

27 April 2012

Report of the Bereavement Services
Manager



Report of Graham Harrison, Bereavement Services Manager

Purpose of the Report

1. To provide Members of the Mountsett Crematorium Joint Committee with an update relating to performance and other operational matters.

Performance Update:

Number of Cremations: for the period 1 January 2012 to 31 March 2012

2. The table below provides details of the number of cremations for the period 1 January 2012 to 31 March 2012 inclusive, with comparative data in the same periods last year:

	2010/2011	2011/2012	Change
	QTR4 [Jan- March]	QTR4 [Jan- March]	
JAN	133	126	- 7
FEB	127	107	-20
MARCH	109	116	+7
TOTAL	369	349	-20

Gateshead	99
Durham	198
Outside Area	52
Total	349

3. In summary there were 349 cremations undertaken during 1 January 2012 to 31 March 2012, compared to 369 in the comparable period last year, a decrease of 20. The total number of cremations to 31 March 2012 is 1258 compared with 1188 in the previous year of 2010/11, this is an increase of 70 (5.89%).

Memorials

4. The table below outlines the number and value (exc. VAT) of the memorials sold in Quarter 4 2011/12. It should be noted however that it is not possible to compare previous years' data due to this being a new service provided to the bereaved during this quarter.

	Quarter 4	2011/12
	Number	£
Large Plaques	3	984.00
Total	3	984.00

5. As Members may recollect at the meeting held on 27 January 2012, the Committee raised a number of queries regarding the proposed procedures and policies on memorial plaques and agreed that it would be beneficial for the committee to receive an update at the next meeting outlining the logistics for renewal, including options for members' consideration on the overall operation of the scheme.
6. In developing the proposed policies and procedures, it is important to learn from the experience of other crematoria. For example, although the memorial garden at Darlington has been very successful and well laid out, it sold off the memorials in perpetuity, which means that the space available is shortly to run out and no further income could be gained via renewals. Therefore as with Durham Crematorium, it is proposed that the lease would involve a fixed term with plaques being maintained for a ten year period after which lessees would be given the option to renew for a further period of ten years at the appropriate fee.
7. The costs to the family covers two elements, firstly the cost of the plaque which are facilitated through the Crematorium and include the cost of supply and fix and secondly the lease costs for ten years. After the ten years an option to purchase an extension/renewal to the lease is available to the families at a cost. This renewal charge is currently set at £189.00 at Durham Crematorium with them currently having a 33% uptake in renewals.
8. Below is a table highlighting the different charges set by neighbouring authorities along with the associated costs for a renewal of the plaques:

	Memorial cost (inc VAT)	Renewal 10 years
Gateshead	£354.00	NA.
Newcastle	£248.00	£136.50
South Tyneside	£328.00	£219.00
North Tyneside	£228.00	NA
Darlington	£330.00	£180.00
Middlesbrough	£364.17	NA
York	£330.00	£260.00
Durham	£379.60	£189.00

9. These costs indicate that the majority of neighbouring authorities charge approximately half the total cost of a plaque for the 10 year renewal period. Several other authorities also have the option to re-new after a 5 year period.

10. It is therefore proposed that we continue with the scheme and before the expiry of the lease period, a renewal invitation will be forwarded to the person who made application for the lease of the memorial, or to such person to whom the lease has been assigned. A charge is set that is approximately 50% of the full cost of the purchase price of a new plaque when renewal is required subject to annual increases.
11. If the lease is not renewed within the given time scale, the Crematorium Joint Committee will contact the family again to inform them that the plaque will be removed and stored. Then we would write to the again to let them know that the plaque would be stored for a period of 6 months for collection in order that families who may wish to collect these can be entitled to do so. If they are not collected after this time then the plaques may be disposed of or recycled. This will then free up a space on the wall in order that another plaque may be sited.

Operational Matters

Staffing

12. As some Members may be aware, Ian Staplin the Superintendant and Registrar is currently on long term sick leave. His post is being temporarily filled by the Assistant Superintendant & Registrar from Mountsett Crematorium assisted by the Bereavement Services Manager.
13. As Members may recollect at the meeting held on 27 January 2010, the Committee agreed to the employment of a current part time member of staff on a full time basis. A review of the Crematorium Assistant's terms and conditions has resulted in retrospective payment being made due to the fact that he was not receiving the same pay scale as the rest of the crematorium assistants. The impact on the Crematorium Employee budget is £17,868 (of which £8,935 relates to 2010/11). This has been factored into the Provisional outturn report to be considered later in the agenda.

