

# **MANSFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE**

**23<sup>rd</sup> May 2022**

## **OPERATIONS UPDATE REPORT**

### **1. SUMMARY**

1.1 This report seeks to provide an update on staff and the current operation of the crematorium

### **2. RECOMMENDATION**

2.1 That Members note the report

2.2 To agree to the proposed works; 7.2, 7.3, 7.4 & 7.5

### **3. STAFFING**

3.1 The operational service is fully staffed and development training for staff continues to ensure a multi-tasking team can cover all areas of work. A review of job descriptions and roles is currently taking place with a view to aligning both technician and gardener roles to ensure the service can be fully staffed at all times. Staff will be consulted in due course should the changes be feasible. Considerations are efficiencies, cost effectiveness and resilience for the service.

3.2 Following a revaluation of the manager's post and subsequent interview and selection, Nada Colclough has been appointed as the Crematorium and Cemeteries Manager and Registrar and started in post on Monday 9<sup>th</sup> May 2022.

### **4. CREMATORS AND ANCILLARY EQUIPMENT**

4.1 Following the number 3 cremator re-lining there have been no further issues identified internally.

4.2 The first full service was carried out on week commencing 3<sup>rd</sup> March on all 3 cremators, this took place later than expected due to number 3 cremator being fully re bricked. Advisories were made but number 4 cremator was highlighted that the hearth needed attention. Our second half service took place on 9<sup>th</sup> May and has identified issues with number 2 cremator blast tube needing to be replaced because of a significant crack, this will be replaced in June (estimated cost 5-10) It was also identified that Number 4 cremator hearth is in a poor condition with both brickwork and tiles starting to deteriorate in both chambers. It is advised that number 4 cremator will need a full re-brick within the next 6 months, although this work will be carried out in August before we descend into the busy period ( Estimated cost 45-55k) our last

full service of 2022 will be carried out week commencing 15th September, prior to the winter increase in cremation numbers.

4.3 It was also recommended that the EPA monitoring analysers are old and outdated and should be replaced to meet the Process Guidance Notes 5/2(12), Statutory Guidance for Crematoria. These units are currently working and recording data but if a unit was to fail and repairs could not be made it would be required for the unit to be fully replaced with an estimated cost of 42k per cremator, this cost would replace the emissions monitoring equipment and update the controls and software.

4.4 It was also identified that the microprocessor control cards that decode information and control various systems on the older cremators 2 and 3 are now outdated and no longer manufactured. If a control card was to fail Matthews have limited spares in stock or alternatively control cards would need to be sent to a specialist to be refurbished. It's estimated that these cards should have 2 – 3 years lifespan left but these cards are temperamental to power surges etc. Control cards cannot be replaced to modern cards used in number 4 cremator. The cremator would need a rewire and modern control systems installed, last year an estimate was given of 50-60k per cremator to rewire and update the control systems.

4.5 Following the delay to the compulsory legal emissions testing, this was completed on 11<sup>th</sup> April 2022. The associated report is expected by mid-June by Scotec.

4.6 Cremation numbers remain at 12 per day due to the age of the cremators.

## **5. COVID/OMICRON**

5.1 Guidance from the government is constantly monitored for any changes that the crematorium needs to follow.

5.2 Covid risk assessments are reviewed monthly or when guidance changes.

5.3 Operational staff are no longer working shift patterns to mitigate transmission of the Covid/Omicron virus, in line with the lifting of guidance from the government. Staff are still encouraged to take regular LFT to limit any infections. Staff will then follow HR guidance for a positive LFT result.

5.4 Administration staff have the resources to work from home to mitigate the risk of transmission should they test positive and still be well.

5.5 Face coverings in all public areas are encouraged for all staff and visitors.

5.6 Saturday cremation fees are no longer waived in line with cremator 3 being operational.

## **6. PROJECT UPDATE**

6.1 Funeral director's self-booking system has now been installed however final security and integrity checks are taking place prior to being rolled out.

