

REPORT TO BUILDINGS, ASSETS & INFRASTRUCTURE COMMITTEE

To receive and note the actions taken or to be taken in respect of the

8.1 Electrical condition & installation report

8.2 Legionella Risk Assessment

Meeting Date 30th January 2024

Agenda Item: 8

Released to Council on 5th February 2024

Prepared by Deputy Town Clerk

8.1 Electrical condition & installation report

In December 2023 the electrician carried out a routine inspection of the electrics at the Market House, Market Place, Church Square and Mansion Vista. A copy of the actual reports have been circulated but below is a summary of the observations made together with the action that has or will be taken as a result.

PROPERTY AND OBSERVATIONS	ACTION TAKEN/TO BE TAKEN
Market House	
Smoke detectors are out of date in the shop.	Fire detectors were inspected by Chubb on November 23 and no issues raised. Will query with them when they do the next bi-annual check this year.
Upgrade circuit identification at mains panel and accessories throughout the building.	Will ask the electrician to do this.
Emergency light has been removed at the top of the stairs.	This was removed many years ago and emergency lights tested annually. At the last test in April 23 no issue was raised but will query with Chubb at the next check.
Emergency lights in the toilet area are very dull in emergency mode.	Emergency Lights inspected annually (April 23) no issues raised but will check with Chubb at next check.
Emergency light in the shop. No evidence of regular testing.	Should be part of regular testing as part of Chubb contract and nothing to suggest this hasn't been carried out but will query with them at next check.
Chipped fused spur in the Council chambers deputy's office.	Will ask electrician to replace
Outside shop downlights are starting to become rusty	Will ask the electrician to replace them with LED at some point in the near future as some are not working and old style bulbs.
Some bulkheads in shop do not work.	No action required as alternative lights are used.

Church Square	
Hinge has broken on the cabinet door containing the consumer unit. Temporarily held tight with a bolt.	Have asked the Town Warden to fix or replace the hinge.
Repair to cabinet lock and hinges are necessary.	Have asked the Town Warden to repair it.
Monthly RCD test label required.	Have queried with the electrician for clarification as to what this is etc?
Upgrade circuit labelling.	Will ask the electrician to do it.
Cross Lights. Unable to access lights bolts on cover have seized despite using penetrating oil to try and free covers. One light does not turn on.	The Church electrician has repaired this now.
Incoming meter and cut out box in urgent need of attention, further investigation as to who's property this is.	Investigations have been carried out and it belongs to the electricity board. They have been out and dealt with.
Mansion Vista	
No earthing labels present. (Box behind seating)	The electrician has been asked to do this.
Bolted in seating is blocking safe working access. (Mains Box)	No action considered necessary at this time. Has been like this since the bus shelter was installed years ago. Unless the bus seats are moved which then makes the box vulnerable to vandalism nothing can be done about this.
No labelling (Mains Box) observed	Will ask the electrician to do.
No labelling present (Mains box)	Will ask the electrician to do.
Not quickly accessible (Mains box)	No action considered necessary at this time. Has been like this since the bus shelter was installed years ago. Unless the bus seats are moved which then makes the box vulnerable to vandalism nothing can be done about this.
Socket has been added to the 6A lighting circuit	No action considered necessary. Has been there for a long time and used by the Friday market.
Market Place	

Bonding labels required for the galvanized mains cabinet .	Will ask the electrician to do.
Consumer unit rear section showing signs of rust due to dampness.	Town Warden doesn't consider any action required at the moment.
Some lockable boxes containing RCD sockets require RCD 6 monthly test labels.	Will ask the electrician to do or what needs to be done.
No labelling for all consumer unit circuits.	Will ask the electrician to do.
Plug in Christmas tree lights on 16A blue plugs are not IP67 rated	Have asked the electrician to fix lamp posts to address.
All mcb's in DB require labelling..	Will ask the electrician to do.
Label all mcb's - Please could you label for us.	Will ask the electrician to do.
Label mcb's - Please could you label for us.	Will ask the electrician to do.

A quote has now been obtained from the electrician to carry out the works required:

Market House

1. Upgrade all circuits and accessories labelling throughout the whole building - £394.00 plus Vat. This will involve turning circuits off in the Chamber Offices, Rear Office and Shop areas one by one to find which switches, sockets etc belong to each circuit breaker and labelling each one.
2. Supply and change fused spur. £15.00 plus Vat
3. Supply and fit new LED downlights in the outside shop canopy. £310.00 plus Vat.

Church Square.

4. Included in No. 5
5. Upgrade Circuit Labelling £45.00 plus Vat. The RCD labels are only a £1 each so it's easy to fit then at the same time as labelling the consumer unit.

Mansion Vista.