Mountsett Crematorium Pre-Payment Cremation Bond

14. Sarah Grigor, the DCC Solicitor, who is preparing The Financial Services Agency Registration, has been working on the documents for submission to the F.S.A. A further update will be given at the next meeting.

Green Flag Application

15. At the meeting of the Mountsett Crematorium Joint Committee (27 January 2012), Members agreed to the management plan that was included within the report. The Green Flag Management Plan was submitted by the closing date of 31 January 2012.
16. We are currently awaiting a date for the judging of the site to be carried out. A further update will be given at the next meeting.

Recycling of Metals Scheme

17. As Members may recollect at the meeting held on 4 February 2011, the Committee agreed to participate in the metal implants recycling scheme.
18. The Institute of Cemetery and Crematorium Management have informed us that the recycling of metals scheme has produced a surplus of £200,000 for the October 2011 collection for the whole Country.

19. We have been asked to submit nominations for suitable Local or National death related charities by 30 March 2011.
20. Discussions with the Chair have taken place and colleagues at the Saltwell Crematorium. Saltwell are not yet part of the Metal Recycling scheme, however they will be joining the scheme at the end of this year when the new cremators have been installed.
21. It has been proposed that we nominate Willowburn Derwentside Hospice Care Foundation from Maiden Law Hospital close to Mountsett Crematorium, subject to seeking nominations from the Joint Committee on future charity nominations.

Service Asset Management Plan

22. As Members may recollect at the meeting held on 27 January 2012, an update report on the Service Asset Management Plan was given to Members. Whilst some progress has been achieved, the Asset Management Plan is not yet finalised.
24. An Accessibility Audit has however been commissioned and undertaken by Durham County Council's Technical Services Department. This comprises a visual assessment of the premises in terms of suitability and/or deficiency in respect of Access for the Disabled and Legislation appertaining to Disabled Access including the following:
- Disability Discrimination Act
 - Part M of the Building Regulations
 - Relevant British Standards
25. The audit has raised a number of issues which the building does need to address in order to help meet the requirements of the Disability Discrimination Act. These need to now be factored into the Asset Management Plan and include the following:
- Improvements to the approaches to the site
 - Provide two designated disabled parking bays
 - Overcome threshold step at entrance to offices
 - Provide tactile signs internally
 - Repair floor in staff corridor
 - Provide some chairs with arms
 - Provide portable induction loops
 - Widen narrow internal doors
 - Improve ambulant WC provision
 - Provide new accessible WCs
 - Improve fire exits
26. Further details regarding this audit including costs can be seen in Appendix 2.
27. Progress has also been made with regards to consultation with colleague in the Fire Authority to prepare a full fire risk assessment. An inspection was carried out on 3 April 2012 and has identified some deficiencies of the Regulatory Reform (Fire Safety) Order 2005. I am currently in discussion with our Health and Safety Section to rectify these deficiencies again any premises related issues arising from the inspection will be factored into the Asset Management Plan.

28. A copy of the Fire Safety Audit can be seen in Appendix 3.

29. As highlighted above, the Service Asset Management Plan is not finalised. This delay is as a result of the additional works requirements identified in paragraphs 25 and 27) along with the absence of the Superintendent & Registrar due to sickness. A full report will be presented at the AGM in June.

Recommendations and Reasons

29. It is recommended that Members of the Mountsett Joint Committee consider and agree:-

- The content of this report with regards to current performance of the crematorium.
- The current situation with regards to the sale of Memorial Plaques.
- The proposal to charge approximately 50% of the full cost of the purchase price of a new plaque when renewal is required subject to annual increases.
- To store plaques if not renewed in order that families can collect these.
- The current situation with regards to the Superintendent and Registrar.
- The current situation with regards to the Pre-Payment bond and progress working with DCC legal team
- The current situation with regards to the Green Flag Judging.
- The current situation with regards to the Recycling of Metals Scheme and to seek nominations from Members for future Local or National death related charities.
- Note the current quotes now received with regards to the Service Asset Management Plan and agree to the internal decoration and the replacement of windows to staff room which are long overdue.
- That Members note the current situation with regards to the Accessibility Audit and associated costs of required works and agree to these works being carried out over the coming years and subject to budget provisions.
- That Members note the current situation with regards to the Fire Safety Audit.

