

LHML LAWTON HALL ESTATE RISK ASSESSMENT

Date of revised risk assessment- April 2022

(Date for review: April 2023)



The Management of Health and Safety at Work Regulations 1999, The Regulatory Reform (Fire Safety) Order 2005, and other health and safety regulation, requires the company to:

- Assess the key risks in the communal areas and parts of the estate and help prevent accidents and ill health by considering what hazards exist and how they can be managed.
- Make all leaseholders, residents, visitors, and contractors aware of the risks involved.
- Have a duty of care towards directors and other volunteers
- Develop safe systems and methods of work and ways to manage these risks.
- Ensure volunteers are trained in safe ways of working, and volunteer contract managers check that contractors have appropriate health and safety policies and procedures in place to carry out work on the estate.
- Advise all leaseholders/residents that they are primarily responsible for keeping themselves, their families, and their visitors safe in the estate's communal areas and parts, that they must comply with the health and safety requirements of their leases, and that they should take health and safety seriously.
- Leaseholders that have let out their properties are responsible for ensuring that their tenants have a copy of LHML's Health and Safety Policy and this Risk Assessment.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	✓
Health and safety risks are not identified and communicated for the communal areas and parts of the estate.	Leaseholders and their families, visitors, volunteers, and contractors may be harmed if not aware of health and safety issues in communal areas and parts of the estate.	<p>Nominated a director to have responsibility for health and safety.</p> <p>Carrying out a health and safety risk assessment- review annually.</p> <p>Developing and regularly reviewing health and safety policies.</p> <p>Informing all leaseholders of the health and safety policy and risk assessment.</p>		<p>The Board</p> <p>The Board.</p> <p>The Board</p> <p>The Chair</p>	<p>As required</p> <p>April 2022</p> <p>April 2022</p> <p>31/5/22</p>	
Slips, trips and falls on hard surfaces.	Leaseholders, residents, volunteers, visitors, contractors at risk of serious injury if slip, trip or fall.	<p>Maintaining good lighting on the estate.</p> <p>Exterior lighting upgraded on estate in Spring 2022</p> <p>Regularly check lighting near to the steps behind the Hall.</p> <p>Regular inspections of paths/ maintenance of paths and roadways and steps / other risk areas on the estate.</p> <p>Ensure stairway in the Hall communal entrance area is free from trip hazards- relevant leaseholders advised.</p> <p>Grit boxes in two places for use in icy conditions.</p>		<p>H&S Dir.</p> <p>H&S Dir</p> <p>H&S Dir.</p> <p>H&S Dir</p> <p>H&S Dir</p>	<p>Spring 2022</p> <p>Annually-May</p> <p>Annually</p> <p>Every 3 months</p> <p>Check every Autumn</p>	

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The lake	Risk of drowning from falling into the lake.	Lifebuoy in place and regularly checked. Leaseholders/residents who are parents are responsible for ensuring their children and any visitors are aware of the dangers posed by the lake and for ensuring that young children are safe by the lake. Circulate risk assessment to all leaseholders. Inform new leaseholders of the health and safety policy and revised risk assessment.		H&S Dir Leaseholders/ Residents Chair Chair	Annually checked. As required. 31/5/22 As required.	
Organized events- e.g. communal barbecues, bonfires/ fireworks, Halloween events etc.	Risks will vary according to the event-e.g. risk of burns from bonfires, barbecues, fireworks.	A risk assessment checklist is completed by the nominated event organizer before any LHML organized communal event takes place.		Dir or other volunteer/ Event organizer	As required	
Injuries from lifting and manual handling	Volunteers and contractors at risk of back and other muscular injury when lifting heavy loads.	Advising volunteers not to lift heavy loads unless aware of the risks. Providing volunteers with safe lifting poster. Contractors- expected to have safe lifting awareness.		H&S Dir to give advice. Contractors	As reqd. As reqd.	

