

**MINUTES OF THE MEETING OF THE
AMENITIES AND OPEN SPACES COMMITTEE
HELD AT HARTLEY LIBRARY, ASH ROAD
ON WEDNESDAY 5th FEBRUARY 2025
AT 10.32a.m.**

Present:

Cllr Larry Abraham
Cllr David Conroy
Cllr Laurence Glander – (*Chairman*)
Cllr David Graeme
Cllr Anne Oxtoby
Cllr Vincent Sewell

In Attendance:

Mrs H Boden – (*Clerk*)
A representative from the New Ash Green Football Club

1. Apologies for absence

Apologies for absence had been received from Cllr Malham and representatives from the Hartley De Sales Football Club.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of previous meeting

RESOLVED: That,
the minutes of the meeting of the Amenities and Open Spaces Committee held on 13th November 2024, be approved and signed by the Chairman as a correct record.

4. Football at Manor Field

(a) There was no report from Hartley De Sales Football Club.

(b) The representative from the New Ash Green Football Club reported that the girls teams were no longer playing at Manor Field.

The representative from the New Ash Green Football Club reported that several games had been postponed due to the lines on the pitches not being visible.

The Clerk advised that the lines were marked on a fortnightly basis, but if, due to inclement weather, the maintenance contractor was unable to mark them one week, they would be done as soon as weather conditions permitted.

The Committee noted that the occasions in question had occurred during the recent period of icy weather.

The representative from the New Ash Green Football Club asked whether the Council would consider reducing the fees next season.

The Chairman advised that this request would be considered when the fees were set by the Committee.

The representative from the New Ash Green Football Club commented on the fact that the improvement works to the car park appeared to have been a success.

RESOLVED: That,
the report from the New Ash Green Football Club be noted;

At the meeting of the Amenities & Open Spaces Committee held on 13th November 2024, it was agreed that the Clerk be requested to contact the contractor responsible for setting out the pitches, to ask whether the size had been reduced when setting out and if so, whether it could be re-marked to increase the size.

The Chairman reported that when the pitches were originally marked out, the portable goals had been in the way and could not be moved, hence the reason that the pitch had to be marked out slightly smaller.

Members agreed that if the pitch was increased in size, the whole pitch would need to be re-marked.

The Committee agreed that as the portable goals being stored at the northern boundary of the field were not in use, Hartley De Sales FC should be requested to make arrangements for their removal.

RESOLVED: That,
the Clerk be requested to contact Hartley De Sales FC to request that the two sets of portable goals currently being stored at the northern edge of Manor Field, be removed as soon as possible and stored elsewhere.

Members agreed that as the football season was nearly over, no adjustments should be made to the pitch at this stage.

At the meeting of the Amenities & Open Spaces Committee held on 13th November 2024, it was agreed that the Clerk be requested to confirm when the bollard at the entrance to Manor Field had last been serviced and to make arrangements for a service to be carried out, if due.

The Clerk reported that the last service had been carried out in May 2024 and was therefore not yet due.

Members noted that the Clerk was in the process of making arrangements for the annual service to be carried out within the next few months.

RESOLVED: That,
the Clerk's report be noted.

The representatives from the New Ash Green Football Club left the meeting at 10.46a.m.

5. Financial Report

The Committee considered a financial statement setting out detailed income and expenditure by budget heading in respect of the Allotments, Open Spaces and the Pavilion, as at 30th January 2025.

RESOLVED: That,
the financial statement setting out detailed income and expenditure by budget heading in respect of the Allotments, Open Spaces and the Pavilion, as at 30th January 2025, be received and noted.

6. Gorse Wood

a) At the meeting of the Amenities & Open Spaces Committee held on 13th November 2024, it was recommended that the Clerk be requested to contact the North West Kent Countryside Project, to book the volunteer days for 2025 and to reserve the necessary number of volunteer days for 2026.

The Clerk reported that the volunteer days have been booked for 13th and 27th November 2025.

