the list of locations in the control measures).

Question	LR	GR
38, Are showers listed and cleaned and disinfected?	0	0

Answer: No showers
Guidance: Dismantle, clean and descale removable parts, heads, inserts and hoses where fitted. Quarterly or as indicated by the rate of fouling (HSG274 Table 2.1)

Question	LR	GR
39, Are point of use filters used to provide a temporary control measure?	0	0

Answer: POU filters are not installed.
Guidance: POU filters prevent the discharge of planktonic legionella from tap and shower outlets. They should be used primarily as a temporary measure until a permanent safe engineering solution is developed, although long term use of such filters may be required in some cases eg in healthcare premises. They may also be considered where high level of disinfection of water systems may dislodge biofilm. Where POU filters are fitted, they should be renewed and replaced according to the manufacturer's recommendations. (HSG274 Para 2.117)

Question	LR	GR
40, Do technical difficulties require the use of alternative (to temperature) methods for legionella control?	0	0

Answer: No - temperature control is in operation.
Guidance: Although temperature is the traditional and widespread approach to control, sometimes there can be technical difficulties in maintaining the required temperatures particularly in older buildings with complex water systems. Control methods including water treatment techniques, when used correctly and if properly managed, can be effective in the control of legionella in hot and cold water systems. However, the selection of a suitable system for the control of legionella is complex and depends on a number of parameters including system design, age, size, and water chemistry, all of which can contribute to the complexity of achieving adequate control. There is no

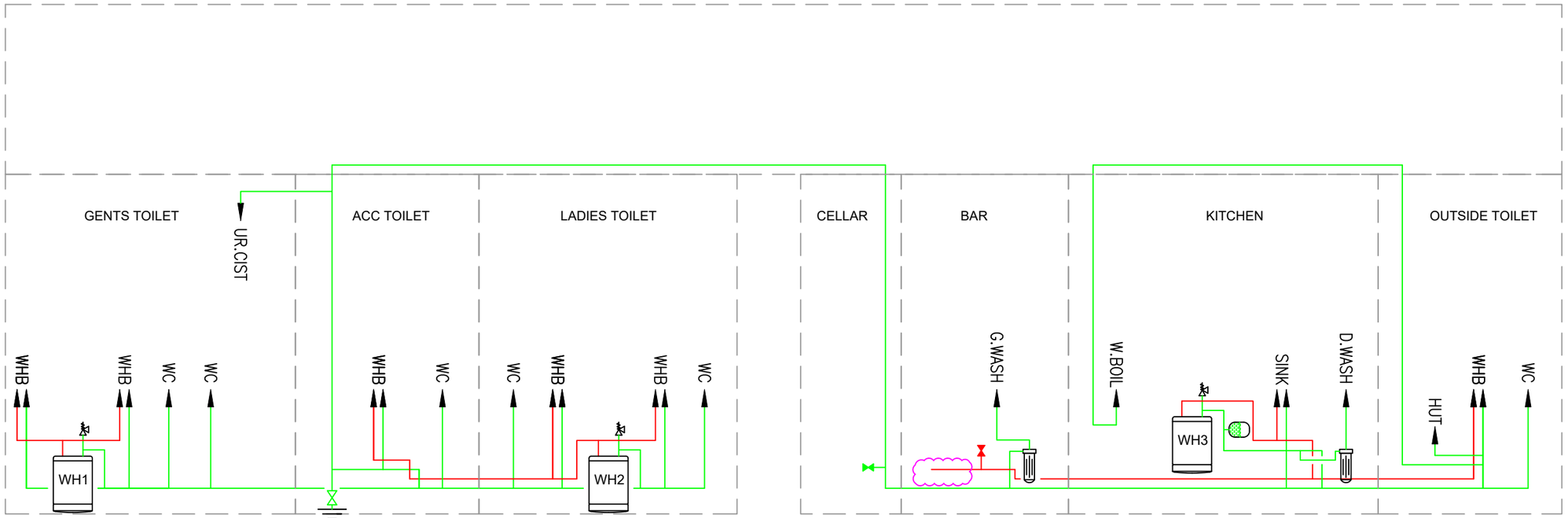
one system to enable effective control in every case, and each control method has both benefits and limitations. (HSG274 Para 2.81)

Question	LR	GR
41, If alternative methods are used are they monitored to ensure effective control?	0	0

Answer: No alternative dosing is undertaken.
Guidance: It is essential that these programmes are monitored to demonstrate that the programmes are working within the established guidelines and are effective in controlling legionella bacteria in water systems but the frequency and test procedures will vary according to the method selected. (HSG274 Para 2.89)

Question	LR	GR
42, Is microbiological sampling required (suitable locations and frequencies defined)?	2	0

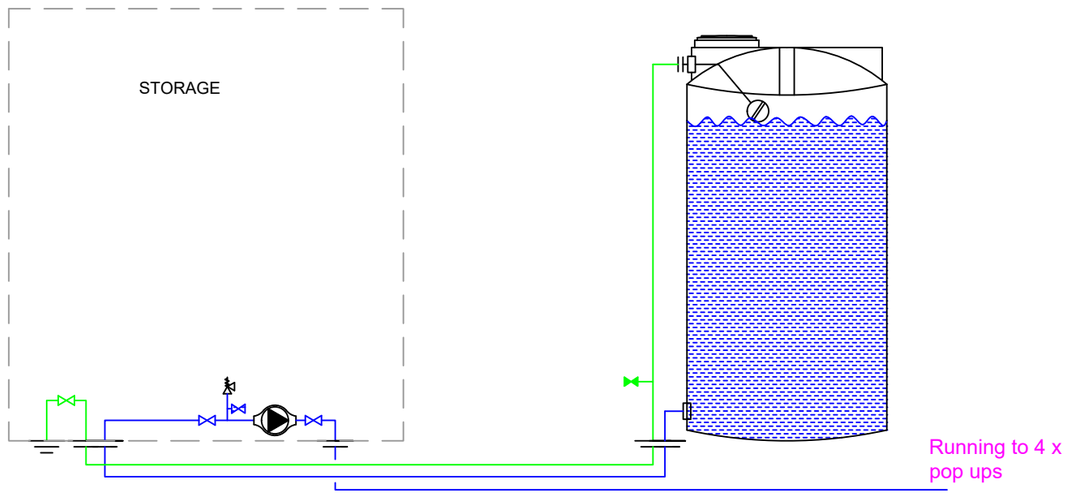
Answer: Regular Legionella & general microbiological sampling is appropriate but not undertaken.
Guidance: Where monitoring for legionella is considered appropriate in hot and cold water systems, sampling should be carried out in accordance with BS 7592:2008 Sampling for Legionella organisms in water and related materials. The complexity of the system will need to be taken into account to determine the appropriate number of samples to take but wherever possible, systemic samples should be taken from separate hot and cold outlets rather than through mixer taps or outlets downstream of TMVs. This is to ensure the sample is representative of the water flowing around the system and not just of the area downstream of the mixing valve. Samples should be clearly labelled with their source location and if they were collected pre or post flushing. (HSG274 Para 2.120)
Recommendation: Regular testing for legionella should be considered as aerosol distribution from the irrigation system is open to windage to the local area.



LEGEND

- MAINS COLD WATER SERVICE (MCWS)
- COLD WATER SERVICE (CWS)
- HOT WATER SERVICE (HWS)
- PUMP
- TEMPERATURE GAUGE
- ISOLATION VALVE
- THERMOSTATIC MIXING VALVE (TMV)
- NON-RETURN VALVE
- OUTLET
- PRESSURE REDUCING VALVE (PRV)
- DC DRAIN COCK
- STRAINER

IRRIGATION SYSTEM



Drawing supplied for Legionella Control only

Details of supply not from engineering survey, with connection between some points assumed by location and previous direction. Ensuring all works are carried out to Water Regulation standard by competant engineers is the best way of controlling dead legs etc.