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Injuries from LHML's grass strimmer/brush cutter.	Risk to volunteers and others of cuts and/or eye injury from debris thrown up by grass strimmer when being used by volunteers.	<p>Providing PPE- helmet, visor, ear defenders, gloves.</p> <p>Advising volunteers to wear strong shoes/safety shoes when using the strimmer.</p> <p>Asking volunteers to read the operating instructions before using the strimmer and to be aware of others at all times when using the strimmer.</p> <p>Advising volunteers that use of the strimmer is at their own risk.</p>		The Board H&S Director/GJ	As required	
Electric gates on the main entrance to the estate and for access to the Hall garages.	A person/ child may be trapped by or hit by a closing/ opening gate and sustain serious/ fatal injury.	<p>Main gate fitted with sensor which stops gate if an obstacle is in the way.</p> <p>Leaseholders/residents made aware of the danger- risk assessment circulated.</p> <p>Danger sign fitted to wall near the main gate.</p> <p>Hall garages gate- sensor fitted which prevents them closing if an obstacle is in the way. Gates close automatically after a timed duration.</p> <p>Hall leaseholders/residents to check garages gate area is clear before opening the gate and that the gate is closed before driving off- by circulating revised risk assessment.</p> <p>Commissioning regular inspections and servicing of the gates from a specialist company.</p> <p>Inform new leaseholders of the H&S policy and risk assessment.</p>		<p>Chair</p> <p>Hall leaseholders/ residents.</p> <p>Chair.</p> <p>Chair.</p>	<p>31/5/22</p> <p>As reqd.</p> <p>As reqd.</p>	

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Back gate- provides pedestrian access to the estate and an emergency access track to the Dam.	Intruders/ trespassers may gain access to the estate.	<p>Gate is padlocked. Padlock is secured to the gate so that it can be opened but not removed. Leaseholders/residents are informed of padlock code.</p> <p>Leaseholders/residents are asked to lock the gate after use.</p> <p>Fire service has been provided with padlock code.</p>		Leaseholders/ residents	As reqd.	
Traffic on the estate	Children playing, other residents/ visitors / contractors walking around, and pet animals may be injured by vehicles being driven too fast.	<p>“Danger children and pets playing” warning sign up on the estate’s main gate. 10 mph speed limit sign has been put up on the estate.</p> <p>Leaseholders/residents should keep their vehicle speed below 10 mph and should drive carefully on the estate. Leaseholders/residents should advise their visitors of the speed limit.</p> <p>Contract managers to check that contractors observe the speed limit on the estate.</p> <p>Leaseholders/ residents who are parents to ensure their children look out for vehicles when playing in the estate’s grounds.</p> <p>Leaseholders/ residents to ensure pet animals are controlled in the estate’s grounds.</p> <p>Circulate risk assessment to all leaseholders.</p>		<p>Leaseholders/r esidents</p> <p>Designated contract manager.</p> <p>Leaseholders/ residents</p> <p>Pet owners.</p> <p>Chair</p>	<p>As reqd.</p> <p>As reqd.</p> <p>As reqd.</p> <p>As reqd.</p> <p>31/5/22</p>	

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Falls from height	<p>Contractors working on roofs, building facades, trees etc.</p> <p>Leaseholders/Residents and other persons on the estate who may be injured by persons or equipment falling from a height.</p> <p>Children climbing trees and climbing on walls, putting up swings, and climbing up other structures on the estate.</p>	<p>Only contractors to work at height- not volunteers. Named contract managers to be identified for each project.</p> <p>Contract managers to ensure contractors are provided with a copy of our revised risk assessment. Contract managers to check that contractors have the necessary risk assessments and health and safety policies and procedures in place to carry out work at height on the estate safely.</p> <p>Contract manager to ensure that ladders, scaffolding etc. put in place by contractors are properly secured and cannot be accessed by children.</p> <p>Informing leaseholders/residents who are parents that they are responsible for ensuring that their children are aware of the risks of falling from a height and do not put themselves or others at risk.</p> <p>Circulate revised risk assessment to all leaseholders.</p> <p>New leaseholders/residents informed of health and safety policy and revised risk assessment.</p>		<p>Board</p> <p>Contract manager</p> <p>Contract manager</p> <p>Chair</p> <p>Chair</p> <p>Chair</p>	<p>As reqd.</p> <p>As reqd.</p> <p>As reqd.</p> <p>31/5/22</p> <p>31/5/22</p> <p>As reqd.</p>	✓