RESOLVED: That,
(1) the Clerk's report be noted and,
(2) details of the volunteer days be publicised in the Parish Council's newsletter, local Facebook pages and flyers.

(b) At the meeting of the Amenities & Open Spaces Committee held on 13th November 2024, it was agreed that the Clerk, in consultation with the Chairman of the Amenities & Open Spaces Committee, be authorised to accept a quotation from Sevenoaks District Council, to clear the fly tipping in Gorse Wood.

The Clerk reported that the fly tipping has now been removed, at a cost of £475 + VAT.

RESOLVED: That,
the Clerk's report be noted.

7. Trees

(a) At the meeting of the Amenities & Open Spaces Committee held on 13th November 2024, Members considered an email received from a resident regarding trees located at the rear of the garden of a property located in Porchester Close.

The resident had asked for a number of trees to be reduced in height, but a Tree Surgeon's inspection had ascertained that there were no health and safety issues with the trees.

The Tree Surgeon did however, identify several Ash trees in the vicinity, suffering from Ash Dieback.

It was resolved that a site meeting be arranged with the Clerk, the Chairman of the Amenities & Open Spaces Committee and the Tree Surgeon, to confirm the location of the Ash trees and in particular, whether one of them was located on land owned by Sevenoaks District Council.

The Chairman reported that one of the Ash trees had been identified as being located on land owned by Sevenoaks District Council and the Clerk confirmed that this had been reported to the District Council.

The Chairman reported that during the site visit, the Tree Surgeon had conducted a review of the trees at the rear of the garden of the property located in Porchester Close and it had been agreed that although the trees do not pose a health and safety risk, they would benefit from the canopy being reduced.

RESOLVED: That,

(1) the Clerk be requested to seek quotations for the removal of the group of Ash trees with Ash Dieback and the reduction in canopy of the adjacent trees at the rear of the garden of the property located in Porchester Close and,

(2) the Clerk, in consultation with the Chairman of the Amenities & Open Spaces Committee, be delegated authority to accept the quotation considered to be the most appropriate, up to the sum of £1,450.00 + VAT.

(b) The Clerk reported that a resident of Gorsewood Road had contacted the Parish Office to report that a tree located on Parish Council owned land in Gorse Wood, had fallen on to their garden fence.

The Clerk made arrangements for a Tree Surgeon to attend the site and the tree was made safe and removed at a cost of £120.00 + VAT.

RESOLVED: That,

the Clerk's actions of making arrangements for a Tree Surgeon to attend the site, make safe and remove the tree at a cost of £120.00 + VAT. be confirmed.

8. Pavilion

(a) Water Hygiene

(i) The Committee considered the results of the monthly water temperature checks at the Pavilion, carried out by the cleaning contractor.

RESOLVED: That,

the results of the monthly water temperature checks at the Pavilion, for December 2024 and January 2025, carried out by the cleaning contractor be noted, with no action required, as the Committee is satisfied that the results were within scope.

(ii) The Committee considered the results of the water testing carried out at the kitchen end of the building only, by Brodex Trident in November.

Members were reminded that the changing rooms and wc were still closed and not in use and that therefore no samples had been taken from these areas.

Members noted that Legionella had not been detected and that the TACC, Coliforms and Escherichia Coli test results had all been within scope.

RESOLVED: That,

the results of the water testing carried out at the kitchen end of the building, by Brodex Trident, be noted, with no action required, as the Committee is satisfied that the results were within scope.

(iii) The Committee considered arrangements for the opening of the changing rooms and wc, including arrangements to ensure the safe use of the showers.

Members were reminded that at the end of the cricket season, arrangements had been made for the calorifier 1 (located in the boiler room) and the cold water tank (located in the loft space above the entrance corridor) to be left full and the water supply to the sink toilets and showers turned off, using the isolation valves.

The changing room showers/hand wash basins and toilets had been taken out of use for the winter and the water temperature monitoring and flushing in these areas was discontinued.

