Horndean Parish Council

NOTICE OF MEETING

A MEETING OF THE GROUNDS COMMITTEE WILL BE HELD ON MONDAY 29 January 2018 AT 7.00pm in JUBILEE HALL.

Members of the Committee Cllr Mrs E Tickell (Chairman), Cllr N Wren (Vice Chairman), Cllr M Burridge, Cllr Mrs D Denston, Cllr D Alexander, Cllr R Sowden, are summoned to attend.

23 January 2018

Carla Baverstock-Jones
Chief Officer

AGENDA

1. To receive apologies for absence.
2. Declaration of interest: Members are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.
3. To receive and approve the Minutes of the Grounds Committee meeting held on Monday 13 November, 2017.
4. To open the meeting to members of the public to enable them to address questions to Parish Councillors**.** *The period of time which is designated for public participation shall not exceed 20 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. A question asked by a member of public during public participation session at a meeting shall not require a response or debate.*
5. To receive and consider the quotations in respect of the replacement gym equipment at Jubilee Field and Deep Dell play area.
6. To receive and consider the quotations in respect of the replacement play equipment at Downs Park.
7. To receive and consider the revised Hand Arm Vibration Policy and Procedure.
8. To consider the placement of benches on HCC land at Catherington Lane/Portsmouth Road junction.
9. To consider the countryside vehicle with regard to the recent repeat mechanical repairs.

HORNDEAN PARISH COUNCIL

MINUTES OF THE GROUNDS COMMITTEE MEETING HELD AT JUBILEE HALL ON MONDAY 13 NOVEMBER 2017 AT 6:30 P.M.

PRESENT: Councillor Mrs E Tickell (Chairman), D Alexander, Mrs D Denston, Mrs L Evans, P Little, N Wren

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer, Sarah Guy, Senior Administrator (Minute Taker) and Matthew Madill, Grounds Manager.

PUBLIC ATTENDANCE: There was one member of the press in attendance.

G 021/17/18 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors M Burridge and R Sowden.

G 022/17/18 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

There were no declarations of interest received.

G 023/17/18 **TO RECEIVE AND APPROVE THE MINUTES OF THE GROUNDS COMMITTEE MEETING HELD ON MONDAY 25 SEPTEMBER 2017**

It was **RESOLVED** that the minutes of the Grounds Committee Meeting held on 25th September 2017 be duly signed as a true record of the meeting.

This was proposed by Cllr Little.

G 024/17/18 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

The meeting was duly opened to members of the public.

G 025/17/18 **TO RECEIVE AND CONSIDER THE QUOTATION IN RESPECT OF THE REPLACEMENT GYM EQUIPMENT AT JUBILEE FIELD**

A report by the Senior Administrator was circulated and a discussion took place. It was **RESOLVED** that

- The leg press and treadmill at Jubilee Field be taped off as not in use.
- Two further quotes be obtained.
- Quality and expected lifespan be ascertained from all contractors providing a quotation.
- Term of guarantee be ascertained from all contractors providing a quotation.
- The post inspection charge on current quote to be queried and confirmation obtained as to whether the quote includes removal of the items.
- The 3x quotations be brought back to the Grounds Committee meeting on 29th January 2018 for consideration.

G 026/17/18 **TO RECEIVE AND CONSIDER THE QUOTATION IN RESPECT OF WINTER FLORAL DISPLAYS WITHIN THE CENTRE OF HORNDEAN**

A report by the Grounds Manager was circulated. The Chairman commented that she had received a lot of compliments from residents regarding the planters within the centre of Horndean.

The Chief Officer provided Members with an update, stating that since the report was prepared, the opportunity arose for the installation of winter planters and due to the shortage of winter plants, she agreed to have the planters fitted to lighting columns and installed within the village.

The Grounds Manager gave an estimated increase of £200-£300, stating he thought that would allow enough in the budget to upgrade the basic planters.

It was **RESOLVED** that a proposal budget of £2,600 be put forward to Council for approval, for the installation of all year round floral displays and for existing planters to be upgraded to tower planters.

G 027/17/18 **TO RECEIVE AND CONSIDER THE QUOTATION IN RESPECT OF THE REPAIR OF PLAY EQUIPMENT AT DOWNS PARK**

A report by the Grounds Manager was circulated and a discussion took place. It was **RESOLVED** that

- Three quotations be obtained for the climbing frame and swings in readiness for the meeting of the Grounds Committee on the 29 January 2018.

