



Appendix A:

KILLAMARSH SPORTS CENTRE HEALTH & SAFETY INSPECTION

- 1) An inspection of Killamarsh Sports Centre was conducted on Thursday 28th November 2019 by Chris Mills, Sarah-Jane Roome, Ian Clay and Rebecca Hutchinson representing North East Derbyshire District Council and Darren Hibberd and Liz Hamer representing Killamarsh Parish Council. This followed the North East Derbyshire District Council workplace inspection format.
- 2) All areas were visited looking for compliance with the Health & Safety at Work Act 1974 and the regulations thereunder (including but not limited to The Management of Health and Safety Regulations 1999, The Regulatory Reform Fire Safety Order 2005, Manual Handling Operations Regulations 1999, Provision and Use of Work Equipment Regulations 1998, Lifting Operations and Lifting Equipment Regulations 1998). During inspection, areas are anticipated to achieve compliance and reporting of issues is done on an exception basis. If good practice is found, this will be acknowledged.
- 3) Good Health & Safety practice has to come from the top level of an organisation with a willingness to work together and provide adequate resources in terms of time, money, people and effort.
- 4) Access & egress - is considered generally good from the car park into centre. The surface is generally devoid of potholes and kept weed free. Concerns were identified with regard to maintaining access and egress routes during opening hours. Issues were noted pertaining to contractor management, alternative access / egress routes and after sports centre hours.
- 5) Asbestos management - no asbestos documentation was observed during the inspection but verbal confirmation was received that a survey is kept on site. 1 asbestos identifier label was seen throughout the building in 1st floor copier room. Due to the age of the building, the presence of asbestos is expected and must be presumed unless confirmed otherwise. It was not clear if staff are aware of issues surrounding asbestos and how to avoid disturbing it or if the in house maintenance team have received any training. It was not clear who the Responsible Person / Duty Holder for asbestos was on site, or if any awareness / refresher training had been carried out for relevant staff. It was not clear how information was shared with Contractors - the asbestos survey may have been on site but was not accessible to us during the inspection.



- 6) i) Contractor Management – A flooring contractor and a vending machine contractor were observed on site during the inspection and contributed to the concerns over maintaining access / egress routes during opening hours. Both were on site at the same time and the materials they were using blocked the fire egress route. It was noted that the vending contractor had “just turned up on site” without prior appointment. These activities indicate that no contractor management procedures are in place including checking of risk assessments and safe systems of work and that site relevant information is not passed to visiting contractors.
- 7) i) COSHH management - concerns were identified regarding the control of substances hazardous to health. There were no up to date assessments. The control system appeared to be reliant on the cleaners to tell each other how to use the chemicals and "be sensible". Consider preparing an inventory of COSHH risk assessments, ensuring appropriate storage facilities and awareness / refresher training for relevant staff.
- ii) There was an accumulation of chemicals underneath the commercial kitchen sink with new as well as “in use” items stored here.
- iii) Paint (and possibly other chemicals) were stored in the large sports hall storage area.
- 8) i) Electrical Safety – The 5 year fixed wiring installation test has been carried out and is in date. This is indicated on the label affixed to the distribution board by the kitchen. It is not clear if this was a sample of the system or the whole installation has been tested. A number of switch boxes / fuse boxes were found left unlocked and open to access.
- ii) There seemed to be no clear procedure for PAT testing. For example, a number of items in the same location were tested this year and items on the shelf below, were not tested. A risk assessment to determine frequency of PAT testing should be carried out.
- iii) A number of lights were out but it was unclear if there are issues with broken fittings or poor maintenance / servicing. A number of other concerns were noted regarding electrical safety around wiring with exposed wiring evident in several locations with no indication if they were dead or live.
- iv) There was no evidence of a servicing regime for the electric roller shutter in large sports hall.
- 9) i) Fire Safety - Concerns were identified regarding the operability of a number of fire doors around the premise. These did not open easily or smoothly to



allow unimpeded access to a place of safety. Fire exit routes around the premise were not easily identified and could lead to panic and confusion for anyone unfamiliar with the site.

ii) Fire exit routes were not clear and unobstructed.

iii) There was significant dust accumulation seen on the ply board cladding in the large sports hall. As well as an indication of poor housekeeping regimes, this could create an explosive atmosphere in the event of a fire.

iv) There was no consistency applied to weekly fire alarm testing – should an activation occur on a Monday, it could easily be misconstrued as a test. An evacuation chair has been provided to the upper level near to the Functional Fitness suite but it was confirmed no training has taken place and the chair is not regularly serviced.

v) A broken heater cover in the Parish Suite was covered in paper indicating little or no awareness of fire safety and how to limit fire spread.

vi) Access to firefighting equipment must be maintained and there were areas where this was not done.

vii) Some fire safety signage was identified as missing with no regime in place for checking or replacing.

viii) The extraction canopy in the commercial kitchen was reported to be cleaned regularly by the kitchen staff and there was no obvious build-up of dirt or grease on the exterior parts. A sticker to the side of the canopy indicated that it had not been deep cleaned since 2016. It is suggested that an annual internal clean (deep clean) of the ducting/inaccessible parts by a suitably competent person or company would be appropriate unless the company can confirm this is unnecessary due to limited usage. This may also be a requirement of the insurance policy – and any claim may not be met by the Insurance Company if the internal ducting has not been subject to appropriate regular documented cleaning.