Contact: Graham Harrison, 01207 218816

Appendix 1: Implications

Finance

As identified in the report.

Staffing

There are no implications

Risk

There are no implications

Equality and Diversity / Public Sector Equality Duty

There are no implications

Accommodation

There are no implications

Crime and Disorder

There are no implications

Human Rights

There are no implications

Consultation

None, however, Officers of Gateshead Council were provided with a copy of the report and given opportunity to comment/raise any detailed questions on the content of the report in advance of circulation to members of the Mountsett Crematorium.

Procurement

There are no implications

Disability Discrimination Act

There are no implications

Legal Implications

As outlined in the report

Appendix 2: Accessibility Audit Report Recommendations

Authority: Durham County Council
ACCESSIBLE BUILDING AUDIT
UPRN: 40037S01
MOUNTSETT CREMATORIUM

ACCESSIBILITY AUDIT OF THE PROPERTY SITUATED AND KNOWN AS
MOUNTSETT CREMATORIUM AS AT 07/04/2011
FOR AND ON BEHALF OF DURHAM COUNTY COUNCIL

1. INTRODUCTION

- 1.1 As instructed by Durham County Council we have inspected the above property with a view to assessing the general accessibility of the building.

2. INSPECTION

- 2.1 Our inspection was carried out on 07/04/2011 and included those parts of the building to which the Client specified

3. SCOPE OF SURVEY

- 3.1 Our inspection will comprise a visual assessment of the premises in terms of suitability and/or deficiency in respect of Access for the Disabled and Legislation appertaining to Disabled Access including the following:
- Disability Discrimination Act
 - Part M of the Building Regulations
 - Relevant British Standards
- 3.2 The assessment is to be carried out by the use of the CIPFA Access Audit Check List, with recommendations for improvements, which when complete will provide a record of present access arrangements and conditions together with an indication of the scope and cost of the changes and/or improvements which need to be provided to meet the legislative requirements.
- 3.3 The Access Audit Checklist has been compiled to reflect good practice outlined and incorporated in the document "Access for Disabled People to School Buildings" as published by The Department for Education and Employment, together with "Designing for Accessibility" published by the Centre for Accessible Environments.
- 3.4 The guides provide good practice in terms of meeting the basic design considerations for all aspects of a building, including those provisions which fall within the scope of Part M of the Building Regulations
- 3.5 The inspection will be restricted to those parts of the buildings as defined by the Client in the pre-survey brief.
- 3.6 The survey will be conducted by following a logical approach of how a person would arrive at, enter and use a building, i.e. starting from the nearest point of Public Transport (if applicable) to the entrance of the curtilage of the site and from car parking which is

provided within the site, looking at the accessibility of the routes up to all the entrances, followed by entry and circulation.

- 3.7 The report is provided for the sole use of the named client and is confidential to that client. We accept no liability arising out of the contents of the report to any person other than the client himself/herself. Costs within the survey are based upon the Schedule of Rates as agreed with the Client and are valid as of 1st January 2010. CIPFA wish to acknowledge the help and assistance of the Authority's staff during the course of the survey and in the provision of general background information.

CIPFA Property
The Quadrant
Chester West
Sealand Road
Chester
CH1 4QR

4) AUDIT SUMMARY – MOUNTSETT CREMATORIUM

Description

Mountsett Crematorium, which was opened in 1966, is situated off the A 692 on the outskirts of Dipton. The main building, block 1, is single storey with shallow pitched roofs and a mixture of external finishes. The accommodation in the building can be grouped into three main areas.

Firstly the chapel complex which has the main chapel, entrance and exit lobbies, a waiting room for mourners, a vestry for clergy, a bearers room, two sets of male and female toilets and an accessible wc. Secondly the office area which has its own separate entrance facing the car park. There are offices, interview room, stores, small kitchen and staff toilets. The third area is occupied by the crematorium staff only and is the section where the furnaces are operated. There are plant rooms, stores, circulation areas, the crematorium furnaces, a staff mess room and toilet. Block 2 is the Chapel of Remembrance which is single storey with a pitched roof, facing brick walls and timber windows and doors. The building has one room which houses the Book of Remembrance in a bookcase and a screen viewer cabinet where individual pages can be accessed electronically.

Externally a curving drive leads from the main entrance to a large car park. There is paving around the main building and a path leading to block 2. The complex is surrounded by grassed areas and planting.