In view of the above and as recommended by the Council's water hygiene contractor, arrangements have been made for the disinfection of the water tank, calorifier 1 and associated pipework and for two Legionella samples to be taken 48 – 72 hours afterwards, approximately 3-4 weeks before the start of the cricket season, at a cost of £494 + VAT.

The Committee considered emails dated 9th and 10th January 2025, sent from the Clerk to the Council's water hygiene contractor and emails dated 10th and 13th January 2025, received from the water hygiene contractor in response to the Clerk's emails.

The Clerk reported that once the water samples had been taken, there would be a two week wait for the results to come back. During this time, the water hygiene contractor had confirmed that the weekly flushing of the outlets (including showers) would need to be carried out.

Members noted that the Clerk had sought advice from the water hygiene contractor as to how this could be carried out safely by the routine maintenance contractor during this time, as it would not be known whether Legionella was present in the system.

The Committee noted the advice received from the water hygiene contractor that in order to flush the showers safely, the spray nozzle of each showerhead should be taken out and then the water should be run. If the nozzles can't be removed, the contractor would need to cover each showerhead with a large plastic bag with a hole at the bottom to allow the water to drain out of the bag preventing any spray/vapour from being created.

The Clerk suggested that the Council could also consider providing a protective face covering for the contractor.

RECOMMENDED: That,

(1) the emails dated 9th and 10th January 2025, sent from the Clerk to the Council's water hygiene contractor and emails dated 10th and 13th

January 2025, received from the water hygiene contractor in response to the Clerk's emails, be noted;

(2) following the disinfection of the water tank and associated pipework, recommended by the water hygiene contractor, the parish council's routine maintenance contractor be requested to recommence the weekly water flushing of all outlets in the changing rooms and wc, with strict adherence to the advice provided by the water hygiene contractor regarding the procedure to be used relating to the showers;

(3) the Clerk be requested to purchase an appropriate mask and pair of goggles which the routine maintenance contractor should be instructed to wear at all times whilst carrying out the flushing.

(iiii) The Committee considered a draft Water Flushing Risk Assessment.

RECOMMENDED: That,

the Water Flushing Risk Assessment attached as **APPENDIX 1** to these minutes, be approved and adopted by the Council.

(b) Flooring

At the meeting of the Amenities & Open Spaces Committee held on 13th November 2024, it was recommended that the Clerk, in consultation with the Chairman of the Amenities & Open Spaces Committee be authorised to accept the most suitable quotation for the sanding and sealing of the hall floor at the Pavilion and that the Clerk be requested to contact Sevenoaks District Council to ask whether the project would be an acceptable use of CIL funds.

The Clerk reported that a quotation for the sum of £1,482, received from Revive Flooring, had been accepted and the work was carried out on 29th January 2025.

The District Council has confirmed that the above would be an acceptable use of CIL funds.

RESOLVED: That,

the Clerk's report be noted.

The Clerk reported that the Council's cleaning contractor had requested confirmation as to the most appropriate cleaning method for the flooring.

Advice was sought from the flooring contractor who advised that a slightly damp flat mop should be used, with a wood friendly floor cleaner.

The flooring contractor had advised that he would contact the manufacturers of the laquer to ask if they have a detailed cleaning regime.

RESOLVED: That,

following receipt of advice from the flooring contractor, the Clerk, in consultation with the Chairman of the Amenities & Open Spaces Committee, be authorised to make arrangements for the most appropriate cleaning regime to be implemented.

(c) Fire Risk Assessment

At the meeting of the Amenities & Open Spaces Committee held on 13th November 2024, Members considered the Fire Risk Assessment carried out at the Pavilion on 29th October 2024.

The Clerk was requested to contact the Assessor to ask that the points relating to the PAT testing and the location of the fire assembly point notice, be amended.

The Committee considered the revised report.

RECOMMENDED: That,
the revised Fire Risk Assessment report dated 29th October 2024, be noted with no remedial action to be taken.

9. Playgrounds

(a) Operational Inspection Report

The Committee considered the Operational Inspection Report dated 6th January 2025, received from the Parish Council's Playground Inspectors.