G 028/17/18 **TO RECEIVE AND CONSIDER THE QUOTATION OF EXTENDING THE BOARDWALKS AT DELL PIECE WEST**

A report by the Grounds Manager was circulated and it was **RESOLVED**

- To recommend to Council to proceed with the purchasing of materials to extend and improve the boardwalks at Downs Park, at a total cost of £1,844.24 ex VAT.
- To apply for District Councillor grant funding from Cllr Mrs E Tickell and to look at available funds for Environmental Improvements within the Developers Contributions.

G 029/17/18 **TO RECEIVE AND CONSIDER PROPOSALS IN READINESS FOR SETTING THE BUDGET 2018/2019**

Proposals were put forward in readiness for setting the budget for 2018/2019.

Wildflower Seed

It was **RESOLVED** that an amount of £393.00 be recommended to Council for the purchase of wildflower seed. This was proposed by Cllr Mrs E Tickell and seconded by Cllr Wren.

Playing Field Grassland Management

It was **RESOLVED** that

- A quotation be obtained for treatment of the entire field at Jubilee and Five Heads Recreation Ground.

Woodland Strip at Godwin Crescent

It was **RESOLVED** that

- Godwin Crescent tree works commence, to include Crown Reduction, Crown Lifting and Thinning of the woodland strip alongside properties at Godwin Crescent.
- Permission be obtained from the farmer who owns the neighbouring land as access would be required.
- An estimation of the cost to undertake the works be provided to Council, in readiness for setting the budget for 2018/2019.

Forestry/Mulcher Mower

It was **RESOLVED** that a demonstration and a day's hire be arranged by the Countryside Team and an update be provided at the next Grounds Committee Meeting on the 29 January 2018.

Management of Green Waste

- It was **RESOLVED** that It be recommended to Council for the budget to be increased and for the Countryside Team to work on reducing the loads and to look at comparisons from the previous years.

The meeting closed at 8.25PM

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Chairman

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Dated

HORNDEAN PARISH COUNCIL

GROUNDS COMMITTEE MEETING **Date: 29th January 2018**

AGENDA ITEM: 5

SUBJECT OF REPORT: To receive and consider the quotation in respect of the replacement gym equipment at Jubilee Field and Deep Dell

On the 13th November 2017, at a meeting of the Grounds Committee, it was resolved that

- The leg press and treadmill at Jubilee Field be taped off as not in use.
- Two further quotes be obtained.
- Quality and expected lifespan be ascertained from all contractors providing a quotation.
- Term of guarantee be ascertained from all contractors providing a quotation.
- The post inspection charge on current quote to be queried and confirmation as to whether the quote includes removal of the items.
- The 3x quotations be brought back to the Grounds Committee meeting on 29th January 2018 for consideration.

It has since transpired that the Leg Press is located at Deep Dell and the treadmill is located at Jubilee Field.

The Treadmill and Leg Press Machine are currently unavailable for use by members of the public due to them both being broken. Due to the age of both pieces of equipment, parts cannot be sourced to fix the Machines.

The contractor (Quote 1) whom originally provided and installed the equipment has provided a revised quotation for both items to be replaced with newer models. The revised costing for this can be seen in the table below.

The Post Installation Inspection is usually required for insurance purposes. This is an independent check of the equipment by a RPII qualified person to confirm that the equipment and installation conform to current standards (EN16630). This is the same as the reports prepared by RoSPA. All RoSPA reports are carried out by a RPII qualified person.

A further quotation has been obtained from a second contractor. Costing details can be seen in the table below (Quote 2). Contractor 2 is unable to supply a treadmill due to the ongoing maintenance issues they have. They have therefore provided a quotation for an alternative piece of equipment- Bicycle. It is of note that Jubilee Field already has a bicycle in situ.

Contractor 3 has provided a quotation (Quote 3). Costing details can be seen in the table below. They have not provided us with a cost for removal of the existing equipment and have suggested it would be more cost effective for us to organise this separately. Contractor 3 was also unable to provide us with a quotation for a replacement treadmill, as they do not supply that piece of equipment.

Contractor	Item	Cost	Total Project Cost	Warranty Details	Expected Lifespan
Quote 1	Leg Press Machine & Treadmill Machine Installation, delivery & removal Post Installation Inspection	£4,403.00 + VAT £2,068.00 + VAT £393.00 + VAT	**£6,864.00 + VAT**	**See attached warranty sheet for details.**	25 Years providing the equipment is serviced & maintained regularly.
Quote 2	Leg Press Machine installation, delivery & removal Bicycle Installation & delivery & removal of treadmill	£1,522.00 + VAT £1,255.00 + VAT	**£2,777.00 + VAT**	**See attached warranty sheet for details.**	10-25 Years providing the equipment is inspected and maintained.
Quote 3	Leg Press Machine, installation & delivery **(does not include removal)**	£1,473.00 + VAT	**£1,473.00 + VAT**	**See attached warranty sheet for details.**	15 Years in a high corrosivity environment

RECOMMENDATION

Council may wish to consider proceeding with the installation of a new Leg Press Machine at Deep Dell and a new Treadmill Machine and Jubilee Field based on the quotations supplied.