A. Approach and Car Parking

Approach to Site

There are four bus stops in the vicinity but the approaches to the site entrance from these are not particularly easy for people with disabilities. We recommend that improvements are discussed with the appropriate authorities including providing dropped kerbs and repairing potholes and uneven

surfaces. Ideally there would be bus stops immediately outside the crematorium entrance on the A692 but presumably this is difficult to achieve as it is a busy and fast road.

Access to Site

Vehicles and pedestrians share the same entrance off the main road and use the site access road to reach the complex.

Parking

There is a large car park on site which is finished with smooth level tarmac.

There are currently no designated disabled parking bays and we understand that plans are in place to provide two – one either side of the path leading to block 1. We have included costs in the audit for providing these bays which should be of adequate size with room at the sides and at the rear for the operation of tail lifts. The bays should be identified with signs on posts and surface lining.

B. Routes and Level Change

Routes

We have audited four routes within the site. The first is along the site access road to the car park. It is a wide access road surfaced with tarmac and slopes gradually up towards the crematorium complex. The second leads from the office area to the left to the chapel. This is the route used by the majority of mourners using the car park although we understand that people with disabilities, including the elderly and infirm, can make arrangements to be dropped off at the chapel entrance and picked up near the exit at the end of the funeral service. This route is level with stone paving slabs and a covered area over with lighting set in the covered area. There is a bench seat set to one side and directional signs in place. There is a large covered area outside the chapel entrance for the hearse and chief mourners. The route from here to the chapel is level with no kerbs.

Surfaces are tarmac and stone paving, with lighting to the underside of the covered area.

A pedestrian path leads from the crematorium complex to the Chapel of Remembrance. It slopes up gradually and then down towards block 2. It is generally around 1900mm wide with handrails on both sides. A slip resistant finish has been recently installed but has been damaged, we understand, by frost. Repairs are awaited and we have not therefore included any costs in the audit.

External Ramps & Steps

There is a sloping path leading from the car park to block 1. It is 2 metres wide with a gradient of 1 in 14. There is a handrail on one side and the finish is textured paving.

C. Entrances Including Reception

Entrance Ramp / Steps

There is level access to the chapel and to the offices in block 1, and to block 2.

Main Entrance

There are large timber double doors to the chapel entrance and these are set in a marble façade. There is a large covered area in place with artificial lighting to the underside. The main entrance to the offices is clearly identified with signage. There is a 2800mm deep covered area above with lighting to the underside. There are signs identifying the Chapel of Remembrance with a canopy above.

Main Entrance Door

The double entrance doors to the chapel have 857mm wide leaves. The doors are solid but can be held open when services take place. There are suitable push / pull handles with floor closers in place. The threshold is level and there is a recessed weather mat in the lobby. The external

door to the office area is only 782mm wide but there is little room here to widen. There are vision panels in place and a suitable lever handle. There is however a 30mm step and the threshold which will need to be overcome. The door has an old style Briton overhead door closer and a weather mat in a recess. The door to the Chapel of Remembrance is 964mm wide with a 520mm wide side leaf. There is room at the side for a wheelchair and the door is smooth opening with a floor closer. It has a level threshold.

Lobby

The lobby to the chapel is a large clear space with a carpeted floor. The inner doors match the external doors and can also be held open. We recommend adding tactile signs to assist people with visual impairments.

D. Horizontal Movement and Assembly Areas

Corridors

The exit corridor from the chapel is wide with a clear central area. Lighting is natural and artificial and flooring is carpet with floor junction strips in place. There are means of escape signs in place and we recommend adding tactile signs when refurbishing. The corridor in the staff area of the crematorium needs floor repairs and a new deeper weather mat in the recessed mat well. Tactile signs are also recommended here. The corridor to the offices is 1390mm wide and has a carpeted floor with natural and artificial lighting. We recommend adding tactile signs.

Internal Lobbies

Internal lobbies to toilet areas are suitable. Costs are included for adding tactile signs.

Assembly Areas

The public areas in the chapel include the chapel itself, waiting room, vestry and bearers room. The chapel has natural and artificial lighting. Flooring is carpet and loose bench seating has been provided on either side. However, it is recommended that some chairs with arms be provided. There is an induction loop in place with signs to inform and there are lecterns at two heights. We recommend providing a portable induction loop for use in the smaller rooms together with some chairs with arms. The staff areas in the crematorium can be improved by adding a portable loop and adjusting some kitchen fixtures in the mess room. It is not practical to consider adjusting controls to the furnaces and other plant and equipment in these areas. Staff offices and stores are lit by natural and artificial lighting. Although there is a high fixed counter in room 0/033 it is not used as a reception area and no changes are recommended. Members of the public are seen in one of the offices or interview room. We recommend providing a portable induction loop. The Book of Remembrance Room in block 2 is an open space with two fixed cabinets. Lighting is both natural and artificial and flooring is slip resistant sheet.