Members noted that Chantry Avenue recreation ground and Longfield Hill recreation ground had been classified as medium risk 12 and that Woodland Avenue recreation ground had been classified as a medium risk 15.

The Committee considered the list of items highlighted as requiring attention, noting that all items had been classified as either "low" or "medium" risk.

The report advised that low risk items may continue in use. Action may be required, but that monitoring should be undertaken. The necessary action will be indicated on the report where appropriate.

The Committee agreed that as the next inspection would take place within 3 months' time, this would be sufficient monitoring.

The Clerk reminded members that the Council's Routine Maintenance Contractor inspected the Council's playgrounds on a weekly basis.

Medium risk items may continue in use. Action required as indicated on the report, will be necessary within 3-6 months, as finance allows.

The Committee agreed that no action should be taken at the current time with regard to the low risk items detailed in the Inspection Report dated 6th January 2025.

Members considered the following medium risk items detailed in the Inspection Report:

Chantry Avenue

- Swing – Junior (metal) – the tail chain is either damaged or worn – remove worn or damaged tail chains and replace with new

Longfield Hill

- Fence (timber) – the timber post is decaying/damaged – remove existing worn timbers and replace with new timbers

- Fence (timber) – the timber support is decaying/damaged – remove existing worn timbers and replace with new timbers

Woodland Avenue

- Unfenced kick wall (metal) – a patch of safety surface is either worn or damaged – cut out worn/damaged safety surface, prepare base and lay new artificial grass
- Picnic table (recycled plastic) – the item is loose in the ground – re-secure item in the ground

The Clerk reported that a quotation had been accepted for the replacement of the tail chain on the junior swing at Chantry Avenue.

The Clerk reported that the necessary fence repairs had been carried out at Longfield Hill.

RESOLVED: That,

- (1) the operational inspection reports dated 6th January 2025, be noted;
- (2) no action be taken at the current time regarding the low risk items detailed in the inspection reports and,
- (3) the Clerk's report on the remedial action taken in respect of the medium risk items at Chantry Avenue and Longfield Hill, be noted and approved.

The Committee considered 2 quotations for the works required at Woodland Avenue recreation ground.

RECOMMENDED: That,

- (1) the quotation received from Capel Groundcare Ltd, for the sum of £206.30 + VAT to cut out the worn/damaged safety surface, prepare base and lay new artificial grass at the unfenced kick wall, be accepted;
- (2) due to the fact that there are insufficient funds remaining in the Playground Maintenance budget, the total cost of the work be met from CIL funds;
- (3) an additional quotation be sought for the works required to secure the picnic table at Woodland Avenue recreation ground and the Clerk, in consultation with the Chairman of the Amenities & Open Spaces Committee be delegated authority to accept the quotation considered to be the most appropriate, up to the sum of £260 + VAT and,
- (4) due to the fact that there are insufficient funds remaining in the Playground Maintenance budget, the total cost of the work be met from CIL funds.

The Clerk reported that an email dated 4th February 2025 had been received from the Parish Council's playground inspector, advising that the current agreement to carry out the Annual Inspection and the quarterly Operational Playground Inspections has expired.

The Committee was reminded that a quotation invitation exercise for the above works had been carried out in 2024 and that Safeplay had been duly appointed.

Members agreed that the Council had been satisfied with their work and the standard and format of the reports provided.

In view of this, the Committee considered that it would be in the best interests of the Council to continue using Safeplay to undertake the playground inspections.

RECOMMENDED: That,

due to the fact that a quotation invitation exercise was carried out in 2024 and that the Parish Council has been fully satisfied with their work, financial regulation 5.9 be waived and the quotation for the sum of £1,237+ VAT, received from Safeplay, to undertake the quarterly operational and annual playground inspections, be accepted.

(b) Playground Repairs

At the meeting of the Amenities & Open Spaces Committee held on 13th November 2024, it was agreed that the existing slides at Chantry Avenue and Longfield Hill, be removed and disposed of and wetpour safety surface patch repairs be applied as required.