PROJECT
RG Carter Bowls Club
King George V Playing Field

CLIENT
Drayton Parish Council

TITLE
Domestic Water Schematic

Scale	NTS		
Drawn by	JV	Checked by	
Date	April 2025	Date	

DRAWING NUMBER

REVISION 1

File Server Path

Control Measures

Infrequently Used Outlets

Weekly -

Consideration should be given to removing infrequently used showers, taps and any associated equipment that uses water. If removed, any redundant supply pipework should be cut back as far as possible to a common supply (e.g. to the recirculating pipework or the pipework supplying a more frequently used upstream fitting). But preferably by removing the feeding ‘T’ and piecing through. Infrequently used equipment within a water system (i.e. not used for a period equal to or greater than seven days) should be included on the flushing regime. Flush the outlets until the temperature at the outlet stabilises and is comparable to supply water and purge to drain. Regularly use the outlets to minimise the risk from microbial growth in the peripheral parts of the water system, sustain and log this procedure once started. For high risk populations, e.g. healthcare and care homes, more frequent flushing may be required as indicated by the risk assessment. (It is recognised that Quick fills, Pressurisation Units or Feed and Expansions listed here cannot necessarily be flushed. Good practice is to install a check valve at the branch point of supply to the asset(s) preventing back flow of potentially stagnant water.)

Remember that a low use outlets can change as building usage does and those carrying out the task should assess this from week to week.

1 x infrequently used outlet(s) - located Ground Floor Outside toilet Hose union tap 1 x infrequently used outlet(s) - located Ground Floor Outside toilet WHB Sentinel Outlet mains far 1 x infrequently used outlet(s) - located Ground Floor Outside toilet WC

Sentinel Locations

Quarterly - Cold water - check temperatures at sentinel taps (typically those nearest to and furthest from the cold tank, but may also include other key locations on long branches to zones or floor levels). These outlets should be below 20°C within two minutes of running the cold tap.

1 x WHB Sentinel Outlet mains near - Located Ground Floor Accessible toilet
1 x WHB Sentinel Outlet mains far - Located Ground Floor Outside toilet

Mains

Hot weather - Incoming water temperature should be well below 20°C for most, if not all of the year. In an exceptionally hot summer, it may be necessary to review the risk assessment and take appropriate action to mitigate the risk.

MCWS - Through out the building and external above ground to the irrigation system

Tank (Cistern)

Weekly in peak Summer - Monitor the temperature of stored cold water and inlet (float valve) temperature.
Annually - Visual inspection of the cold water storage tank to check the condition of the inside of the tank and the water within it. The lid should be in good condition and fit closely. The insect screen on the water overflow pipe should be intact and in good condition. The thermal insulation on the cold water storage tank should be in good condition so that it protects it from extremes of temperature. The water surface should be clean and shiny and the water should not contain any debris or contamination. The cold water storage tank should be cleaned, disinfected and faults rectified, if considered necessary.

CWT1 - Outside to the side of the building

Local water heater <15ltr (POU)

Quarterly - Check water temperatures to confirm the heater operates at 50–60°C (55°C in healthcare premises) or check the installation has a high turnover

WH1 - Gents toilet
WH2 - Ladies toilet
WH3 - Kitchen below sink

Management

Annually - Inspect the record system for completeness.

MGT - No current monitoring of procedural documentation

Paper	**PFP19:** Bowls Club Fire Risk Assessment
Meeting	Playing Fields & Property Committee
Date	29th May 2025
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To assist the Committee in determining a suitable course of action in response to the recommended improvements following the outcome of the Bowls Club Fire Risk Assessment.

Background

During Parish Council planning for the 2024-25 year it was noted that an up-to-date Club Fire Risk Assessment was required for the Bowls Club. On 30th April 2025 the Parish Council's appointed contractor attended the Bowls Club and completed the necessary site assessment before providing the Fire Risk Assessment.

Outcome

The Fire Risk Assessment stipulates that the overall risk assessment to life within the premises is deemed to be a tolerable risk. No major additional controls are required. However, there might be a need for improvements that involve minor or limited cost.

Further Information

Detail in regards to the risk level is outlined on pages 6-8 and an action plan outlining recommended priority improvements is provided on pages 10-11 of the attached Fire Risk Assessment. It is worth noting that the improvements to the emergency lighting system noted on page 10 were also observed as part of the Electrical Installation Condition Report (EICR).

Considerations

The Bowls Club Lease Agreement sets out the following tenant covenants with the landlord:

"(3) To comply with all present and future Acts of Parliament and subordinate legislation made thereafter relating to the Demised Property or the use of it and to execute all works required in pursuance of any Act of Parliament or required by any local or public authority to be done in respect of the Demised Property whether by the Tenant, the Landlord or any other person (however described)

(4a) To keep all buildings on the Demised Property in repair (except damage caused by fire or any other peril against which the Demised Property is insured by the Landlord under a policy which has not been vitiated by any act or omission of the Tenant or any person deriving title under him) and to keep the bowling green in a good state of cultivation and in good condition for use as a bowling green and to keep in good repair and condition all paths, fences and hedges and all service conducting media comprised in or exclusively serving the Demised Property."

Recommendation
The Committee is asked to agree a suitable course of action in relation to the recommended improvements stipulated in the Bowls Club Fire Risk Assessment, including confirmation regarding whether responsibility for arranging and financing the required works resides with the Parish Council or Bowls Club tenants.

Anglia Fire Assessments

Fire Risk Assessment Report

RG Carter Group Bowls Club,
Drayton

Regulatory Reform (Fire Safety) Order 2005

Fire Risk Assessment Report

Premises:

RG Carter Group Bowls Club,
9-11 Drayton High Road,
Drayton,
Norwich,
NR8 6AH,

Instructed by:

Rachel Catto
Deputy Clerk and Facilities Manager
Drayton Parish Council

Date of Assessment:

April 30th,2025

Fire Safety Audit Undertaken by:

Phillip Leeder MIFireE
Anglia Fire Assessments
39 Cawston Road
Reepham
Norfolk
NR10 4LU

www.angliafire.co.uk
Tel:01603 872984

Index

This is your Fire Risk Assessment

It is a legal document and is to be available for inspection by an officer from the enforcing authority.

The satisfactory completion of all items contained in this report will ensure:

An acceptable level of safety for all relevant persons from fire.
The building complies with current fire safety legislation.
Suitable fire safety management procedures are in place.

Review of this Risk Assessment

It is a statutory requirement for the Responsible Person/Duty Holder to ensure that this risk assessment is reviewed regularly to keep it up to date.

Particularly if: There is reason to suspect it is no longer valid.

The fire risk assessment and fire safety measures (including procedures) must be reviewed on a regular basis. Normal guidance suggests that this should be annually unless there is another trigger which may require a review to be undertaken sooner.

Reasons that may cause a review to take place sooner are:

Incidents, such as a fire or even a near miss
Incidents by third parties
Changes are proposed or made to a workplace process/activities/substances and materials.
Physical/structural changes to the workplace
Changes in number or type of relevant persons (young persons, those with disabilities) in the workplace

If an amendment to legislation or new legislation is made, the fire risk assessment may need to be reviewed to ensure compliance.

Scope of Assessment and Methodology

This document has been prepared in consequence of a Fire Risk Assessment carried out in compliance with the Regulatory Reform (Fire Safety) Order 2005. Information for the completion of this assessment has been obtained by physical inspection of the building and/or examination of documentary evidence.

Introduction
The purpose of this document is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to improve the fire safety measures. Secondary benefits for mitigating damage to property by fire are also included, but no guarantee can be given that a fire will not occur.

This report is based upon subjective observations noted at the time of the audit and is measured against both good practice and recommended guidance.

Disclaimer

Omission of any statement does not necessarily mean that those standards were satisfactory during this time but that observations may not have been made, or information and/or access provided.
The Responsible Person should read this report and sign it as indicated below.

We have assumed that information and documentation supplied to us by or on behalf of the employer or other responsible person who has a bearing on this fire risk assessment is current, true, accurate and not misleading. No liability whatsoever is accepted for the accuracy of any such information.

Not all fire safety related points noted might be recorded, often only examples are given to highlight types of risk.

Anglia Fire Assessments has no control over the premises audited, no control over business compliance with any procedures that we recommend and no control over staffing levels or any other factor that might affect the efficiency of any fire safety management system.

The responsibility for the fire safety of the premise's rests with the owner of the premises or building.
The report constitutes neither a warranty of future results by Anglia Fire Assessments nor an assurance against the risk.
We have not looked in roof spaces or hidden areas in the premises except where there was an obvious fire hazard which reasonably required further investigation.