## 7. NEW PROPOSALS

7.1 Various work is required on the main building due to being identified as Health and Safety concerns. There is also a need to carry out works in line with statutory fire risk assessments. Some of these works were going to be completed towards the end of the installation of the new MAE system but now this contract has been terminated these works still need completing. Talks with Design Services agreed it would be better to tie works within separate contracts. It is favoured that these works are completed as to maintain the building both structurally and cosmetically until a new facility is operational.

7.2 Contract 1 - The water supply infrastructure for the crematorium is old and requires upgrading due to issues with leaks, water pressure and water quality. The works will need to be carried out regardless of the new crematorium development therefore we advise that this work is carried out to avoid any further issues. There is an option to join to the main water pipe on Derby Road however there is a water main that goes through the woodland adjacent to the crematorium. We are therefore in the process on investigating the option to connect there in order to reduce cost and disruption. Initial estimates suggested that the costs would be circa £20k which has been allocated previously but with the complexity of the work this figure is low and it is estimated to more around 30k and the shortfall would be funded from unused capital budget 21/22. Talks still ongoing with Severn Trent and further investigations required.

7.3 Contract 2 – To include various works that would be completed by 1 contractor with a value of 35k and would be funded from the unused capital budget 21/22.

- New fire doors as highlighted in the FRA were due to be completed towards the end of the MAE works (H&S issue)
- Removing the remaining ducting that was left in situ after the MAE contract was terminated. (H&S issue)
- In filling the holes through the exterior walls where the old MAE pipe and ducting passed through.
- Fill the void in the floor under the metal plate in front of where number 1 was situated. (H&S issue)
- Partition wall erected beside number 2 cremator as now number 1 is removed we have no protection from the hot surface. (H&S issue)
- Make safe and tidy up the suspended ceiling in the crematory. (H&S issue)
- Investigate water ingress in Thoresby chapel and plaster the area that's had the plaster removed that was falling from the wall.
- Repair the wall at the rear of the building at the top of central bank that was damaged when the MAE was removed.

7.4 Contract 3 - Repair to the mezzanine flooring within the crematory and yard this needs making safe following the removal of the MAE that as left these areas a significant health and safety issue. Staff need access to maintain the cremators and replace

monitoring equipment, this work is estimated to be 25k and the funds would come from the unused capital budget 21/22.

7.5 Contract 4 - Upgrading of the cremator Flue ways as the cremators are pressurizing due to the low suction caused by the removal of the MAE. Cremator number 1 with number 1 flue still in place, T junctions, and blanking plates where the MAE was attached to the flues. This is a health and safety issue and crematorium staff is working in the crematory with fumes and smoke escaping the cremators. Works would involve the removal of all redundant flues and equipment and the installation of 90-degree bends thus removing the need for blanking plates. The refurbishment of each of the cremators venturi and reline flue sections, would decrease the load on the induction fan and increase suction and the velocity exiting the stack. Awaiting quotes however estimates are around £40k.

## 8. COMMERCIAL INNOVATION

- 8.1 The introduction of a memorial wall is being planned in the woodland scattering areas. This will provide a lower-priced memorial option to families who have loved ones scattered in the woodland areas.
- 8.2 Work is underway to remove some living memorial borders. Some shrubs and rose bushes do not thrive well in some areas of the grounds and therefore lease holders are being contact to invite them to move their existing memorials. This will make way for alternative memorials to be placed out. This will reduce the replacement costs of shrubs and roses.

## 9. CREMATION DATA

9.1 The throughput figures will continue to be reviewed monthly and any further changes will be reflected in the budgetary forecasts.

9.2 The table below shows a comparison per Quarter over the last 3 years. This is a working table and will be populated per quarter.

Year	2019/2020	2020/2021	2021/2022	2022/2023
Q1	565	745	533	
Q2	505	511	558	
Q3	579	640	607	
Q4	660	838	601	
Total	2309	2734	2299	