The Clerk was requested to contact Sevenoaks District Council, to ask whether the projects would be an acceptable use of CIL funds.

The Clerk reported that confirmation has been received that CIL funds may be utilised for the above projects.

RESOLVED: That,
the Clerk's report be noted.

(c) Longfield Hill Recreation Ground

The Committee had been requested to consider whether the newly repaired fencing at Longfield Hill recreation ground would benefit from being treated.

RESOLVED: That,
the Clerk be requested to seek a quotation from the Council's routine maintenance contractor to paint the fence with an appropriate product and the Clerk, in consultation with the Chairman of the Amenities & Open Spaces Committee, be authorised to accept the quotation if considered appropriate.

10. Allotments

The Committee had been requested to consider any quotations received for the clearance of two overgrown, vacant allotment plots.

The Clerk reported that one of the quotations received was from a contractor who is a current allotment tenant.

RECOMMENDED: That,

(1) the quotation for the sum of £400.00, to cut everything to the ground, clear all the rubbish and take to the tip, and take the garden waste to get composted at Envar in Swanley and to dig over and remove

everything down to the soil, on the two overgrown allotment plots, be accepted;

(2) once cleared, the plots be covered with an appropriate covering to prevent further weed growth and, (3) due to the fact that there are insufficient funds remaining in the allotment maintenance budget, the total cost of the works be met from the Parish Council's general reserves.

11. Manor Field

Weed & Moss Control

The Committee considered a programme of works to the ground at Manor Field for 2025.

In 2023, the following applications were carried out:

- March (Fertilizer and Sulphate of Iron)
- June (Fertilizer and Herbicide)
- September (Fertilizer and Sulphate of Iron)

The Committee agreed that the same ground works should be carried out during 2025, as no works had been undertaken in 2024.

The Committee was reminded that a quotation invitation exercise for the above works had been carried out in 2022 and 2023 and that Weed Management had been duly appointed.

Weed Management have undertaken the ground works at Manor Field for a number of years and the Council has been satisfied with their work.

In view of this, the Committee considered that it would be in the best interests of the Council to continue using Weed Management to undertake the ground works.

RESOLVED: That,

(1) due to the fact that a quotation invitation exercise was carried out in 2022 and 2023 and that the Parish Council has been fully satisfied with their work, financial regulation 5.9 be waived and the quotation for the sum of £1,611.31 + VAT, received from Weed Management Ltd, to apply Fertilizer & moss control (March & September) and Fertilizer and weed control (June), to Manor Field, be accepted;

(2) as an additional precaution, signage be erected at the entrance to Manor Field, prior to the work taking place, advising of the date when the applications will be carried out and that the area should be avoided whilst spraying is in progress;

(3) the contractor be requested to observe a two metre buffer strip, measured from the centre of the hedgerow on the northern boundary of Manor Field, to comply with the current hedgerow regulations and,

(4) the Clerk be requested to contact the New Ash Green & Hartley Cricket Club, to ask whether they require any fertiliser or moss control works to be carried out on the cricket square, at their own expense.

12. Rectory Meadow

(a) The Committee considered a quotation received from the North West Kent Countryside Project, to cut the grass at Rectory Meadow in 2025/26, in accordance with the Management Plan.

RESOLVED: That,

the quotation for the sum of £1,890.00 + VAT, received from the North West Kent Countryside Project, to cut the grass at Rectory Meadow in 2025/26, in accordance with the Management Plan, be accepted.

(b) The Committee considered emails dated 28th November 2024 and 2nd December 2024, received from the Partnership Manager at the North West Kent Countryside Project, regarding the Management Plan for Rectory Meadow.

The Clerk reported that the current Management Plan for Rectory Meadow had been written in 2001.

The Council has been requested to consider whether it wishes to update the Plan, at a cost of £1,500.00 + VAT.

The Committee agreed that the current cutting/maintenance regime appeared to be satisfactory and that it would not be necessary to update the Plan at the current time.