It is of note that

- The current fitness equipment at both Deep Dell and Jubilee Field is identical in make and colour, all previously provided and installed by the same contractor. If another contractor was to supply and install a piece of equipment, it is likely that this would not match in with the surrounding equipment.
- The Countryside Team have sourced a colour match paint, which has previously been used for maintenance painting works at Deep Dell, so this could be an option should Council wish to purchase equipment from a different provider to that of the equipment already in situ.

Report prepared by Sarah Guy, Senior Administrator.

HORNDEAN PARISH COUNCIL

Grounds Meeting **Date: 29th January 2018**

AGENDA ITEM : 6

SUBJECT TITLE: Downs Park Play Equipment – Toddler Frame and Double Swings

PURPOSE OF REPORT: Costings to remove and replace play equipment and to repair any Wetpour at Downs Park.

BACKGROUND: Due to age, the two pieces of equipment are in need of replacing.

I manged to get three companies come and look at the job although contacted more.

RESOURCE IMPLICATIONS:

Quote 1: £8,727.60 (with plastic slide)

Quote 2: £9041.74 (metal slide)
£8479.14 (with plastic slide)

Quote 3: could not provide a competitive quote once I told them the ball park prices the other company's had quoted

(all prices subject to VAT)

SUGGESTIONS:

I would suggest going with quote 2 and installing a metal slide.

Quote 2 installed the play equipment originally at Downs Park and I believe installing a metal slide will not only be better at withstanding wear and tear but will also be better at standing up to any anti-social behaviour.

All equipment they install will also have steel ground fixings. This will hopefully reduce the risk of rot at the base of the wooden posts.

REPORT PREPARED BY:

Matthew Madill

HORNDEAN PARISH COUNCIL
HAV'S POLICY & PROCEDURE

1) POLICY

Horndean Parish Council will put in place measures to protect employees from the risks of Hand Arm Vibration Syndrome (HAVS) and Whole Body Vibration.

These measures will include:

- Assessing the risks from vibration exposure
- Taking steps to reduce vibration exposure (Risk Assessment)
- Taking into account vibration risks when purchasing or hiring equipment
- Providing training and information for employees on the risks from vibration and the measures in place to reduce these
- Providing health surveillance where the risk assessment shows that this is appropriate. This will enable Horndean Parish Council to satisfy its obligations under the Control of Vibration at Work Regulations 2005 and the Management of Health and Safety at Work Regulations1999.

2) DEFINITIONS

- Hand Arm Vibration (HAV): Mechanical vibration transmitted from work processes into an employee's hands and arms.
- Whole Body Vibration (WBV): Mechanical vibration which is transmitted into the body when seated or standing, through the supporting surface.
- Hand Held Equipment: pedestrian lawn mowers, hedge cutters, strimmers, and backpack blowers.

3) EFFECTS OF VIBRATION INJURY

Employees whose hands are regularly exposed to vibration may suffer from symptoms due to pathological effects on the muscles, circulatory and nervous system, and other tissues of the hand and arm. Where they affect the hands or arms the symptoms are collectively known as hand-arm vibration syndrome (HAVS). HAVS symptoms may include the following components.

Neurological component

Neurological symptoms of HAVS include numbness and tingling in the fingers, and a reduced sense of touch and temperature. This nerve damage can be disabling, making it difficult to feel, and to work with, small objects.

Vascular component

Episodic finger blanching is the characteristic vascular sign. This is sometimes known as 'vibration white finger', 'dead finger' or 'dead hand'. The main trigger for the symptoms is exposure to the cold, for example being outdoors early on a winter's morning. The symptoms can also be triggered by localised or general body cooling in otherwise warm environments. Although vibration causes the condition, it does not precipitate the symptoms.

Muscular and soft tissue component

Employees may complain of joint pain and stiffness in the hand and arm. Grip strength can be reduced due to nerve and muscle damage. An individual employee suffering from HAVS may not experience the complete range of symptoms, for example symptoms related to the neurological component can be present in the absence of vascular problems and vice versa. Neurological symptoms generally appear earlier than finger blanching. Carpal tunnel syndrome, a disorder of the hand and arm giving rise to tingling, numbness, weakness, pain and night waking, can be caused by exposure to vibration.