E. Vertical Movement and Internal Level Change

The buildings are on one level with no internal ramps or steps.

F. Doors

All doors are necessary and are mostly painted with some timber doors. There are seven doors in public and staff areas that are too narrow for wheelchairs and will need to be widened when a specific need is identified. Controls are suitable and overhead closers are a combination of Briton, Centurion, Laidlaw and New Star.

G. Toilet and Changing Facilities

Ambulant WC Provision

The male and female toilets in both the public and staff areas are suitable. We recommend that support rails to Part M of the Building Regulations are provided in one WC cubicle in each area.

Accessible WC Provision

There is an accessible WC in the chapel area that is accessed from the outside. The effective internal dimensions are below the recommended minimum and we recommend that a new accessible WC is provided in this part of the building to be accessed from the inside. There is no accessible toilet in the staff office area and we recommend that a new facility is provided here – possibly by refurbishing one of the existing ambulant toilets. If it was carefully designed and located it could also be used by members of the public when leaving the chapel. An accessible WC is also costed for the staff areas in the crematorium – to be provided when a specific need is identified.

H. Fixtures and Fittings

Seating

Some chairs with have been recommended for use in assembly areas.

Lighting

Lighting is considered to be adequate being a mixture of natural and artificial.

Acoustics

We have included costs for providing some portable induction loops in staff and public areas.

I. Kitchens

There is a small staff kitchen in the office area but there is little scope for alterations. We believe that it is impractical to adapt for people with disabilities.

J. Information and Controls

Tactile signs are recommended internally.

The Sign Design Guide published by JMU gives good guidance regarding signage.

K. Means of Escape

There is no fire alarm system in the building. We recommend removing the threshold to the exit doors from 0/010 and a ramp to the stepped exit from 0/001, both in block 1. A fire professional should be consulted and a full fire risk assessment obtained. Under the Regulatory Reform (Fire Safety) Order 2005, which came into force on 1st October 2006, there is a requirement for a fire strategy. This strategy can in some cases overcome any of the physical deficiencies in respect of

means of escape identified within this report. We have included recommendations for physical improvements but these have been made without reference to the Fire Officer and have been made to highlight deficiencies and to provide guidance on costs. It may be that these deficiencies can be overcome by changes to the management of the building, which should be investigated before any work is undertaken.

L. Management Issues

Management issues normally relate to this section within the audit pro-forma. A questionnaire has been completed and returned and the results have been entered within the audit report.

We were not able to establish whether any members of staff were trained in access issues. We would recommend that a clear policy is available with regard to awareness issues for the training of those members of staff who have to deal with the public on a daily basis.

M. Summary

The audit has raised a number of issues which the building does need to address in order to help meet the requirements of the Disability Discrimination Act. For example:

- Discuss improvements to the approaches to the site
- Provide two designated parking bays
- Overcome threshold step at entrance to offices
- Provide tactile signs internally
- Repair floor in staff corridor
- Provide some chairs with arms
- Provide portable induction loops
- Widen narrow internal doors
- Improve ambulant WC provision
- Provide new accessible WCs
- Improve fire exits

Consult a fire professional and obtain a full fire risk assessment. It should be noted that this audit relates purely to the physical features of the building that may impact on a disabled person using the facilities. No comment has been made on the actual management of the service being provided from this building, as that does not form part of our current remit.

We would recommend that the results of this audit be examined in association with the service provider, as it is possible that some of the physical features highlighted may be overcome by managing the way the service is provided within the building.

We would also recommend that an assessment of the service provision is also carried out, as the removal of physical features as obstacles to disabled access does not necessarily result in the service provision being compliant under the requirements of the Disability Discrimination Act.