We have assumed that all relevant building regulations were complied with in the construction of the premises, including any extension(s), conversion(s), renovation(s), and refurbishment(s)

Unless otherwise stated we have assumed that the premises (I) all fire safety equipment, including fire doors and fire resisting partitions and (ii) all servicing of fire safety equipment has been installed or carried out (as the case maybe) by persons competent to do so and in accordance with all applicable standards.

We have not considered the risk posed by electrostatic discharge (i.e., lightning) on the structure or transient over voltage surge except where there was an obvious physical damage to structures or a life hazard.

This report is intended for your sole use and consequently no responsibility whatsoever is undertaken or accepted to any third party for the whole of this report or any part of its contents.

If you have any queries regarding any part of this document, contact the author in writing within 14 days of the date of the report or it will be deemed that you understand and accept all aspects of it.

Explanatory Notes

(This is not part of the Regulations) The regulations impose several specific duties in relation to the fire safety measures to be taken.
Failure to comply with a requirement or prohibition contained within the regulations which puts a relevant person at risk of death or serious injury in the event of fire is an offence.
A 'Responsible Person/Duty Holder' must take all reasonable precautions and exercise all due diligence to avoid the commission of the offence. The 'Responsible Person/Duty Holder' has a general duty to ensure so far as is reasonably practicable the safety of employees, a general duty in relation to non- employees to take such fire safety measures as is reasonable to take, to ensure the safety of persons lawfully on the premises and in the vicinity in respect of harm caused by fire. This Fire Risk Assessment was 'suitable and sufficient' at the time of the inspection. It is the duty of the responsible person/duty holder to ensure that all deficiencies are actioned as identified within the report. It is a requirement that this Fire Risk Assessment is reviewed on a regular basis.

Assessment Result

This document contains a Fire Safety Assessment report, which covers a number of established headings. Information on potential control measures may be included even when standards are acceptable to act as a reference guide and to assist in the understanding of the reasoning behind the comments made.

The assessed risk of a fire occurring and the subsequent effect on relevant persons found at the time of audit has been summarised using a matrix.

There are two sections in the matrix:

The chance of a fire starting **(Probability of Ignition)** is classed as:

Low

Medium

High

The risk that it poses to relevant persons **(Potential consequences for life safety)** is classed as:

Slight Harm

Moderate Harm

Extreme Harm

Depending on where the **Probability of Ignition** and **potential consequences lines** meet will indicate the subjective assessment of the audit.

The following simple risk level estimator is based on a more general health and safety risk level estimator of the type contained in BS 8800:

Probability of ignition	**Potential consequences for life safety**		
	Slight Harm	Moderate Harm	Extreme Harm
Low	Trivial Risk	Tolerable Risk	Moderate Risk
Medium	**Tolerable Risk**	Moderate Risk	Substantial Risk
High	Moderate Risk	Substantial Risk	Intolerable Risk

Considering the fire prevention measures observed at the time of the fire safety audit, it is my considered opinion that the hazard from fire (probability of ignition) within these premises is:

Medium

Considering the nature of the premises, the occupants, as well as the fire protection and procedural arrangements observed during the fire safety audit; it is my considered opinion that the consequences for life safety in the event of fire would be:

Slight Harm

Accordingly, the overall risk assessment to life within the premises is deemed to be a:

Tolerable Risk

Signature of Responsible Person……

Phillip Leeder MIFireE*
Anglia Fire Assessments

Date……

Date: May 6th, 2025

*Member of the Institute of Fire Engineers
Membership number 00006633

Risk Level	Action and Timescale
Trivial	No action is required, and no detailed records need be kept.
Tolerable	*No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.*
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

In this context, a definition of the terms used in the matrix is as follows:

Low: Unusually low likelihood of fire because of negligible potential sources of ignition.

Medium: *Normal fire hazards (e.g., potential ignition sources) for this type of occupancy with fire hazards generally subject to appropriate controls (other than minor shortcomings).*

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Slight Harm: *Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).*

Moderate Harm: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme Harm: Significant potential for serious injury or death of one or more occupants.

NB. Before any work or alterations to the premises are undertaken, all interested legislative organisations should be consulted and informed of your intentions.
All standards quoted are subject to change and therefore should be checked before committing yourself to any alterations.

Action Plan and Significant Findings

This provides a summary of all the main requirements that need to be satisfied to comply with legislation.

Examples of items that were found to contravene the regulations are detailed in the relevant parts of this report.

This Action Plan provides management and inspecting officers from enforcing authorities with information on the main issues that were noted during the fire safety audit.

Management of Fire Safety

Management of fire safety is a crucial element within the legislation; it ensures the safety of all persons who are likely to be affected by a fire within the building.

A fire safety strategy including policies, emergency plans, maintenance, training, and records of all fire related issues must be to the required standard.

Where deficiencies are discovered the actions to be taken to satisfy legislation are detailed.

Fire Hazards and Hazardous Substances

Fire hazards and hazardous substances that are potential risks must be eliminated or reduced.

The recommended control measures which are also requirements are detailed.

General Fire Precautionary Arrangements

General fire precautionary arrangements that are required by legislation, such as fire alarms, fire suppression systems, emergency lighting, safety signs and fire containment must comply with required standards.

These items have been assessed; where noncompliance exists the recommended actions to be taken are detailed.

The Action Plan

Significant Findings		Recommended Priority	Actioned by	Date
1.	Ensure that the Emergency Plan covers all aspects of the routine and emergency procedures that are applicable to the club. Provide bespoke fire action notices that relate to the agreed emergency procedures for the club at the fire points. Provide basic fire procedure instruction to all volunteers that manage the club and events.	Medium		
2.	Review the provision and location of first aid firefighting equipment within the premises as discussed in the report.	Low		
3.	Ensure that the emergency lighting system is compliant with BS 5266. Ensure that it is tested monthly and serviced annually. Review the lighting provision in the toilets and external routes.	Medium		
4.	Confirm that all items of furniture are compliant with the 1988 Furniture Regulations and that drapes and curtains are inherently fire resistant.	Low		
5.	Review the Portable Appliance testing schedule for all appropriate equipment. Ensure that any electrical equipment introduced into the club is safe and suitable for its task. Arrange for the main electrical system to be tested.	Medium		
6.	Consider providing a fire detection and warning system by installing smoke detectors in the ancillary rooms off the main club room. This would give early warning of an impending fire and allow persons to evacuate sooner.	Medium		

Significant Findings		Recommended Priority	Actioned by	Date
7.	Consider providing standalone battery-operated fire alarm devices as a more reliant method of manually raising and alarm of fire within the club.	Medium		
8.	Investigate what is stored in the steel container to the side of the club. Improve the housekeeping within this container. Consider the ventilation requirements considering the presence of petrol vapours, it is recommended that you provide both high-and low-level vents. Provide hazard signage warning of the presence of flammable vapours. Remove the beer gas cylinders from the bar store and relocate them outside the building.	Medium		
9.	Ensure that all doors close effectively onto their latches. Close all doors when the building is unoccupied. Confirm that the ceiling hatches into the roof void will provide 30-minute fire resistance.	Medium		
10.	Ensure that the rear exit route is clearly identified and illuminated by both normal and emergency lighting. The external exit gate should be easy to open from the inside. Any final exit doors that open over a change of level should be provided with a 'Mind the Step'. Dependant on the capacity of the club, provided suitable final exit door opening mechanisms.	Medium		
11.	The gas isolating valve to the cooker in the kitchen cannot be easily closed. It is not ideally located directly behind the hazard. Review this and improve if possible. Ensure that relevant persons are aware of the external gas valve and how to access it.	Medium		
12.	Consider all other points discussed within the report.	As appropriate		

Part 1. The Responsible Person/Duty Holder

The management of fire safety rests with the 'Responsible Person/Duty Holder' as defined by the Regulatory Reform (Fire Safety) Order 2005. which states that the 'Responsible Person/Duty Holder' must make and give effect to such arrangements as are appropriate, having regard to the size of their undertaking and the nature of its activities, for the effective planning, organisation, control, monitoring, and review of the preventative and protective measures, to ensure the premises and relevant persons are safe from fire.