- No's 6,7, and 8 Upgrade the labelling to the mains box. £25.00 plus Vat.

Market place.

No's 9,10,11,13,14,15. £120.00 plus Vat. Upgrade the circuit labelling to the consumer units in the mains box and shed and all accessories. Again the RCD labels can be fitted when upgrading circuits.

I've purposely left out number 12 at the moment as I'd like to look at the lamp posts again to decide how we can neatly fit the new electric boxes at the top of the posts and also take some measurements.. May be mounted on a board bracketed to the post. We'll also need a scaffold for working at height as well.

Total - £ 909 +VAT - Please confirm that you are in agreement with these works being carried out (there are sufficient funds in this year's budget).

8.2 Legionella Risk Assessment

On the 7th December 2023 a consultant carried out a Legionella Water Risk Assessment, which is a statutory requirement for the Council properties including the Market House, Nora Grace Hall, museum, Church Square, Market Place, Auction House and the two allotment sites. The ATC building was not assessed as the tenant already has adequate procedures in place which they have sent me copies of. A copy of the actual risk assessments have been circulated but below is a summary of the observations made together with the action that has or will be taken as a result.

Market House

Identification and Assessment of the Risk			
Potential Hazard	Controls	Risk	Completed
There has been no monthly, quarterly and annual monitoring of the water temperatures to comply with the HSE requirements and L8 ACoP (HSG 274)	All HSE monitoring sheets given to the Chair of the Management Committee. Cross reference this with the Water Table		A thermometer has been purchased and monitoring will now take place as directed and once done monitoring sheets can be shared. The risk can therefore be updated to green.
There is a dead leg in the gents toilet on the ground floor that needs to be removed. A dead leg can harbour water and becomes stagnant increasing the risk of bacteria built up in the pipework. It then can go back into the main flow of water.	Remove to main flow. Approximately 1/4 " from the pipework.		The plumber has now removed this. The risk can therefore be updated to green.
The gents toilet downstairs in being used as a store cupboard	There is a toilet and wash hand basin in the gents and the water system has not been flushed through. This increases		The Toilet has now been cleared (by the

and no access to the water system was possible.	legionella bacteria in the water. Remove all storage and flush through thoroughly.		shop) and regular flushing will take place. The risk can therefore be updated to green.
There is a disabled toilet on the ground floor. The wash hand basin does not have any thermostatic mixer valve. This is a legal requirement.	Install immediately and record tmv temperatures at 37°C to 43°C on the outlet. Record all actions made and log.		This has now been installed by a plumber. The risk can therefore be updated to green.
Clean all limescale off spray taps.			This has been done. The risk can therefore be updated to green.
There are two combination boilers. A worcester and a Viessmann. The Viessmann is providing hot water at the correct temperature of >55°C whilst the Worcester needs to be increased to 55°C to comply with L8ACoP compliance.	Make sure both combination boilers are serviced annually and all paperwork kept with the log for proof.		The plumber has done this but await paperwork. The risk can therefore be updated to green.
Flush through any tap outlets that are not used.	Record on the HSE recording sheets.		This will be done and recording sheets completed.
Awareness of legionella training has taken place.			Completed

Church Square

Identification and Assessment of the Risk			
Potential Hazard	Controls	Risk	Completed
The Church Square has a water outlet for watering the plants that is near the water meter.	There is no risk of Legionella as it does not harbour water		N/A
There will be a Drinking Water fountain installed in the new year.	Make sure it is maintained and a Drinking Water Sample is taken during the summer months. This is called a TVC Total Viable Count.		Diarised to take a sample in August.
In the Market Place there are two stand pipes.	Both of these are drained during the winter. Make sure they are flushed through when reinstating and record all actions.		Town Warden will carry out.
Awareness of legionella training has taken place.			Completed

Allotments

Identification and Assessment of the Risk			
Potential Hazard	Controls	Risk	Completed
The temperature in the trough needs to be treated the same as a cold water tank. During the summer months and the hot weather the water must be under 20°C.	Take the temperature every six months and record. All HSE monitoring sheets given to the Chair of the Management Committee. Cross reference this with the Water Table		Diarised to take temperature in August. Monitoring sheets will be shared as suggested.
The water troughs are made from cast iron. They are all showing signs of rust. Rust is a nutrient for legionella.	A recommendation was to remove all 8 troughs and replace with stand pipes. This would be expensive as well as there being antisocial behaviour in the area and water would be left on. The concern is that legionella would grow in the troughs because of the heat and rust. To seal and remove the rust by painting this may be the solution.		In the summer Town Warden will seal and paint as suggested.
	A recommendation to take a legionella sample during the summer months has been made.		Diarised to do in Aug 24.
Awareness of legionella training has taken place.			Completed