DISABILITY ACCESS AUDIT REPORT

UPRN: 40037S01

Site Name: MOUNTSETT CREMATORIUM

Survey Date: 07 Apr 11

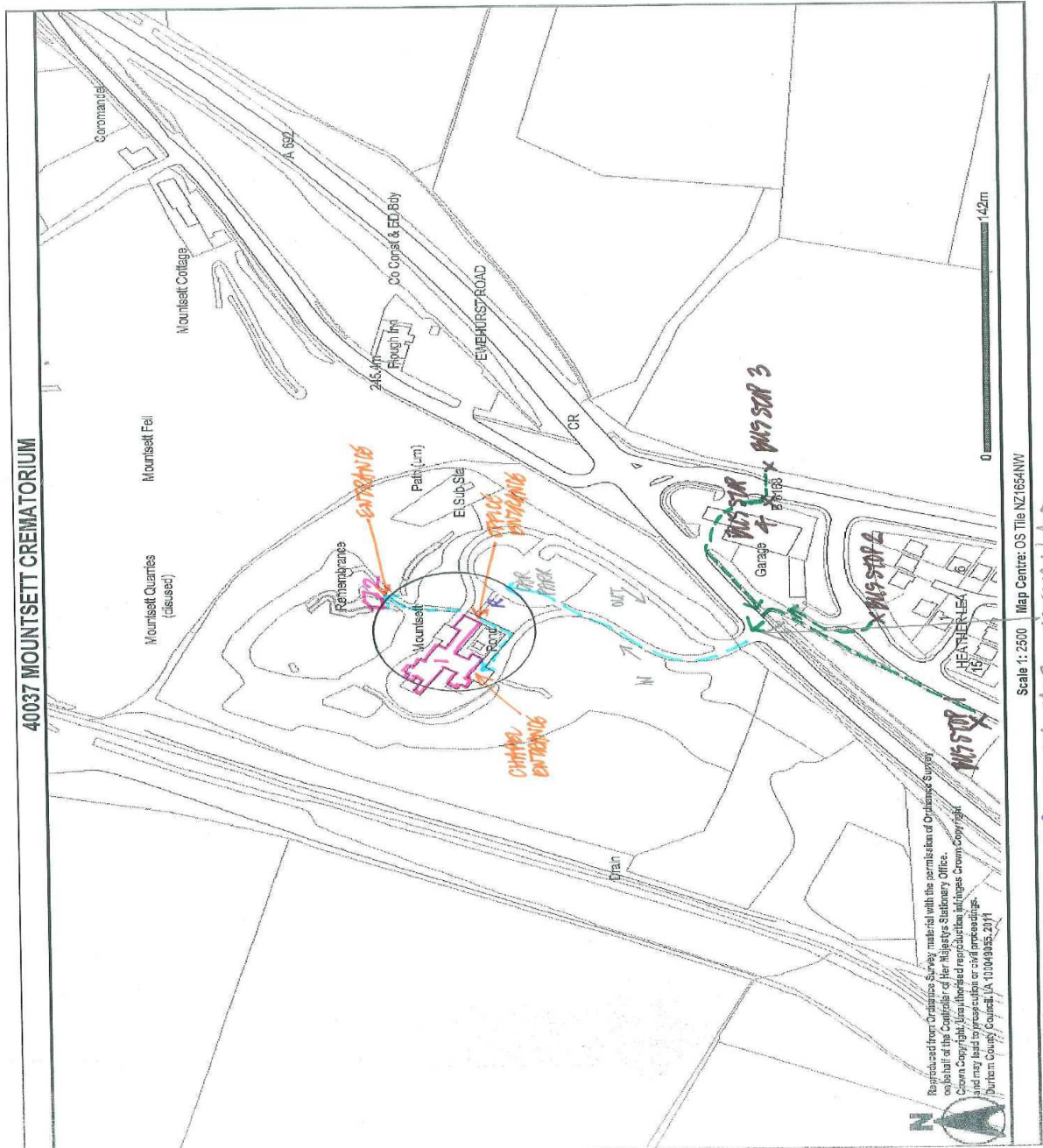
Surveyed By: H G Jone

Access Plan
Site: Mountsett Crematorium
UPRN: 40037

Timescale	Target	Strategy	Outcome	Timeframe	Goals Achieved	Budget Cost
Short Term	Provide two designated disabled bays marked with signs on posts	No existing provision. Upgrade to improve access for visitors	Access improved for visitors	2011 / 2012	Access improved to Crematorium facilities	£1110
Short Term	Upgrade existing entrance at 0/030 (office area) to overcome 30mm step at threshold	Provide shallow ramp to improve access for both staff and visitors	Access improved for staff and visitors	2011 / 2012	Access improved to Crematorium facilities	£200
Short Term	Improve signage within Chapel Lobby 0/049	Provide tactile information signs to improve access and circulation for visitors	Access and circulation improved for visitors	2012	Access improved into Crematorium facilities	£105
Short Term	Repair floor covering and replace existing weather mat within staff corridor 0/004 and improve access	Eliminate trip hazard within staff corridor 0/004 and improve access	Health and Safety obligations being met whilst improving access for staff	2011	Health and Safety Improvement and access improved to staff area	£400
Short Term	Assess Means of Escape strategy with fire professional	Improve health and safety and access for staff and visitors	Access improved for both staff and visitors	2011	Meet Health and Safety obligations and improve access to Crematorium	£0
Short Term	Provide additional seating with arm rests at differing heights within public and clergy rooms	Additional seating with arm rests and at differing heights to be provided as visitors have different seating needs	Access and comfort improved for visitors	2011 / 2012	Access and facilities improved to Crematorium	£1100
Short Term	Remove threshold from room 0/010 and provide	Improve access and egress for staff and	Access improved and means of	2011 / 2012	Access and facilities	£1245

Timescale	Target	Strategy	Outcome	Timeframe	Goals Achieved	Budget Cost
	ramp from 0//001 to ease access and negress	visitors	escape improved for staff and visitors		improved to Crematorium	
Short Term	Existing accessible WC facility is too small – provide new accessible WC to meet with Part M of Building Regs and BS8300	Improve accessible WC to comply with current standards and improve access and facilities for visitors	Access and facilities improved for visitors	2011 / 2012	Access and facilities improved to Crematorium	£5400
Medium Term	Provide portable induction loop for use within public areas and clergy rooms	Improve access for visitors	Access improved for visitors	2013	Access and facilities improved to Crematorium	£660