RESOLVED: That,

the Clerk be requested to contact the Partnership Manager at the North West Kent Countryside Project, to advise that the Parish Council does not wish to update the Rectory Meadow Management Plan at the

current time.

13. Hartley Memorial Green

(a) Flag Pole

The Committee had been requested to consider whether the Council should install a flag pole on the Memorial Green.

Members agreed that the installation of a flag pole would be a welcome addition, as the Union flag could be raised for a number of events.

The Clerk reported that advice had been sought from the Planning Department at Sevenoaks District Council and that confirmation had been received that any flagpole over 4.6m in height would require planning consent.

Members noted that advice had also been sought from Kent Highway Services, who have confirmed that if the flag pole is not on highways owned land, there would be no issue, as long as it does not obstruct visibility.

Cllr Oxtoby offered to fund the purchase of the flag pole and flags from her Chairman's allowance.

The Committee considered quotations for flag poles and Union flags.

RECOMMENDED: That,

(1) the Clerk be requested to make arrangements for the purchase of a 4.5m high gloss white aluminium flag pole, including an internal rigging locking door, from Flagpole Express, for the sum of £200.00 + VAT;

(2) the Clerk be requested to make arrangements for the purchase of a Union flag – 137 cm x 68 cm, from Flagpole Express, for the sum of £30.00 + VAT;

(3) quotations be sought for the installation of the flag pole on the Memorial green and the Clerk, in consultation with the Chairman of the Amenities & Open Spaces Committee, be authorised to accept the quotation considered to be the most appropriate;

(4) quotations be sought for the purchase of a VE DAY 80 flag and the Clerk, in consultation with the Chairman of the Amenities & Open Spaces Committee, be authorised to accept the quotation considered the most appropriate and,

(5) the total cost of the above, be met from the Chairman's allowance.

(b) Village Sign

The Committee had been requested to consider quotations for new posts and a frame for the Hartley Village sign.

The Clerk reported that quotations had been sought, but were still awaited.

Members noted that quotations had been sought for a wooden frame, but considered that a suitably treated metal frame may be more appropriate.

RESOLVED: That,

quotations be sought for a suitably treated metal frame and new posts and that delegated authority be given to the Clerk, in consultation with the Chairman of the Amenities & Open Spaces Committee to accept the quotation considered to be the most appropriate, up to the sum of £500.00 + VAT.

14. Hoselands Green

The Committee had been requested to consider quotations for the hedge to be cut back behind the kerb line.

The Clerk reported that quotations had been sought, but were still awaited.

RESOLVED: That,

once received, delegated authority be given to the Clerk, in consultation with the Chairman of the Amenities & Open Spaces Committee, to accept the quotation considered to be the most appropriate.

15. Grass Cutting Contract

The Committee considered the quotations received for grass cutting contracts at the Council's open spaces, recreation grounds and amenity land for the period 1st April 2025 to 31st March 2026.

The Clerk reported that five quotations had been requested but only two had been received.

RECOMMENDED: That,

- (1) the quotation received from Landscape Services to cut the grass at the Council's open spaces and amenity land, as specified in Contract 2 for the period 1st April 2025 to 31st March 2026 be accepted and,
- (2) the quotation received from Landscape Services to cut the grass at the Council's recreation grounds at Manor Field and Longfield Hill, as specified in Contract 3 for the period 1st April 2025 to 31st March 2026 be accepted.

16. Routine Maintenance Contract 2025-2026

The Committee considered a report on the appointment of a contractor to undertake duties set out in the Routine Maintenance Contract for the period 1st July 2025 to 30th June 2026, including regular patrols of the Council's open spaces and execution of minor repair/maintenance works.

The Clerk reported that each year, notice of the Council's intention to award the contract is placed on the Council's noticeboards, inviting interested parties to contact the Council. No expressions of interest are usually received.

The Council's current contractor is invited each year to submit a quotation.

The Committee considered the schedule of works and agreed on a number of amendments.