Nora Grace Hall

Identification and Assessment of the Risk			
Potential Hazard	Controls	Risk	Completed
There has been no monthly, quarterly and annual monitoring of the water temperatures to comply with the HSE requirements and L8 ACoP (HSG 274)	All HSE monitoring sheets given to the Chair of the Management Committee. Cross reference this with the Water Table		A thermometer has been purchased and monitoring will now take place as directed and once done monitoring sheets can be shared. The risk can therefore be updated to green.
There is a disabled toilet does not have any thermostatic mixer valve. This is a legal requirement.	Install immediately and record tmv temperatures at 37°C to 43°C on the outlet. Record all actions made and log.		This has now been installed by a plumber. The risk can therefore be updated to green.
Clean all limescale off spray taps.			This has been done. The risk can therefore be updated to green.
The hot water is provided through the calorifier megaflow. As legionella bacteria can grow	An annual clean will be required – called a blow down and disinfected. This can be		A company has been booked into to do this so will be done shortly.

internally in the calorifier it is necessary to keep it clean and remove all sludge, slime and limescale.	completed through a water treatment company. Dee Thornton can advise.		
Make sure the stored water in the calorifier is at least 55°C.	The outlets on the hot need to be 50°C if not through a tmv to comply.		Temp will be checked.
In the boiler room there are 2 taps that are not used regularly. This can create a dead leg	Flush through weekly and record if they are not used.		Will be monitored accordingly.
Access to the cleaners cupboard was not possible. This has a Belfast sink in it.	The temperature of the water from the disabled toilet is 39.9°C. It is possible that there maybe a tmv in the cleaners cupboard providing a mixed source to this.		Error entry no taps in the boiler room in this premises (entry relates to the auction)
Flush through any tap outlets that are not used.	Record on the HSE recording sheets.		Will be carried out and recorded as appropriate.
Awareness of legionella training has taken place.			Completed

Auction

Identification and Assessment of the Risk			
Potential Hazard	Controls	Risk	Completed
There has been no monthly, quarterly and annual monitoring of the water temperatures to comply with the HSE requirements and L8 ACoP (HSG 274)	All HSE monitoring sheets given to the Chair of the Management Committee. Cross reference this with the Water Table		A thermometer has been purchased and monitoring will now take place as directed and once done monitoring sheets can be shared. The risk can therefore be updated to green.
There is a disabled toilet does not have any thermostatic mixer valve. This is a legal requirement.	Install immediately and record tmv temperatures at 37°C to 43°C on the outlet. Record all actions made and log.		This has now been installed by a plumber. The risk can therefore be updated to green.
Clean all limescale off spray taps.			Auction asked to do. Will check to see if done.
The hot water is provided through the calorifier megaflo. As legionella bacteria can grow internally in the calorifier it is necessary to keep it clean and remove all sludge, slime and limescale.	An annual clean will be required – called a blow down and disinfected. This can be completed through a water treatment company. Dee Thornton can advise.		A company has been booked into to do this so will be done shortly.

In the boiler room there are 2 taps that are not used regularly. This can create a dead leg	Flush through weekly and record if they are not used.		Have asked auction to do and record.
There is a hose in the boiler room. Legionella can grow within the hose. The hose is made of rubber	Disinfect, clean and record annually. Flush through with clean water		Have asked auction to do and record.
Flush through any tap outlets that are not used.	Record on the HSE recording sheets.		Have asked auction to do and record.
There is a drinking water machine that is attached to mains.	This needs an annual service and the blue pipe be replaced if necessary.		Have asked auction to do and record.
Awareness of legionella training has taken place.			Completed

Museum

Identification and Assessment of the Risk			
Potential Hazard	Controls	Risk	Completed
There has been no monthly, quarterly and annual monitoring of the water temperatures to comply with the HSE requirements and L8 ACoP (HSG 274)	All HSE monitoring sheets given to the Chair of the Management Committee. Cross reference this with the Water Table		A thermometer has been purchased and monitoring will now take place as directed and once done monitoring sheets can be shared. The risk can therefore be updated to green.
Clean all limescale off spray taps.			Asked the museum to do. Will check to see if done.
The hot water is provided through the point of use Ariston heater under the sink that was not on and is never used.	If this continues it is better to take this out just provide cold water. When removing make sure no dead legs are left.		Asked the museum to do. Will check to see if done.
Access to the cleaners cupboard was not possible. Th	The temperature of the water from the disabled toilet is 39.9°C. It is possible that there maybe a tmv in the cleaners cupboard providing a mixed source to this.		Entry is in error as no cleaners cupboard at premises.
Flush through any tap outlets that are not used.	Record on the HSE recording sheets.		Asked the museum to do and record.
Awareness of legionella training has taken place.			Completed