Medium Term	Upgrade existing public ambulant toilet facilities by provision of grab rails.	Improve access and facilities for visitors	Access and facilities improved for visitors	2013	Access and facilities improved to Crematorium	£1320
Long Term	Provide additional accessible WC facility close to office areas 0/030	Improve access and facilities for visitors	Access and facilities improved for visitors	2015	Access and facilities improved to Crematorium	£5400
Long Term	Improve information and directional signage throughout crematorium	Provide directional and information signs in different formats including tactile signs and Braille.	Access and circulation throughout the crematorium is improved for visitors	2013 / 2014	Access improved throughout Crematorium site	£805

Timescale	Target	Strategy	Outcome	Timeframe	Goals Achieved	Budget Cost
Long Term	Widen narrow doors within Block 1 as indicated on floor plan	Seven existing doors are narrow and should be widened to improve access	Access improved for both staff and visitors	2014 / 2015	Access improved for both staff and visitors	£8050
Long Term	Provide portable induction loop for use within staff areas	Improve access and facilities for staff	Access improved for staff	As required	Access improved for staff	£660
Long Term	Adjust 900mm high kitchen worktop and sink unit within staff mess room 0/002	Improve access and facilities for staff	Access and facilities improved for staff	As required	Access improved for staff	£600
Long	Upgrade existing toilet provision for staff by provision of grab rails within staff toilet 0/003	Improve access and facilities for staff	Access and facilities improved for staff	As required	Access improved for staff	£660
Long Term	Provide accessible WC facilities for staff	Improve access and facilities for staff	Access and facilities improved for staff	As required	Access and facilities improved to Crematorium	£5400



40037 MOUNTSETT CREMATORIUM

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Scale 1: 2500 Map Centre: OS Tile NZ1654NW

- > APPROACHES TO SITE
- R EXTERNAL RAMP
- > ROUTES LIMITED
- PERGOLIAN AND VERGOLIAN AND
- WALKWAY ENTRANCE
- BUILDINGS LIMITED

Appendix 3: Fire Safety Audit Report Recommendations

Date: 3rd April 2012

This matter is being dealt with by: Ian
Cockburn

Ext:

Our Ref: 7011050001

Your Ref:

Direct Dial Telephone: 01207
582872

E-mail: icockburn@ddfired.gov.uk

Mr M Chipperfield
Mountsett Crematorium
Ewehurst Road
Dipton
Stanley
DH9 9JP

Dear Sir

Regulatory Reform (Fire Safety) Order 2005
Mountsett Crematorium, Ewehurst Road, Dipton, Stanley, DH9 9JP

With reference to the fire safety audit of the above premises on 3rd April 2012, I confirm that the premises are considered to have some deficiencies of the above legislation and the attached measures should be carried out to comply.