10) First Aid – A burns kit was provided in the kitchen but was depleted. The First Aid kit in the kitchen was well stocked and in date. First Aid boxes around the site were locked so contents were not inspected for suitability or to check dates of supplies. It was confirmed however that Leisure attendants carried a key to enable them to access First Aid supplies as and when required. Leisure attendants were also reported to have completed First Aid training but no evidence of this or frequency of re testing was seen at the time of the inspection. Hospitality staff are not First Aid trained and there is no provision for First Aid once the Sports Centre staff have finished on shift.



- 11) Gas Safety - No evidence of gas servicing was seen at time of inspection.
- 12) i) Housekeeping - Considering the provision for storage and in comparison with other sites, housekeeping is generally poor. Storage is not well organised with items left in corridors (see Fire Safety above). It is evident that leisure staff do not take ownership of or pride in the centre. Management checking routines are lacking in ensuring good standards are maintained.
- ii) Housekeeping within the Parish Suite was generally satisfactory with good standards in the cellar and commercial kitchen. The internal kitchen store would benefit from re organisation as large items are stored on the top shelves of unsecured racking.
- 13) Legionella Safety - No evidence of appropriate legionella servicing was seen at the time of inspection. Outlets were not consistently labelled and it was not clear who the site responsible person was, if training had been undertaken or what flushing regimes were. Considering the number of little used outlets, this could be a significant concern. In addition the water tank in the plant room was labelled with a disinfectant label that was displaying several dates. Consider identifying the legionella Responsible Person / Duty Holder on site and awareness / refresher training for relevant staff.
- 14) Lifting Equipment - No evidence provided to confirm compliance with LOLER
- 15) Manual Handling - Although space is plentiful, storage across the site is not well organised and presents a manual handling issue. This is significant in certain areas such as the gymnastics store and the large sports hall store. No evidence was provided at the time of the inspection to indicate that manual handling risk assessments are in place.
- 16) Pressure Systems No evidence provided of the type of boiler system on site or its maintenance regime was seen at the time of the inspection.
- 17) i) Protection of the Public - Several distress alarms were activated during the inspection. Staff were confirmed present on site but did not attend either of the sites of activation. It is clear there are no procedures in place for response. Of particular concern is that at the time of activation, the primary market was the over 50's and one of the alarms was activated in the sauna area.
- ii) The sauna itself is showing signs of heat damage with charring to the internal wooden cladding. The heat proof boarding around the fire pit was damaged and



coming loose. The fire surround was low and allowed for open access to the red hot coals. There was no evidence of a maintenance or servicing contract in place for the sauna. Independent, specialist advice should be sought regarding this area and there are several companies which offer this (such as AGS group - please note, this is for illustrative purposes only and not a recommendation) Staff are not trained on how to maintain this area or how to ensure the health and wellbeing of those using it. A risk assessment should be in place to cover these activities and detail the emergency procedures.

iii) Concerns were identified with the retaining wall adjacent to the steps to the Astro turf pitches as this was showing signs of collapse in several places.

iv) Concerns were identified with the floor surfaces in several locations and in particular with the floor surface in the small hall. A hole has formed in the small hall with the collapse of the wooden surface and could cause damage to people and equipment if left unchecked.

v) No formal procedure was found to be in place for checking on fitness equipment. It was confirmed that a visual check is done but no records are made.

vi) No formal procedure was found to be in place for checking the integrity of tables, chairs etc. in the Parish Suite.

18) i) Welfare Arrangements - Some fixtures and fittings in the staff room were found to be lacking maintenance and in need of repair. Use of the staff room should be encouraged and could assist with stopping the problems of anti-social behaviour in the area behind it.

ii) No evidence was provided of checks on welfare facilities or appropriate maintenance regimes. Some fixtures and fittings were found to be broken. In the gents gym changing room there was an overwhelming stench of drains.

19) Working at Height - Ladders in the cleaners store were identified as unfit for purpose. Concerns were identified over the maintenance and use of ladders generally as none found during the inspection were subject to any checks or ongoing maintenance. This would suggest a lack of training and general employee awareness regarding work at height.

Thanks to Liz and to Darren for their openness and honesty during the inspection and for enabling access to all areas.



If required, North East Derbyshire District Council's Health and Safety service would be delighted to assist Killamarsh Parish Council in enabling Killamarsh Sports Centre to develop as a safe and efficient place to work. We can provide advice and guidance as well as practical, hands on support.

Improvements in Health and Safety can assist Killamarsh Sports Centre in attracting new customers and improving retention rates as part of their general management plan along with increasing employee engagement and satisfaction.

Please do not hesitate to contact the team for further information or to discuss our pricing schedule.

Bronwen MacArthur-Williams, Health & Safety Manager, North East Derbyshire District Council

Rebecca Hutchinson, Health & Safety Coordinator North East Derbyshire District Council

Ian Clay, Health & Safety Adviser, North East Derbyshire District Council

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