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Environmental damage	Risk to aquatic life from over use, inappropriate use of insecticide and other chemicals.	<p>Contract managers ensure grounds maintenance contractors observe environmental protection regulations and COSHH assessments- when letting contract.</p> <p>Leaseholders/residents to be made aware of risks to aquatic life and pets when using strong chemicals and to be asked not to use chemicals in the communal areas of the estate. Circulate risk assessment.</p> <p>New leaseholders/residents informed of health and safety policy and revised risk assessment.</p>		<p>Grounds contract managers</p> <p>Chair</p> <p>Chair</p>	<p>As reqd.</p> <p>31/5/22</p> <p>As reqd.</p>	
The grade II listed wall around the Gardens area of the estate.	Leaseholders/ residents, visitors, contractors at risk of injury if part of the wall collapses.	<p>Undertaken a survey of the wall.</p> <p>Carrying out regular inspections of the wall. Maintaining the wall in a safe condition.</p> <p>Remedial work on the worst parts of the wall commissioned to take place Spring 2022.</p>		<p>H&S Director</p> <p>H&S Director</p>	<p>Annually</p> <p>Spring 2022</p>	
Trees and ancient woodland	Risk of serious injury to persons and property from falling branches and trees.	<p>Trees and woodland are inspected annually by a specialist company.</p> <p>Tree maintenance work is undertaken as required. Only specialist tree surgeons are commissioned to carry out tree surgery. Leaseholders/Residents are notified of any major works.</p> <p>The relevant areas are cordoned off during tree works.</p>		<p>Grounds co-ordinator</p> <p>Grounds co-ordinator</p>	<p>Annually</p> <p>As reqd.</p>	

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Walking, exercising, playing in the meadows and woodland of the estate	Anyone using the grounds if they fail to act sensibly and take care.	All leaseholders/residents are reminded that they are responsible for keeping themselves, their families, and their visitors safe in the estate's communal areas and should observe the same safety and hygiene practices they would in any other similar setting, e.g., parks and gardens and wildlife areas etc.	Circulate H&S policy/ Risk Assessment to all leaseholders.	Chair	31/5/22	
Sewers and main drains are damaged or blocked	Risk of contamination and damage to water supply creating a health hazard.	Plans of main drains and water supplies are kept by the Board of directors and will be available to all contractors who are carrying out relevant works if required.		Contract lead/ Chair	As reqd.	
External lighting	Leaseholders/residents and visitors at risk of injury in unlit/ poorly lit areas.	External lighting is being upgraded and changed to LED. Regular condition inspection of lamps on the estate and the replacement of bulbs when blown. Residents to report blown bulbs to the Board.		Board H&S Director Residents	Spring 2022 Annually. As reqd.	
Buildings with communal parts	The Hall, The Coach House, The Stables- building alterations in contravention of leases and building controls may damage other properties, create fire risks, and cause serious injury. Garage blocks-Storage of flammable liquids and other flammable materials in garages risk of injuries by fire spreading throughout the garage block.	Leaseholders/residents to ensure compliance with their leases- building alterations must only be made in accordance with individual leases and building controls. Leaseholders/residents to ensure flammable liquids and other flammable materials, when stored in garage blocks, are securely stored, away from any heat source and are not accessible by children. Circulate a copy of this risk assessment to all leaseholders.		Leaseholders/ residents Leaseholders/ residents Chair	Ongoing Ongoing 31/5/22	