The symptoms of HAVS are usually progressive with continuing exposure to vibration. There will be individual variation in the timing and rate of deterioration. The degree to which symptoms regress on removal from exposure to vibration is not known with any certainty and the condition may be irreversible.

Exposure to whole body vibration at low levels may aggravate existing back pain or other conditions whilst higher levels may cause symptoms to develop.

PROCEDURE

4) **RISK ASSESSMENT**

The purpose of the risk assessment is to enable managers to make a valid decision about the measures necessary to prevent or adequately control the exposure of employees to HAV or WBV. It also enables managers to demonstrate readily to others who may have an interest, e.g. employees, safety representatives and enforcement authorities that they have from the earliest opportunity considered the risks from vibration.

When conducting the assessment the following steps shall be followed:

1. Identify all existing powered tools, equipment and machinery which potentially pose a risk of hand arm vibration or whole body vibration.
2. Review and observe the conditions under which such powered tools, equipment and machinery are used to obtain a true and representative appreciation of the nature of the work
3. Identify the maximum duration of their use ('trigger time' for HAVS or work time for WBV) in any working day, if necessary by keeping a log or using monitoring devices
4. Assess the vibration magnitude from each piece of equipment used. This information must be provided by the manufacturer, however, manufacturers' data will often come from testing under specific controlled conditions which are very different from normal working practices and therefore may significantly underestimate exposures in practice. Additional information from on-site measurement or from databases of vibration levels may be required.
5. Consider individual factors such as pre existing health conditions that may increase risk from vibration exposure for individual employees;
6. Ensure that employees use equipment correctly. Poor posture, technique etc. may increase vibration exposure from a particular activity by up to 50% compared to colleagues.

The risk assessment will be reviewed whenever there is a change in vibration exposure or otherwise at least every year.

5) REDUCING RISK FROM VIBRATION EXPOSURE

Measures are to be put in place to reduce vibration exposure to as low a level as is reasonably practicable – even if vibration levels are below the Exposure Action Value (EAV), consideration will be given as to whether further reduction is practical. **Wherever vibration levels may exceed the EAV, assistance will be sought from the SEPS to assist with risk assessment and reduction of vibration exposure.**

NOTE: Personal vibration exposure MUST NOT exceed the Exposure Limit Value (ELV) of 5m/s2 . On very limited occasions, employers are allowed to average exposures over a week rather than over a day, but only in particular circumstances.

The main conditions are:

- that the person's exposure is usually below the exposure action value;
- that the risk is less than if the employee were exposed at the exposure limit value for the week.

This flexibility does not remove the duty on the employer to reduce the exposure so far as is reasonably practicable. Measures to reduce risks from vibration exposure may include: replacing tools and equipment with alternatives which produce lower magnitudes of vibration.

Purchasing Equipment

When purchasing equipment, suppliers must provide information about the vibration magnitudes their products are likely to create in normal use. This is a requirement of the Supply of Machinery (Safety) Regulations 2008, and be compliant with The Provision of Work Equipment Regulations 1998. A purchasing specification should incorporate maximum vibration magnitudes and test procedures, which suppliers have to satisfy. Manufacturer's data must however be looked at by the Countryside Manager with some caution as they may not necessarily be measurements of levels sustained when the equipment is put to your particular use.

When planning purchasing of equipment first consider other methods of work which can eliminate or reduce exposure to vibration including automation or mechanisation of work previously done with hand-operated or hand-fed machines.

Work Practices

It is important to ensure that work activities are designed to take into account ergonomic principles, and to

- encourage good posture and working techniques
- ensure correct selection of the most appropriate tools for the task.
- ensure that all equipment is properly maintained
- minimise time exposed to vibration e.g. regular breaks, job rotation etc
- provide suitable clothing to protect employees from cold and damp
- Provide suitable training and information for all those exposed to vibration

See attached chart

Training

Face to face training will be provided by Horndean Parish Council using a competent person in the unit or can be arranged through external competent sources.

Where new staff are employed and are likely to be exposed to vibration levels in excess of the EAV, they will be made aware of the risks of vibration prior to first exposure, or at least within the first week of employment. This can be done at the same time as asking them to complete the initial health assessment form for return to the Chief Officer of the Council. (see "Health Surveillance")

In addition, all employees will be given appropriate training in the use of equipment. This will include periodic supervised practice to identify work practices which may increase risk such as poor postures, gripping equipment too tightly etc.