The 'Responsible Persons/Duty Holder' for these premises is:

R.G. Carter Center Bowls Club Committee.

Persons at Risk

The persons at risk are the 'Relevant Persons' as described within the Regulatory Reform (Fire Safety) Order 2005. The 'Relevant Persons' are any person who is or may be lawfully on the premises and persons within the immediate vicinity of the premises.

1: Average number of employees who will be in the premises at any one time is:
Variable, but a small number of volunteers around 6.

2: Total number of persons that may be in the premises at any one time are:
Around 60 but normally less.

3: The total number of persons employed on the premises under the age of 18.
N/A.

4: Do the premises provide sleeping accommodation?
No.

5: Are there arrangements to prevent unrecorded visitors from entering the premises?
No.

6: Are any of the occupants likely to have consumed an excess of alcohol?

Potentially, these are licenced premises.

7: Are casual workers or ethnic minorities who do not speak English well as a first language employed?
No.

8: Is there a possibility of mobility or sensory impaired persons being in the premises?
Yes, facilities are available for mobility impaired persons to access the premises.

9: Are there special management arrangements for the evacuation of mobility or sensory impaired occupants?
A procedure (GEEP, Generic Emergency Evacuation Plan) should be arranged and reviewed as required, dependant on the profile of any potential occupants.
The responsibility for the safe evacuation of persons from the building is that of the occupiers and it should not rely on the fire service.

10: Do large numbers of the public visit the premises at any one time?
No.

Persons at Risk

11: Is there a suitable number of persons available on the premises to implement the Emergency Plan?
This should be discussed, and suitable arrangements prepared.
Any Emergency Plan should ensure that there are sufficient persons available to be able to implement the plan.

12: Do any persons work in areas where there is a high risk of a fire occurring?
The domestic style kitchen is the highest risk.

13: Are there any persons within the building or vicinity which were identified during this assessment, considered to be especially at risk?
Consider the evacuation procedure for persons that are wheelchair bound or otherwise mobility impaired.

Part 1. History of Fire Incidents

1: Is there a history of any recent fire related incidents in this building?
No.

Description of Building and Facilities
This clubhouse is located in Drayton, Norwich.
The premises audited are a detached single storey building of traditional construction with a pitched roof.
There is a steel shipping container to the side of the hall that contains the bowling green equipment.
A second timber shed is located at a safe distance from the clubhouse.
Internally the club primarily consists of an open plan lounge with changing rooms and a bar/store located off it.
The kitchen is next to the bar and not fire separated from the lounge due to a large serving hatch.

Photograph on the right shows one end of the lounge.

1: Is the client the sole occupier of the building?
Yes.

2: Main use of the building:

This building is a private bowls club open to members and families.

3: Are the external walls cladded?

No.

4. Have you been issued with any of the formal notices listed below by the enforcing authorities in respect to the fire safety arrangements within the premises under the Regulatory Reform (Fire Safety) Order 2005?
E.g.
Prohibition/Restriction notices
Alterations notices
Enforcement notices.

No.

5: The premises has the following services:
Electricity and mains gas.
It is advised that you provide signage indicating the location and use of the external lockers

6: Heating of the premises is provided by:
The hall is heated by electric wall mounted radiators.

Part 2. Fire Hazards (Electrical)

The Regulatory Reform (Fire Safety) Order 2005. requires the 'Responsible Person/Duty Holder' to make general fire precautions to reduce the risk of fire and the risk of fire spread on the premises.

1: The main fixed electrical installation been periodically inspected and tested as per current guidelines?
The installation should be tested to ensure that it is safe, (an ECIR.)

EICR stands for 'Electrical Installation Condition Report'. It was previously known as 'Fixed Wire Testing'.
An EICR is when your electrical installations are tested by a 'skilled' person to ensure they are safe, and they will not cause any fire risks or electric shocks.
At the time of the audit the ECIR was programmed.

Is the location of the main electrical switchgear known and identified?
Identification of hazards and their subsequent removal or effective control is an integral part of a good fire management system.
All equipment, particularly any that is identified as a potential source of ignition or inception risk should be regularly maintained by suitably qualified staff or by competent subcontractors and maintenance records should be available for inspection by your insurer or enforcing authority.

The main electrical switchgear is located in the bar store, the intake is on an outside wall.

2: Is the building installed with a photovoltaic system (solar panels)?
Yes.

3: Is portable electrical equipment subject to a system of routine testing (PAT Testing)?
Yes, confirm that all items are actually tested.
Create a register of all portable appliances that is maintained within the premises.
Any electrical equipment that is introduced into the building by third parties should be checked to ensure that it is 3safe to use.

4: Are all electrical fittings in a good state of repair and free from any obvious signs of damage?
No obvious issues noted.

5: Are there any obvious examples of electrical equipment not being provided with suitable ventilation?

Ensure that any extraction fans are cleaned as appropriate.

Part 2. Fire Hazards (Electrical)

6: Are electrical cables and sockets (one plug one socket rule) in a good condition without signs of visible defects?

General advice.
The power supplies to any appliances/equipment should be reviewed, consider fixing any electrical adaptors to a solid surface and shortening the power cables/routing them so that they cannot be damaged by persons or furniture.
Block adaptors should not be used as they have the potential to cause arcing.
Do not overload any cables by plugging in too many appliances.

7: Are there any other electrical deficiencies or issues that require identifying?
Maintain an exclusion zone around any electrical installations, do not place combustible materials close to or under any such equipment.
The standard of housekeeping in the bar store and the steel container is recommended to be reviewed, it was not possible to confirm that there were no issues hidden.

Part 2. Fire Hazards (Process)

(Hazards introduced by Contractors and Building Works)

1: Have fire safety procedures been explained and imposed on both external contractors and in-house maintenance staff?
All contractors that undertake works within the hall should be asked for details to confirm that they work within the accredited bodies safe guidelines that oversee their profession and that they have safe systems of work.

This should be included in your Emergency Plan.

A robust procedure should be implemented and practiced covering the risk that contractors can present to the premises business continuity, appropriate control measures should be implemented and monitored when works are undertaken.
All contractors should be briefed and informed of the fire routine for the premises and the extent of the works that they are going to undertake confirmed. They should be monitored on a regular basis when on site.

Once contractors have completed their task each day it is prudent to check their work area to ensure that the fire safety of your building has not been compromised in any way because of their work activities.

Ensure that any works that are undertaken within the premises are properly managed to ensure that the occupants are not placed at risk from the inappropriate practices of the contractors or inhouse staff.

Please remember that *"Contractors Burn Down Buildings'!*

2: Is there satisfactory control over works (including use of hot work permits where appropriate) by external contractors and in-house maintenance personnel?
As above.

3: At the time of this inspection, were there naked flames in use on site?
No. A gas cooker is installed.

4: Is there any electro/mechanical machinery on site?
No.

Part 2. Fire Hazards (Process)

5: Is electro/mechanical machinery subject to scheduled maintenance?
N/A.

6: Are extraction systems cleaned on a regular basis?
As required.

7: Are there procedures in place for the safe shutdown/isolation of equipment during evacuation?
May be considered as part of the Emergency Plan.

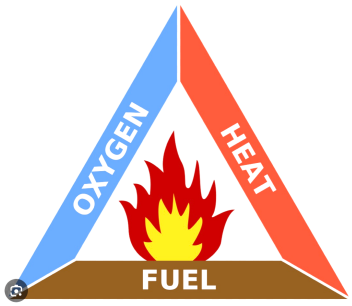
8: Do the arrangements for the storage of waste materials present a risk to the building?
Waste is removed from the club by volunteers.

9: Are suitable arrangements in place to minimise the risk of arson/wilful fire raising?
Yes, considering the locality.

10: Is the smoking area well managed with suitable/separate receptacles for discarded smoking materials and other combustible materials?
Smoking takes place outside. It is always safer to manage smokers by providing a designated smoking shelter with suitable receptacles for their discarded materials.
Ensure that any receptacles provided are emptied on a regular basis.
Ensure that clear No Smoking signs are provided.

11: Is there any evidence of smoking in inappropriate locations?
No.

12: Are there any specific areas that contain a high fuel loading?
Any storage area will contain a higher fuel loading, good housekeeping is critical so that any potential issues can be noted easily.
Combustible materials should ideally be secured away from the public so that they cannot be set on fire.
Always ensure that persons consider the principles of the 'fire triangle' when undertaking work within the building to prevent these types of issues occurring.



