

**To Receive and note a report from the Service Delivery Department and consider any actions and associated expenditure**

**Platinum Jubilee**

The Service Delivery Team assisted the Guildhall throughout their very successful Town celebrations to mark the Queen's Jubilee. With all the flags and bunting on display together with the Brunel Bust, Cornish Cross and the recently installed wall wash lights at the Guildhall all set to purple to mark the historic milestone.

**Pontoon**

**Trusted Boater Scheme and Over Night Stay visitors**

With the pontoon access control gate being successfully operational throughout the last 7 months due to the upgrades to the keypad and wiring, we have had more over night stays and Trusted Boater Members joining the pontoon. This is expected to continue to grow with more members of the public signing up later this month.

**Repair Works**

Updates to the repairs to the pontoon damage caused during Storm Arwen have been agreed with the insurance companies. The appointed contractor has been on site recently to survey and come up with their method statements to carry out the repairs. Dates still to be confirmed by the contractor, further updates to follow.

**Grass Cutting & Grounds Maintenance Works**

Grass cutting operations for the season have commenced on all sites. Including: Trematon Pound, Cornish Cross site and Brunel Bust/RAB Statue, outside Merkur Slots, bridge slip road (west bound), Memorial Peace Garden, Huntley Gardens, Church Town Cemetery, St. Stephens Chuchyard, Pillmere and the three roundabouts Liskard Road, Pillmere and the A388 by Waitrose.

Some sites have experienced significant growth due to the warm weather conditions along with the frequent wet showers. Areas in St Stephens Churchyard are taking priority at the moment due to the Westwood ride-on mower being out of action for a few days and recent staff sortages. However, the team are working well to bring every area back to the required standards and will continue to do so over the the next few weeks.

**Summer Bedding & Hanging Baskets**

The summer bedding displays and hanging baskets are up looking great throughout Fore Street and Waterside. Frequent watering and plant feed are scheduled in as required to keep them well maintained and vibrant.

## **Statutory Site Inspections**

Weekly inspections continue to all premises including fire and security systems, emergency lighting and legionella checks. Vehicles and equipment are inspected weekly with daily pre start checks. Play area equipment is inspected weekly for any faults by a ROSPA qualified team member. During the checks any issues arising are identified and included in the SDD work programs, prioritising emergency and Health and Safety issues first.

The SDD management team monitor and ensure that Statutory checks requiring a contractor are undertaken at the required frequencies.

## **Continued update to sharp's incidents**

We are please to inform Members there has not been any sharps incident since the 12<sup>th</sup> January 2022.

UV Lights were installed in the four public toilet blocks in late February / early March 2022.

'We Are with You' will provide a needle exchange notifications that can be displayed in the public toilet blocks which are due to be installed later next week.

## **Churchtown Cemetery**

### **Memorial Benches**

Four more of the green eco friendly memorial benches are underway. The works are being carried out in-house by the Service Delivery Department with the small plinths laid and now finished. Awaiting on the concrete plinths to cure before fixing the benches into place.

### **Emergency Lighting Installation**

Due to the fact there are no windows in the Cemetery toilet block and that the facilities are open to members of the public and STC staff members, lighting is extremely poor. After a recent Health and Saftety audit, it was recommended that at the time of next renewing and replacing the existing fittings, emergency lighting funtions should be upgraded.

As a result of this recommendation, two new LED ceiling lights have been installed and upgraded with emergency back up batteries and a keyed switch testing point to ensure frequent testing can be easily cairred out. This replaces the old fluorescent type luminaires which recently stopped working.The works were carried out in-house by a qualified Service Delivery staff member.

## **Service Delivery Work Request Log**

Polite note from Assistant Service Delivery Manager.

Job requests and other maintenance works are continually been worked upon within the department and actioned in order of the request received. All urgent / Health and Safety requests are prioritised over other work requests.

The Service Delivery Department would like to thank staff and members for using the online works request system and for their understanding and patience in regards to us working our way through the list with the current staff shortage.

## **EICR (Electrical Installation Condition Report)**

An EICR is a mot or health check carried out on all electrical installations.

For commercial premises an EICR is required every 5 years. However, higher risk environments will require three yearly or even more frequent health checks depending on the risk assessments and environmental factors at hand. The EICR is a comprehensive list, which involves inspecting and testing throughout as much of the installation as possible, to ensure each relevant items on the list are safe and functioning correctly.

The Service Delivery department agreed a five yearly EICR inspection is a suitable frequency for all Saltash Town Council buildings.

Some of the five yearly EICR's have been carried out on STC sites which were due testing. These included Churchtown Cemetery site, the four public toilet buildings. The Guildhall is booked in next week.

A few minor issues have been resolved and have been now been passed and certificated.

However, the Waterside toilets failed the EICR test resulting in the electricity being turned off due to health and safety reasons. (Please see next item for more details).

## **Waterside Public Toilets**

### **Internal And External Decorating Works**

The Waterside toilets have been decorated internally and externally in mid May to tidy up the building in general and in preparation for the upcoming town events. The works were carried out in-house by the Service Delivery department.

### **Failed EICR Waterside Toilet Building**

On the 12/05/2022 the EICR was carried out by our approved contractor and unfortunately failed.

On an EICR any major faults or concerns on the electrical installation are coded into the following main categories:

- C3 (Recommendations)
- C2 (Potentially Dangerous)
- C1 (Danger Present) or

- FI (Further Investigation Needed)

C3 items have been identified at the Waterside toilets which can be easily resolved. However, there has been a category C1 (Danger Present) identified which has resulted in a failed EICR certificate. The insulation resistance testing on all three circuits had failed. Please see attached EICR report for further information.

Due to this the toilets were closed on a temporary basis in early May until alternative provisions without electricity have been made to allow us to reopen whilst still remaining safe to members of the public using the facilities.

### **For Members Consideration:**

The electrical installation at the Waterside toilets is of a basic design and setup, consisting of only a few electrical circuits, supplying equipment such as hand dryers and lighting luminaires. Members are asked to consider replacing the consumer unit which is currently outdated and not to the current 18<sup>th</sup> edition regulations. Rewiring the system in steel galvanised conduit will look in-keeping with the building and will be robust considering its location and external environmental factors i.e. vandalism.

If works do get undertaken, we could improve the system by incorporating a few energy efficient items, such as PIR (Passive InfraRed) light sensors and timers to ensure the lights go out after closing times. This will also save cost and energy.

There is evidence to prove the rewiring would be more beneficial to the Saltash community considering that equipment such as adequate lighting, hand dryers, UV anti-drug lights (recently installed) and the water outlet for hand washing, currently requires mains electricity to operate.

### **Costs**

#### **Re-wire**

Approx cost to re-wire the Waterside toilets are as follows:

Labor: £800

Materials £600

**Total Cost £1,400**

#### **Budget Information:**

Budget Code: 6525 Public Toilets (repairs & maintenance costs)

Budget Availability: £1,964 (approx.)

**End of report**

**Assistant Service Delivery Manager**