Should you require any further information please do not hesitate to contact me on the telephone number or e-mail address shown above or visit our website www.ddfire.gov.uk and follow the link to Business Safety.

Yours faithfully

Ian Cockburn
Fire Safety Section

Cc Andrew Scarr (Corporate H & S) & Philip Grimes

**County Durham and Darlington
Fire and Rescue Service**



Fire Safety Schedule

-oo0oo-

File Reference Number	7011050001
Premises Details	Mountsett Crematorium Ewehurst Road Dipton
Date of Fire Safety Audit	3rd April 2012
Name of Auditor	Ian Cockburn
Legislation Applying	Regulatory Reform (Fire Safety) Order 2005
Reason for the Audit	Non Scheduled

This fire safety schedule was written following a fire safety audit of the above premises, and details the Fire Authority's recommendations which should be implemented in order to comply with the Regulatory Reform (Fire Safety) Order 2005.

The detail contained in this schedule allows the responsible person one option to achieve compliance with the above legislation and does not preclude the adoption of a design approach that corresponds to the complexity of the building and to the degree of flexibility required. It is without prejudice to anything which may be required by an enforcing Authority.

ARTICLE 9 - FIRE SAFETY RISK ASSESSMENT

1. The fire safety risk assessment was not suitable and sufficient. A suitable and sufficient fire safety risk assessment should be undertaken and be made available for inspection. The assessment should cover all significant risks to relevant persons who may be affected by fire and should identify the general fire precautions needed. The assessment should be reviewed at regular intervals (recommended annually) to keep it up to date and when a significant change is made. The fire safety risk assessment should be undertaken by a competent person.

The fire safety risk assessment was not suitable and sufficient as it failed to identify a suitable method as to how the alarm is to be raised in the case of fire.

ARTICLE 13 - FIRE-FIGHTING AND FIRE DETECTION

2. The fire detection and warning system arrangements in the premises are to be improved to provide appropriate warning in case of fire, having regard to the features of the premises, the activity carried out, any hazards present or any other relevant circumstances in order to ensure the safety of all relevant persons. What is appropriate is to be determined having regard to the dimensions and use of the premises, the equipment contained on the premises, the physical and chemical properties of the substances likely to be present and the maximum number of persons who may be present at any one time.

The fire detection and warning system in this premises should be installed to the current British or European test Standard but at least to BS 5839 Part 1: 2002. The fire detection and warning system should be designed, installed and commissioned by a competent person.

3. **It is recommended** that the hose reels be removed from the premises and that suitable portable extinguishers are provided in their place. Normally a 6 litre AFFF (13A Rated) and a 2Kg CO₂ (34B Rated) will compensate for each hose reel removed.

ARTICLE 14 - EMERGENCY ROUTES AND EXITS

4. Emergency routes and exits which may be used outside of daylight hours and do not benefit from borrowed street lighting should be provided with emergency lighting of adequate intensity in case of failure of their normal lighting. The emergency lighting should comply with the current British or European test standard.

Consideration should be given within the fire risk assessment as to whether the provision of four hand lamps is appropriate for the risk.

ARTICLE 15 - PROCEDURES FOR SERIOUS AND IMMINENT DANGER

5. There should be an effective emergency plan which should be appropriate to the nature of activities in the premises and the size of the undertaking. The purpose of an emergency plan is to ensure that people know what to do if there is a fire and that the premises can be safely evacuated. Details of what may be included within a fire safety emergency plan can be downloaded from our website at www.ddfire.gov.uk.

A fire drill should be carried out a minimum of once a year to ensure all staff have participated. If you have a high staff turnover, you may need to carry drills out more often.

ARTICLE 17 - MAINTENANCE

6. The current system of emergency lighting (hand lamps) should be tested monthly to ensure their correct operation. Details of these tests should be maintained in a fire safety logbook.

ARTICLE 21 - TRAINING

7. Staff training on emergency procedures and other fire safety training should be undertaken at appropriate intervals ensuring all staff receive suitable and sufficient training. Records for this training should be kept up to date and should include the following details: -
 - a) the date of instruction
 - b) the duration
 - c) name of the person receiving the instruction
 - d) the nature of the instruction and / or, drill; and
 - e) names of persons giving the instruction.

Signed

Ian Cockburn
Fire Safety Section