Don't allow all three sides of the triangle to come together without exercising control.
Storage areas are always a potential fire risk.

13: Are all textile materials inherently fire retardant or subsequently treated?
Long drapes are provided, they should be confirmed as being inherently fire resistant.

14: At the time of this inspection, were any issues noted with the quality of furniture or furnishings in the areas audited?
No.

Part 2. Fire Hazards (Housekeeping and Security)

1: Do the security arrangements against the entry of unauthorised persons onto the site and/or into the building appear to be reasonable?
The risk is low, but consideration should be given to proportionate precautions.
A standalone security alarm has been provided.

2: Are there combustible materials/structures in close proximity to the building which may present a risk to the premises?
No.

3: Is the site well illuminated?
Ensure that all areas are illuminated by both normal and emergency lighting.

Part 2. Fire Hazards (Sources of Fuel and Oxygen)

The Regulatory Reform (Fire Safety) Order 2005. requires the 'Responsible Person/Duty Holder to safeguard the safety of relevant persons arising from an incident relating to dangerous substances in or on the premises.

1: Are dangerous substances used or stored within the premises?
(I.e., substantial quantities of compressed or flammable gases, flammable liquids, or other hazardous materials).
Yes, beer gas cylinders were noted in the bar store, flammable liquids were noted as being stored in the steel container.
There is a large cooker in the kitchen, ensure that the gas system is safe to use in the vicinity of the public.
The gas isolating valve to the cooker in the kitchen cannot be easily closed. It is not ideally located directly behind the hazard. Review this and improve if possible.
Ensure that relevant persons are aware of the external gas valve and how to access it.

2: If hazardous materials are present' are they stored safely and within current guidelines?
It is recommended that you review the storage of hazardous materials within both the bar store and the steel container.
Consider the ventilation requirements of the steel container considering the potential presence of petrol vapours, it is recommended that you provide both high- and low-level vents.
Provide hazard signage warning of the presence of flammable vapours.

3: Are gas systems subject to regular inspection and testing?
To be confirmed.

4: Has the premises been provided with commercial cooking facilities?
No, minor domestic catering facilities have been provided in the kitchen.

5: Have remote shut offs been provided in safe locations?
Relevant persons should be briefed as to the location and method of operation of the electrical isolating switches for the power and gas supply isolation valves to the building.
Provide information for the use of the emergency services.

Part 2. Fire Hazards (Sources of Fuel and Oxygen)

1: Are combustible materials separated from potential ignition sources?
Constantly review the location of combustible items in relation to any potential ignition sources.

The photographs above show the bar store left and the steel container on the right. Both areas are recommended to be reviewed to reduce the hazards and improve overall the fire safety management of the building.

Manage the housekeeping within all areas to ensure that all storage of equipment or other combustible materials is sensible and will not compromise the safety of the premises.

Consider the location of the easily combustible materials, ensure that they are not close to any potential ignition source.
It is recommended that all volunteers are advised about common sense housekeeping with the aim of practicing better housekeeping to ensure the overall safety of the club.

Part 3. Fire Detection and Warning

1: Is there an automatic fire detection and warning system that is suitable for the risk?

No.
It is recommended that as a basic principle, a smoke detection system is provided in areas such as storerooms, the changing rooms and the bar area to alert persons in the main lounge of an impending fire.
It is recommended that you confirm that any system is compliant with BS5839-6 and to what category.
(Domestic standard)
Obtain relevant certification from the contractors.

The provision of a BS5839-1 standard fire alarm is the commercial standard for a fire alarm system and would automatically include fire alarm call points as part of the system.

2: Is there a manually operated electrical fire alarm system?

No. Due to the size and design of the building, it suggested that a verbal method of raising an alarm of fire is not acceptable.
If you do not install a commercial system, then the following may be an accepted standard.

The installation of self-contained battery powered fire alarms as shown in the illustration.
As stated it is recommended that smoke detection is provided in areas such as storerooms and the other ancillary areas that are not frequented often to alert persons in the main lounge of an impending fire.
This could be in the form of mains operated domestic smoke alarms in the first instance.
You need to decide what standard of fire detection system you are happy with considering the low-risk aspect of the building.

3: Is the alarm signal transmitted to an external call receiving centre or key holder?
No.
If you have an external link, any incident in the clubhouse will be transmitted to a third party that will be able to react to the alarm.
If a fire is allowed to develop beyond its early stages both during working hours and out of hours the building will be damaged, at night the damage will be greater as the development will be greater before discovery.

4: Are visual alarm devices required but not installed?
Not installed.

4: If electromagnetic door locks are installed, are they connected to the fire alarm system and open on its activation or power outage to the building?
N/A.

5: Is the fire alarm tested weekly by the operation of one call point in rotation?
To be arranged when fitted.

Part 3. Emergency Lighting

1: Is there a reasonable standard of internal emergency lighting provided and is it suitable for the occupancy of the building?
To be confirmed.

Ensure that the emergency lighting system is compliant with BS 5266-1:2016 Emergency lighting. Code of practice for the emergency lighting of premises.

If any part of the premises is used for functions where the lighting is dimmed, you should ensure that Maintained lighting is provided and is fully functional before the start of the event.

This will ensure that the exit signage is clearly seen under all ambient light conditions.

2: Is there a reasonable standard of external emergency lighting or is borrowed lighting available and suitable?
The system looks reasonable.

3: From a visible inspection does it appear that the installed emergency lighting conforms to BS 5266?
To be confirmed.

4: Do all installed emergency lighting units appear functional and free from damage and defects?
Unable to confirm, this has to be done through routine testing and inspection.

5: Is the emergency lighting system subject to routine testing and maintenance?
The emergency lights should be tested monthly and serviced annually.

6: Are there any additional comments regarding emergency lighting?
All internal and external escape routes and circulation areas should be illuminated by both normal and emergency lights which should be checked on a scheduled basis.
Changes of level such as steps are of particular importance.

Part 3. Fire Signs and Notices

1: Are emergency routes adequately indicated by directional exit signs?
Provide fire exit signs above any designated final exit from the premises. All exit routes should be clearly identified by signage.
The rear external exit route should be better identified so that evacuating persons can easily follow the route to the side exit gate under all conditions.

2: Are emergency final exits adequately indicated by appropriate signs?
All final exit doors should be provided with signs informing persons on how to open the door, for example 'Turn to Open' or "Push to open".

3: Are emergency exits adequately indicated on the external side with Fire Exit Keep Clear signs?
Any final exit door that opens onto the carpark and is likely to be obstructed by an inconsiderate driver should be provided with a 'Fire Exit Keep Clear' sign.

4: Are all fire doors including storage cupboards clearly indicated with appropriate signs?
Cupboard and storeroom doors should be provided with 'Keep Locked Shut' signs.

5: Are suitable Fire Action Notices clearly displayed at appropriate positions?
No, bespoke simple signs that are easy to read by all persons should be provided at each fire point.

6: Are Lift Fire Action Notices clearly displayed adjacent to lifts on all floors?
Non-applicable.

7. Are appropriate hazardous signs posted?
Provide signage to warn of the presence of electrical installations and the storage of gas cylinders etc.

Post signs on the external gas and electrical intake cupboards indicating their contents. See below.

Fire Fighting Equipment

The Regulatory Reform (Fire Safety) Order 2005. requires that appropriate firefighting equipment is provided, is easily accessible, simple to use and indicated by appropriate signs as per B.S.5306-8 2017.

Fire Extinguishers

1: Are the correct types and numbers of extinguisher/Fire Blankets in place to deal with the most likely source of ignition, including equipment that deals with multi fuel fires (that may involve electrical equipment)?

No.
Fire extinguishers are provided for use by trained persons in this situation.

It is recommended that the provision of extinguishers within the premises is reviewed.

It is recommended that you should create a series of standardised Fire Points at suitable locations. These locations would normally be at final exits, and near to but not too close to specific risk areas.

In the kitchen you may consider a 2L Water Mist extinguisher and a fire blanket to be provided near to the kitchen door.
Water Mist extinguishers are suitable for use on all types of fire as found in this low-risk environment.