Training will include information on the following matters:

- The items of work equipment that pose vibration risks and their respective levels of risk
- How their personal daily exposures compare with the Exposure Action and Limit values (EAV and ELV)
- What symptoms of ill health they should look out for, to whom they should report them and how they should report them
- What control measures are in place to minimise risks
- What personal protective equipment is provided and when this should be used, e.g. the need to keep warm
- The training provided for operators, supervisors and managers in their respective roles to ensure control of exposure, e.g. through correct selection, use and maintenance of equipment or restriction of exposure times
- The health surveillance that is provided, how it will be carried out it and why it is important, as well as the overall findings (in anonymous form)
- What employees' duties are; to:
    - ❖ follow instructions they are given on safe working practices;
    - ❖ report problems with their equipment such as unusually high vibration levels;
    - ❖ co-operate with the programme of control measures and health surveillance.

Maintenance of Equipment

In order to minimise the deterioration of equipment, items will be inspected and serviced on a regular basis. Advice from the suppliers/ manufacturers will be taken into account. There may be certain routine checks or preventative replacement of parts required, in which case these will be carried out at a set frequency.

Individual users must be made aware that if at any point they feel a machine performance has deteriorated in terms of vibration, they must report it at the earliest opportunity so that further investigations can be made.

6) HEALTH SURVEILLANCE

Health surveillance is carried out by the Occupational Health Service or other competent organisation as nominated by Horndean Parish Council and is mandatory for employees who are regularly exposed to vibration above the Exposure Action Value (EAV=2.5. m/s2)

Health surveillance is also offered to those exposed below the EAV if they are at increased risk e.g. if they report a pre-existing diagnosis of HAVS or any other condition of the hands, arms, wrists or shoulders, or any condition which affects circulation or nerve conduction such as diabetes, carpal tunnel syndrome etc.

7) RESPONSIBILITIES

a) **Managers and Supervisors**

- Understand the scope and content of the vibration regulations where this is relevant to work in their area
- Ensure vibration factors are taken into account when hiring or purchasing new equipment
- Ensure that necessary vibration risk assessments have been undertaken for any equipment used by those in their charge
- Implement and enforce vibration control measures, in conjunction with the local safety coordinator
- Ensure employees are suitably trained in all aspects of operating equipment, including vibration control

b) Employees are with regard to HAV@S responsible for their own Health & safety and of others who may be affected by their actions or omissions.

8) REFERENCES AND FURTHER READING

1) Health & Safety at Work Act 1974
2) Employers Liability (Defective Equipment) Act 1969
3) Hand Arm Vibration: The Control of Vibration at Work Regulations 2005. L140
4) Hand Arm Vibration Advice for Employees (Indg296 Rev2)
5) Management of Health and Safety at Work Regulations 1999
6) Supply of Machinery (Safety) Regulations 2008
7) Provision and Use of Work Equipment Regulations 1992

TOOL	Lower Limit (before action must be taken)	Max Limit (employee must not exceed this daily)	HAV Level
CHAINSAW MS201T	4 hrs 5 mins	16 hrs 19mins	3.8
CHAINSAW MS260	2 hr 58 mins	11hrs 53mins	4.1
CHAINSAW 180	49 mins	3 hrs 17 mins	7.8
CHAINSAW MS362	4 hrs 5 mins	16 hrs 19 mins	3.5
POLESAW HT131 Min Extension Max Extension	 2 hrs 16min 2hrs 16 min	 9 hrs 3 min 9 hrs 3 min	 4.7 4.7
POLESAW HT101 Min Extension Max Extension	 1 hr 39 min 53 min	 6 hrs 36 min 3 hrs 33 min	 5.5 7.5
HEDGE CUTTER KM94R	1 hr 21 min	5 hrs 22 min	6.1
HEDGE CUTTER HL100	2 hrs 5 min	8 hrs 19min	4.9
BLOWER BG85	41 mins	2 hrs 46 min	8.5
PACK BLOWER BR430	8 hrs	31 hrs 58 min	2.5
BRUSHCUTTER FS460 C/L	9 hrs 27 min	37 hours 47 min	2.3
MAKITA DRILL BHP452 Drilling into metal Drilling into concrete	 8 hrs 37 mins	 31 hrs 58 min 2 hrs 28 min	 2.5 9
MAKITA DRILL (Impact) BTD140	10 mins	41 mins	17

MAKITA DRILL HR2470			
Drilling into metal	2 hrs 28 min	9 hrs 52 min	4.5
Using Chisel	19 min	1 hr 17 min	12.5
Drilling into concrete	12 min	50 min	15.5