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<p>Access to and egress from the main entrance to Nos 4,8 and 9 of The Hall.</p>	<p>Risk of fire in this entrance/ egress area preventing escape.</p> <p>Risk that escape route is blocked by obstacles.</p> <p>Risk of smoke inhalation or burns.</p>	<p>Leaseholders/residents to keep entrance area and stairs free from obstacles and combustible materials.</p> <p>Five yearly inspections of electrical circuits and lighting in this area are carried out and any works required implemented. Next one due July 2023.</p> <p>A specialist carried out a fire risk assessment and produced a fire prevention/ emergency plan in August 2020. All required recommendations were carried out. A review of the plan will be carried out in August 2023. Fire alarms have been upgraded and are tested monthly by a resident.</p> <p>A no smoking sign has been placed in the communal entrance area</p> <p>Main entrance door opens from the inside by quick flip switch.</p> <p>Emergency services have gate access code and door access code, where possible.</p> <p>Leaseholders/residents of Nos 4,8 & 9 are reminded that their entrance doors must not be changed without permission of LHML and the Council's Building Control and must ensure any new door meets current fire door standards.</p>		<p>Leaseholders/residents</p> <p>H&S Director</p> <p>H&S Director</p> <p>S Channon</p> <p>H&S Director</p> <p>Relevant leaseholders/residents</p>	<p>Ongoing</p> <p>July 2023</p> <p>August 2023</p> <p>Monthly</p> <p>Ongoing</p>	<p>✓</p>

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The Stables Fountain	Risk of electric shock- causing serious injury to a leaseholder/resident or visitor.	Trip switch in place to break the circuit. Repair or service by qualified specialist. Fountain switched off when being cleaned. Circulate risk assessment to all leaseholders.		Chair	31/5/22	
The stumpery- tree debris/ wild life area	Risk of serious injury to children playing around it if they trip or fall onto sharp, wood, protrusions.	Sharp protrusions removed in 2020. Circulate risk assessment to all leaseholders.		Chair	31/5/22	
Emergency vehicles cannot gain access to the estate through the main gates	Delay in treating or rescuing anyone trapped by fire, seriously ill, or injured on the estate because emergency services cannot gain access.	Fire Service notified of gate code in 2020. Police and ambulance do not have facility to record gate code. Informed- police and ambulance would contact the fire service to gain access if required. All leaseholders/residents have gate code and electronic openers and are advised to ensure emergency services are given the gate code when called. Emergency opening instructions, for use in power failure, contained within gate access box. A designated person is responsible for ensuring instructions are always in place.		H&S Director Chair		
Breach of GDPR.	Personal details of our shareholders/leaseholders, residents may be accessed and used in breach of the legislation.	A GDPR policy is in place. Data protection systems and procedures are in place. Access to personal data is restricted to named individuals. GDPR policy has been made available to all leaseholders/residents.	Ensure all new leaseholders have a copy of the policy/ access to the policy.	Chair	As required	

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Wellbeing of directors and other volunteers	Directors and other volunteers may become stressed and resign if they feel harassed or abused.	Ensuring that directors and other volunteers are supported, valued, and treated with respect as they carry out their responsibilities. Not tolerating any form of abuse aimed at directors and other volunteers.	Ensure all leaseholders have a copy of the policy/ access to the policy	Chair	31/5/22	
Legal claims for damages arising from accidents and damage to property.	The company may be liable for claims for accidental injuries to persons and/or property.	Indemnity insurance is in place for Directors. Public liability insurance is in place for common areas and parts. Insurance is renewed annually.		Chair/Lead for Insurance	As required.	
Covid-19: risk of being infected by the virus and risk of infection others.	Leaseholders/residents and visitors.	Leaseholders/residents and their visitors are expected to follow government guidelines on social distancing in communal areas of the estate.		All leaseholders/residents and their visitors.	As required	

This risk assessment will be reviewed annually or earlier if it is no longer valid (. e.g. following an accident or if there are any significant changes to hazards).