It was noted that a Dry Powder extinguisher has been provided inside the kitchen.

The disadvantages of powder extinguishers are that they are very messy and can contaminate over a wide area.
They will reduce visibility when discharged in enclosed areas, which could jeopardise rescue and escape.
Persons may suffer breathing problems if exposed to the powder in an enclosed area.
Powders can also be corrosive.
Dry Powder extinguishers have not generally been recommended for use inside buildings for many years without a specific reason.
The general public are not expected to try and deal with a fire involving burning gas unless they can isolate the gas.
If you extinguish a gas fire you are left with a gas leak, if you have not isolated the gas supply.
I recommend that this extinguisher is relocated to the steel container to cover the flammable liquid hazard.

The CO2 extinguisher behind the bar should be paired up with the water extinguisher to create a fire point near to rear exit door from the lounge. It is not ideally located in its present position. It should be closer to the door.
A similar pair of extinguishers should be provided adjacent to the exit doors that lead to the main entrance lobby and in the changing room lobby.
It is recommended that when you come to change the 9L water extinguishers, you replace them with 6l Water Mist extinguishers that are both lighter and multi-purpose. They are safe if applied inadvertently on live electrics or if used on flammable liquids.
All extinguishers should be provided with ID signs and be located in clearly visible and easily accessible locations.

2: Are all extinguishers fixed to the wall at a suitable height (Handle 1m from the floor) or on appropriate extinguisher stands and are correctly sited?
Yes, the handle of any heavy (4Kg+) extinguisher is recommended to be no more than 1m from the ground to reduce the risk of manual handling issues. A 6L extinguisher weighs 10Kg.

Lighter CO^2 extinguishers should have their handle approximately 1.5m from the floor.

3: Are extinguishers accessible and free from obstruction?
Yes.

Fire Fighting Equipment

The principle of using fire extinguishers is that in the event of an early-stage fire:

1.Persons retreat to a safe location (the exit of the room or floor).

2.Raise the alarm, consider their safety and that of others in the area.

3.Assess the situation, and then decide whether to fight the fire or evacuate,

4.If they decide to fight the fire they must maintain a safe escape route at all times and keep as far back as possible.

5.If they decide not to fight the fire, they should evacuate closing doors behind them if possible.

Therefore, any extinguisher must be always readily accessible which generally means near to an exit.
Persons should not have to re-enter the room or pass the fire to reach the equipment.

4: Has the firefighting equipment been serviced within the past 12 months?
Yes.

5: Are there any additional comments regarding Fire Fighting Equipment?
Untrained persons are not expected to use this type of equipment, they are recommended primarily for use by trained persons to deal with an early-stage fire following standard safety protocols.

I have concerns regarding the competence of any provider supplying Dry Powder in this type of low-risk situation person orientated environment.

Part 4. Measures to Limit Fire Spread and Development

1: Is the building sub divided into fire resisting compartments?
The premises have a reasonable standard of fire compartmentation due to the design, and use of the building. However the open plan lounge and non-fire rated kitchen would allow smoke and heat to easily move around the building.

2: From a visual inspection does the passive fire protection including walls, glazing and ceilings enclosing escape staircases and protected routes appear to be of the correct fire resistance?
Yes.

3: Do the fire doors meet current FD30S/FD60S standard?
The fire doors are to an acceptable standard for the hazard.
Due to the available number of exits, fire doors are not actually required to protect life. They do however help protect the building if used effectively.
All cupboard doors should also be to the same standard, be locked shut when not in use, and signed accordingly, "Keep Locked Shut".
Adjust any door that does not close effectively onto its latch.
It is recommended that all doors are closed at night and if the premises is partially unoccupied.
Any hatch that provides access to a roof space or other void should also be ideally to 30-minute fire resistance or as robust as practical and be secured closed.

4: Are any fire resisting walls, ceilings or floors obviously compromised by pipes, cables, or other services?
None noted. Please confirm by audit.

5: Are there any cavities or vertical voids that may allow the spread of smoke or heat to bypass low level fire compartmentation?
This should be identified by audit.

6: From a visual inspection are the surfaces of walls and ceilings forming means of escape lined with suitable materials to prevent rapid fire spread?
Yes.

7: Have fire rated dampers been installed in ductwork, ventilation grills etc. where they pass through compartment walls, floors, or ceilings?
N/A.

8: Are there any automatic ventilation systems installed that may allow the spread of smoke and heat through a lack of fire dampers or by not shutting down in the event of a fire?
N/A

9: Is the roof space undivided and or used for storage?
Check any roof voids for potential damage by vermin, consider the condition of the electrical wiring and what is stored within the spaces.

10: Are there any aspects of the external face of the building that could cause fire spread?
No.

Part 5. Means of Escape

The Regulatory Reform (Fire Safety) Order 2005. requires that suitable and adequate emergency routes and exits are provided, kept clear, maintained, indicated by signs, and provided with adequate emergency lighting to ensure relevant persons can evacuate the premises as quickly and safely as possible.

You should ensure that the escape routes are:

• Suitable.

• Easily, safely, and immediately usable at all times.

• Adequate for the number of people likely to use them.

• Generally usable without passing through doors requiring a key or code to unlock.

• Free from any obstructions, slip or trip hazards.

• Well-lit by normal and/or emergency escape lighting; and

• Available for access by the emergency services.

1: Are the premises provided with reasonable means of escape in case of fire?
Yes.

2: Do all emergency routes and exits lead to a place of ultimate safety?
Yes, all final exits discharge to unenclosed areas.

3: Are the distances for occupants to travel to a place of safety in an emergency for high, normal, and low risk areas in line with the prescribed distances?
Yes.

4: Are there suitable fire precautions for inner room situations?
Yes.

5: Do all designated final doors have approved emergency fastenings?
Yes.
All final exit doors should be provided with mechanisms that can be easily opened without a key or code.
In places of public assembly, doors should be able to be opened by horizontally applied pressure, this means push bars.
Push pads have been installed in places along with push bars; these are not normally installed in places of public assembly but only in places where the occupants know the building.
The main front entrance /exit door does not have a push bar type mechanism fitted; this is acceptable if the numbers within the building are kept below 60.
If the capacity of the premises increases then you must reconsider the method of opening all final exit doors.

Part 5. Means of Escape

All final exit doors should be available when the building is in use.
The minimum width for a fire exit is 750mm, if it is likely to be used by a wheelchair user it should be at least 900mm.
Please consider the size of electric wheelchairs and you will realise that the wider an exit route can be, the better.

Do electrically operated doors/gates open on activation of the fire alarm or on a power failure?
N/A.

6: Are there sufficient emergency exits from the building?
Yes, if the capacity is not increased.

7: Are emergency fire exit doors available at all material times?
To be confirmed, and a procedure introduced to ensure that the exit doors and associate routes are always available as appropriate.

8: Do all designated emergency exit doors open in the direction of escape?
Yes.

9: Are all escape routes free from obstructions and slip and trip hazards?
Yes. Ensure that they are safe to use during inclement weather and that there are no slip and trip hazards. Consider any final exit door that opens over a change of level.

10: Are all steps/platform areas around emergency exit doors in a good state of repair?
To be inspected. It is suggested that any external steps outside the final exits have their nosing's highlighted.

11: Are escape routes (internal and external) adequately illuminated by both normal and emergency lighting?
Confirm that all escape routes both internal and external are illuminated by both normal and emergency lighting.

12: Are the internal and external escape routes primarily protected by fire resistant construction?
Yes.

13: Are refuges/ temporary waiting space for persons with a mobility impairment provided?
Non-applicable.

14: Have a suitable number of persons been trained to assist persons that require help from the building?
Introduce as appropriate. It should be noted that any evacuation strategy should not require the assistance of the fire service.

Part 6. Fire Safety Policy and Emergency Plan

This section details deficiencies in the effective planning, organisation, control, and monitoring of the preventative and protective measures that are required to ensure the premises and relevant persons are safe from fire.

1: Has a suitable Fire Safety Policy/ Emergency Plan been produced?
An emergency plan should be produced to ensure that it accurately reflects the routine management of fire safety within the premises and that of the emergency procedures as applicable.