RESOLVED: That,

- (1) a notice be included in the next edition of the Parish Council's newsletter, inviting anyone interested in providing a quotation for the contract, to contact the Council;
- (2) a notice be placed on the Council's noticeboards and website, inviting interested parties to contact the Council and,
- (3) quotations be sought for the Routine Maintenance Contract for the period 1st July 2025 to 30th June 2026, to be considered by the Committee at its next meeting.

17. Martyns Law

The Committee considered an update on Martyn's Law and noted that it would be unlikely to affect the Parish Council's premises or events.

RESOLVED: That,

the update be noted, with no action to be taken at the current time.

18. Date of next meeting

To be arranged.

The meeting closed at 12.34 p.m.

Signed:..... Date:.....

Chairman of the Amenities and Open Spaces Committee

| Risk Assessment | | | | | | | |
|---|-----------------------------------|--|-------------|-------------|--|-------------|--------------------|
| Pavilion - Water Flushing | | Assessment date: 05/02/25 | | REVIEWED | | | |
| Hazard and risk | People at risk | HPC controls | Risk Rating | | HPC future controls | Target date | Person responsible |
| Lone working - Injury | Contractors | Water outlets flushed once per week by contractor working alone in the Pavilion. Contractor advised of the following best working practices as set out below: (1) Field gate and external door of the Pavilion to be secured when working alone in the building. (2) Carry a mobile phone to call for assistance in the event of an emergency. (3) No working at high level when working alone. | Likelihood | Low | Continue with current arrangements. Contractor reminded to follow procedures as set out in HPC controls. | N/A | Clerk/ Council |
| | | | Severity | Medium | | | |
| | | | Risk Rating | Low 3 | | | |
| | | | | | | | |
| Water outlet flushing - Risk of Legionella | Contractors/ Members of public | Contractor instructed to use a disposable P3 mask and goggles for protection. (Advice sought from the Council's water hygiene contractor. Eye protection is not required). Contractor instructed to cover each showerhead with a large plastic bag with a hole at the bottom to enable the water to drain out of the bag preventing any spray/vapour from being created. Water hygiene testing is carried out as per the Legionella Risk Assessment dated 13/02/2024. Contractor instructed to ensure that members of the public do not enter the changing rooms whilst flushing is in progress. | Likelihood | Medium | Continue with current arrangements. No further action required. | N/A | Clerk/ Council |
| | | | Severity | Medium | | | |
| | | | Risk Rating | Medium 5 | | | |
| | | | | | | | |

| Likelihood | |
|-------------|---|
| Description | Example |
| High | Extremely likely e.g. previous incidents in last 12 months, likely to occur in 12 months, 50% |
| Medium | Likely e.g. previous accidents in last 5 years, likely to occur in 5 years, 25% - 50% |
| Low | Unlikely, no previous incidents in last 5 years, not likely to occur in next 5 years, 1% -25% |

| Impact/severity | |
|-----------------|---|
| Description | Example |
| High | Fatality, life threatening illness, amputations, major fractures, multiple injuries, long term incapacity, long term sickness. Successful legal action very likely, non compliance with legislation, major financial impact |
| Medium | 3 day injuries, hospital admission, work related upper limb disorder, dermatitis, burns, lacerations, concussion. Likely legal action, non-compliance with legislation, significant financial impact |
| Low | Minor injuries, superficial cuts & bruises, temporary irritation, less than 3 day sickness absence. Legal action unlikely/defendable, non compliance with local procedures resulting in disciplinary action, minor financial impact |

| Risk Matrix | | | | |
|-------------|------------|---------|---------|---------|
| Severity | High | Amber 6 | Red 7 | Red 9 |
| | Medium | Green 3 | Amber 5 | Red 8 |
| | Low | Green 1 | Green 2 | Amber 4 |
| | | Low | Medium | High |
| | Likelihood | | | |

| Risk rating | |
|-------------|--------|
| Green | Low |
| Amber | Medium |
| Red | High |