

Mountsett Crematoria Joint Committee



15 June 2012

Mountsett Crematorium Performance and Operational Report



Joint Report of Terry Collins – Corporate Director: Neighbourhood Services; Don McLure – Corporate Director: Resources & Treasurer to the Joint Committee

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 April 2012 to 31 May 2012

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

	2011/2012 Period [Apr-May]	2012/2013 Period [Apr-May]	Change
APRIL	89	105	+16
MAY	103	110	+7
TOTAL	192	215	+23

Gateshead	60
Durham	119
Outside Area	36
Total	215

3. In summary there were 215 cremations undertaken during 1 April 2012 to 31 May 2012, compared to 192 in the comparable period last year, an increase of 23 (12%).

Memorials

4. The table below outlines the number and value (exc. VAT) of the memorials sold in the first two months of 2012/13. Previous years comparisons are not possible due to this being a new service, introduced in last quarter of 2011/12.

	April to May	2012/13
	Number	£
Large Plaques	4	1,312.00
Total	4	1,312.00

Operational Matters

Staffing

- As Members may recall, it was reported at the previous meeting that Ian Staplin, Superintendent and Registrar, was on long term sick leave. This remains the case. His post continues to be temporarily filled by the Assistant Superintendent & Registrar from Mountsett Crematorium assisted by the Bereavement Services Manager.

Mountsett Crematorium Pre-Payment Cremation Bond

- Sarah Grigor, DCC Solicitor, continues to liaise with the Financial Services Agency regarding the Registration of the Pre-Payment Bond scheme. The scheme remains un-implemented.

Green Flag Application

- As Members will recall, the Green Flag Management Plan was submitted by the closing date of 31 January 2012.
- The judging of the site was carried out on Wednesday 23 May 2012. Initial feedback was very positive with exceptionally good weather conditions and an array of wildlife on show for the 2 judges.
- The announcement of winners for this year's Green Flag Award is due to take place week commencing 16 July 2012. The outcome of the application will be communicated to all Members of the Joint Committee once known and a press release issued if appropriate.

Service Asset Management Plan

- At the meeting held on 27 April 2012, an update report on the Service Asset Management Plan was provided to Members, together with details of the Fire Safety Audit and Accessibility Audits.
- Since the last meeting, the Bereavement Service Manager has been working with the DCC Asset Planning Manager to complete the Plan. Whilst some further progress has been achieved and an initial draft Asset Management Plan prepared, this is not yet finalised and ready for consideration by the Joint Committee at this stage.
- The Plan will be completed shortly and will be presented to members at the September meeting, together with proposals in terms of any consequential budget implications to finance the agreed schedule of works arising from this.

13. Members will however recall that the previous report included the outcome of the Fire Safety Audit. The required works identified within in the Fire Safety Audit (copy attached at Appendix 2), have been costed and the following works will be progressed as soon as possible:

- Installation of an Emergency Lighting System
- Installation of a Fire Alarm System (L2 standard)

14. The financial impact of these requirements is c£11,000; which can be funded via the current Revenue Repairs and Maintenance budget in 2012/13. The completion of these works will mitigate against the risks identified in the Fire Safety Audit.

Recommendations

15. It is recommended that Members of the Mountsett Joint Committee consider and

- Note the current performance of the crematorium.
- Note the operational matters highlighted in the report, including the current situation with regards to the Superintendent and Registrar; the Pre-Payment Bond Scheme; the Green Flag Application; and the Service Asset Management Plan.
- Approve the progressing of the Fire Safety Audit remedial works as identified in the report.

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 – Fire Safety Audit

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@ddfire.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

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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