Emergency Fire Action Plan
An emergency fire action plan sets out the action that staff and other people in the premises should take in the event of a fire. It is a management responsibility to have in place an emergency fire action plan specific to the premises and to have in place arrangements to implement the plan.

Issues to consider.

Emergency Fire Action Plan Checklist

How people will be warned if there is a fire.

What occupants should do if they discover a fire.

What occupants should do in the event of a fire or the fire alarm actuating.

The arrangements for calling the Fire and Rescue Service.

Arrangements for fighting any small fire by trained occupants.

Any processes or power that need to be isolated if safe to do so.

The procedure to be followed to evacuate the premises considering the personal evacuation needs of individual occupants.

Procedures for meeting the Fire and Rescue Service and passing on details of the incident, whether all persons are accounted for and the presence of any special dangers.

If persons are not accounted for or if the situation is getting obviously worse the fire service should be informed immediately via the 999 system, do not wait until they arrive.
Conversely if the situation is a false alarm, the service can be advised so that they can standdown.

Where occupants should assemble or be taken after they have left the premises and procedures for checking whether the premises have been evacuated.

It should be confirmed that third parties are competent to manage the hall.

Produce plans for display showing the various layouts for the functions that they can have, to ensure that the exit routes are maintained clear.

Procedures for Serious and Imminent Danger

The Regulatory Reform (Fire Safety) Order 2005 Safety requires the 'Responsible Person/Duty Holder' to establish and give effect to appropriate safety drills in the event of serious and imminent danger to relevant persons and to nominate sufficient numbers of competent person to implement those procedures.

1: Are fire evacuation and safety drills conducted on a regular basis?
To be arranged as appropriate.
All relevant persons should be briefed in the procedures applicable to their role during both routine and emergency duties.
Appropriate persons within the premises should receive instruction as appropriate for the risk and the arrangements within the Emergency Plan.
Contractors should be instructed in the emergency procedures and the protocols to be followed to prevent a fire starting in the first instance.

2: Are safe Assembly points established and indicated if appropriate?
Yes. Any fire assembly point should be flexible to allow for any contingency.

3: Are suitable arrangements in place for summoning the emergency services?
Yes, when the building is occupied.

4: Are suitable arrangements in place to provide visitors/ contractors from outside undertakings with clear fire safety information?
Provide suitable and succinct Fire Action Notices at all fire points as discussed.

5: Are regular fire safety checks being carried out and recorded?
Checks of fire safety critical equipment should be undertaken on a scheduled basis.

Maintenance of Equipment and Records

The Regulatory Reform (Fire Safety) Order 2005 requires the 'Responsible Person/Duty Holder' to ensure that the premises and any facilities, equipment and devices provided to safeguard the safety of relevant persons are subject to a suitable system.

1: Is all fire related equipment subject to a system of routine maintenance/ testing and recorded in the Fire Safety Logbook?
Initiate/confirm a recording procedure.

2: Are records being maintained of staff fire instruction?
Arrange instruction for employees/volunteers.

Is there a Lone Working procedure to cover volunteers?

Comprehensive and up to date records should be in place regarding all fire safety issues.

They should be made available together with the fire risk assessment for inspection by the enforcing authority at any time if required.

Documented evidence that the equipment and devices provided for fire safety purposes are being tested and maintained in an efficient and working order including any defects and remedial action taken are crucial to proving due diligence.

Similarly, documented evidence that fire training has been provided for all staff is required to fulfil the legal obligations as stated in the Fire Safety Order.

End of Report

Paper	**PFP20:** Parking arrangements at KGV
Meeting	Playing Fields & Property Committee
Date	29th May 2025
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To assist the Committee in determining a suitable course of action in regards to resolving issues with parking at KGV.

Background

At the Annual Parish Meeting on Thursday 1st May 2025 the Treasurer of the Bowls Club raised concerns regarding parking congestion within the KGV car park. It was noted that car parking was a major issue for the Bowls Club on match evenings, particularly on Wednesdays' when Slimming World and Drayton Cricket Club are also making use of on-site facilities.

The Treasurer clarified that Bowls Club users frequently completely fill the non-asphalted area behind the club, purposefully blocking one-another in to maximise car parking spaces. However, it was reported that problems arise when other users make use of the asphalt area and then either park in such a way as prohibit the most efficient use of the space or become blocked in between Bowls Club users.

Considerations

It is suggested that the Committee consider possible solutions to ease parking congestion issues for all users.

Recommendation

The Committee is asked to consider the issue with parking at KGV and consider any potential solutions and a suitable response to the Bowls Club.

Paper	**PFP21:** VAT on Sporting Fees Report
Meeting	Playing Fields & Property Committee
Date	29th May 2025
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To assist the Committee in determining a suitable course of action in response to the recommendations within the VAT on Sporting Fees Report.

Background

At the October 2024 meeting of the Council, it was agreed to seek specialist VAT advice on the VAT implications of the renovation of the pavilion and carry out a remote, light-touch review of the council's other VAT activities.

As part of the review of the council's other VAT activities, it was recommended that the Council should stop charging VAT on sports activities and may wish to consider reclaiming the VAT that it has charged on sports over the last 4 financial years from HMRC.

Full guidance on VAT on sporting fees is attached for information and the Committee is asked to consider recommendation 1 for decision.

Recommendation

The Committee is asked to consider the recommendation in the report regarding VAT for 3G sports hire.

Updated 16 November 2023

VAT on sporting fees - update

HMRC has now issued further guidance on its interpretation of the non-business treatment of sports and leisure service by local authorities. This advice note updates the information that we issued in March 2023.

Background

HMRC's guidance prior to 2023 was that local authority sports and leisure services may either be taxable or exempt from VAT. This has been challenged in the courts, with test cases for England, Scotland and Northern Ireland going on for several years.

In *Chelmsford City Council* [2020] UKFTT432(TC) the First Tier Tribunal determined that such services are provided under a 'special legal regime' and can be treated as 'non-business', providing that does not give rise to significant distortions of competition.

HMRC lost an appeal on the first part of that decision, where they did not accept the reasoning that local authority sports services are subject to a 'special legal regime'. The Upper Tier Tribunal [2022] UKUT149(TCC) dismissed that appeal in March 2022.

On 26 January 2023, HMRC advised Chelmsford City Council that they would NOT be pursuing the 'significant distortion of competition' argument and accepted that local authority sports services can be treated as non-business and outside the scope of VAT.

HMRC has now provided further guidance on interpretation of the new policy to its own staff, published in Internal Manuals VATGPB8410. This provides illustrations of the sort of services that will be covered by the non-business treatment.

Sports services that may be treated as non-business

HMRC has identified a range of sports and leisure services that it accepts are "sport and leisure services [supplied] to members of the public". This includes any hire of sports facilities (e.g. pitches for football, rugby, hockey, netball, cricket, tennis and bowls, as well as facilities for swimming, ice skating, squash, table-tennis and badminton).

Hire of a room in a village hall or community centre, where the council has set up sporting equipment for use by the hirer (e.g. badminton or table tennis) is also non-business.

HMRC has clarified that the hire of sports facilities to a business (e.g. a yoga instructor) is a non-business activity, provided that the business provides sports services to individuals. However, the hire of a sports facility can only be treated as non-business where the sports facility remains managed and maintained by the council.

Where a tenant leases and maintains a sports facility, rent over £1 remains VAT-exempt.

Please note that the tribunal decisions only relate to charges for sporting services and should not be applied to meeting room hire, the provision of catering or sale of goods alongside sports, or other taxable or exempt business activities at this point.

If you are in any doubt as to whether an activity is affected by this change, please consult your county association of local councils in the first instance.

Steps to take: current charges and reclaims for the past 4 years

HMRC issued a Business Brief shortly after conceding the Chelmsford case, explaining the steps councils should take to reclaim any VAT:
https://www.gov.uk/government/publications/revenue-and-customs-brief-3-2023-changes-to-vat-treatment-of-local-authority-leisure-services

We suggest that councils consider the following steps in relation to sports facilities that they charge for, bearing in mind that HMRC might refuse some claims:

1) VAT registered councils charging VAT on the use of sports facilities or services by the public (including through their membership of sports teams) should:
    a. stop doing so, even if there is an option to tax in place on the facilities,
    b. compile and submit a claim to HMRC for a refund of such VAT declared for the past four years, and
    c. consider whether to refund that VAT to bodies/people charged for sports.

2) Any council not VAT registered that has avoided reclaiming VAT on the cost of sports facilities because they were considered taxable supplies, should reclaim any such VAT incurred (but not reclaimed) over the last 4 years.

3) Any council that has treated sports services as VAT-exempt and including the VAT incurred on those activities in their partial exemption calculation should:
    a. Exclude that VAT from their 2022/23 calculation,
    b. Check if they had any irrecoverable VAT in their 2019/20 to 2021/22 calculations, and review the calculation to see if they can now reclaim it,
    c. if they have done a 7-year average calculation for any of those years or to forecast a future year, review it to see if they can recover any further VAT.

Councils should not include premises leased to sports clubs for more than £1 in these calculations, if the lease makes the club responsible for maintaining the sports facilities.

Councils should email any claim for reimbursement to: lasector.mailbox@hmrc.gov.uk and include '2023 LA VAT non-business' in the subject line of the email. VAT returns and VAT126 claims should not be adjusted and the procedure above should be used.

Please note that VAT126 reclaims must be submitted within 4 years of the end of the month in which the supply of goods or services occurred, so a council can still claim for November 2019 until the end of this month.

VAT-registered councils cannot make adjustments more than 4 years after the due date of a VAT return, so the oldest return that can be claimed for is the December 2019 quarter, unless a council submits monthly returns or has non-standard VAT quarters.

In reclaiming any VAT charged, councils must avoid “unjust enrichment”, which might occur if they reclaim the VAT and keep it, rather than refunding it to customers. Where council facilities are subsidised by the taxpayer and operate at a loss due to low charges, HMRC are unlikely to consider that unjust enrichment.

An option to tax only applies to business activity and no VAT is charged on non-business fees. However, the option to tax will still apply to any non-sporting hire and would apply if the site was sold, so councils with one in place shouldn’t cancel their VAT registration.

Disclaimer

This bulletin is only intended as a brief guide about a developing situation and councils should ensure they follow the Regulations and guidance on www.gov.uk, read the tribunal decisions and seek professional advice from us or others if they are in any doubt.

The Parkinson Partnership LLP accepts no liability for any loss arising from situations where councils have not followed the applicable law and guidance, or misinterpreted the information in this briefing without taking professional advice.

Paper	**PFP22: Quotes for Priority 3 Tree Works**
Meeting	Playing Fields & Property Committee
Date	29th May 2025
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To assist the Committee in determining a suitable course of action in regards to contracting priority 3 tree works.

Background

Following receipt of Treecare Consultants Tree Hazard Risk Assessment Re-Inspection Report issued in July 2024, at the August 2024 meeting of the Environment and Highways Committee it was agreed to seek quotes for priority 2 trees for completion in 2024/25 and quotes for inclusion in the 2025/26 budget for priority 3 trees. At the January 2025 meeting, Council approved the 2025-26 Budget and Precept and agreed to allocate £6,600 to the general reserve for Priority 3 Tree Works. As per 4.1 of the Councils Adopted Financial Regulations, the required tree works exceed £5000 and therefore authority for approval resides with Council.

Per the Council's adopted Tree Management Policy, the following tree surgeons have been approached from Norfolk County Council's List of appointed Tree Surgeons (2021). In being appointed they have demonstrated that they have the necessary skills, qualification and insurances that NCC stated was necessary and have been verified that the work quality and practices are in line with current industry standards BS3998:2010.

Of the three organisations approached for a quote two have replied, and the relevant quotes are attached for consideration.

NB: A portion of the Contractor 2 quote has been redacted as it does not relate to Priority 3 Tree Works.

Contractor	Priority 3 Tree Works
Contractor 1	£8080.00
Contractor 2	£10,400.00
Contractor 3	No quote provided.

Recommendations

It is advised that the confirmed contractor is requested to inform the office in advance of any planned works (where possible) and is required to confirm once any works have been completed.

For Information

Please note, the notes from the contractor quotes have been redacted from the published papers due to commercial sensitivity.
Recommendation
The Committee is asked to consider the quotes received before making a recommendation to Council for approval.

Paper	**PFP23: Quotes for new signage**
Meeting	Playing Fields & Property Committee
Date	29th May 2025
Author	Deputy Clerk & Facilities Manager

Summary

Purpose of the Report

To assist the Committee in determining a suitable course of action in regards to purchasing new signage.

Background

At the Open Spaces and Property Committee on 22nd June 2023 it was agreed to purchase Park Ownership signs as recommended in the ROSPA report.

At the Open Spaces and Property Committee on 28th September 2023 it was agreed to consider options for Council signage at Florence Carter Memorial Park similar to that at Longdale and KGV.

Following subsequent feedback on the general condition of signage, a wider review of all signs at Florence Carter Memorial Park, Longdale and KGV was conducted.

At the Open Spaces and Property Committee on 23rd January 2025 the Committee reviewed the existing signage at Longdale, KGV and Florence Carter Memorial Park and noted the requirements for new signage for all play areas. The Committee agreed the initial requirements for new signage and stipulated preference for all new signage to follow the style and format of current Longdale signage (LGD4).

At the January 2025 meeting, Council approved the 2025-26 Budget and Precept and agreed to allocate £5000 to the general reserve for replacement signage for all locations.

Update

In February 2025 the Parish Ranger removed all advertising signage from the 3G pitch and any outdated signage not due to be replaced and restored signs KG5 and KGV8 (see images below).

KGV5 Location: KGV Playing Area

KGV8 Location: Bowl Club Entrance

The Deputy Clerk and Facilities Manager produced mock up versions of the new play area signage for each site, including existing prohibitive signage from each site. The Committee are asked to review the included mock ups and confirm whether any revisions or additions are required to the prohibitive images included. It is recommended that the Committee consider including 'use litter bins provided' images for all sites.

The Deputy Clerk and Facilities Manager sought recommendations for suitable signage makers from the Clerks network prior to approaching the following contractors and requesting quotes for new signage. Of the three organisations approached for a quote two have replied, and the relevant quotes are attached for consideration.

Contractor	Quote	Details
Contractor 1	£1230.00 (excluding VAT)	Quote based on: • Cost of signage boards only. Site survey required before quote for any new poles and installation can be provided. • Using aluminium composite (material stands up very well to the elements). • Full visuals provided for approval in advance of manufacture.
Contractor 2	£5910.00 (excluding VAT)	Quote based on: • Installation and cost of poles included (provided installation is into soft ground and no specialist equipment required) • Using aluminium.
Contractor 3	No quote provided.	N/A

<u>For Information</u>

Please note, the notes from the contractor quotes have been redacted from the published papers due to commercial sensitivity.

Recommendation

The Committee is asked to:

- Review the mock up welcome signs and confirm the appropriate prohibitive images at each site.
- Review the quotes provided and confirm their preferred contractor.

Play Area Signage

Figure 1: Florence Carter Memorial Park – New Sign

Welcome to
Florence Carter Memorial Park Play Area

This Play Area is only to be used by children under the age of 12

Location: Florence Carter Memorial Park, School Road, Drayton, Norwich, NR8 6EF
What3Words Location: school.reseller.hulk

For non emergency queries contact Drayon Parish Council 01603 864492 or office@draytonparishcouncil.gov.uk


No dogs


No ball games


No drone zone

Figure 2: King George V Play Area – New Sign

Welcome to
King George V Play Area

This Play Area is designated for children under 16

Location: King George V Play Area, Drayton High Road, Drayton, Norwich, NR8 6AW
What3Words Location: roofs.unicorns.showdown

For non emergency queries contact Drayon Parish Council 01603 864492 or office@draytonparishcouncil.gov.uk


No dogs


No horses


No golf


No motorbikes


No drone zone


CCTV in operation

Figure 3: Longdale Play Area – Replacement sign

Welcome to
Longdale Play Area

This Play Area is designated for children under 12

In case of emergency call 999.
Location: Longdale Playing Field, NR8 6AU (What3words:actors.deed.ballooned.)

For non emergency queries contact Drayon Parish Council 01603 864492 or office@draytonparishcouncil.gov.uk

 No dogs	 No skateboarding	 No cycling	 No littering	 No drone zone	 CCTV in operation