



## LHML General Health and Safety Policy

This is the statement of general health and safety policy and arrangements for Lawton Hall Estate.

Lawton Hall Estate is a private estate comprising 34 properties set in communal grounds of approximately 17 acres. The grade II listed Lawton Hall has been completely renovated and contains 9 properties. Access to 3 properties is through a communal main entrance opening onto a lobby area with stairs to the first floor, giving access to each property's entrance door. Access to the other 6 properties in the Hall is by each property's separate external entrance door. There is a separate garage block with vehicle access via an electric gate and pedestrian access via a locking gate.

All other properties on the estate are new builds: all building work was completed in 2004/05. Nos 1-5 of The Stables and Nos 1-7 of The Coach House are mews properties: properties in the Coach House have integral garages and there is an open access garage block for properties in The Stables. The 12 properties in The Gardens and No 8 The Coach House are all detached properties. Some properties in The Gardens have attached garages: some, and No 8 The Coach House, have garages within garage blocks near to their properties. All properties on the estate, except those that are detached, have some common parts e.g. roofs and load bearing walls.

The communal grounds include a Grade II listed wall, woodland areas, flower beds, formal lawns and meadows, one of which abuts a small lake. The lake is not part of the estate but is accessible from the estate. The estate's roadways, paths, the visitors' carpark, bin stores, electric gates and estate lighting are also communal.

The owners of the properties are shareholders in Lawton Hall Management Limited, which is a residents' management company established to maintain the estate on behalf of all property owners who are leaseholders, and the landlord. LHML is responsible for managing the estate's service charge, procuring goods and services for the general upkeep and maintenance of the communal parts and communal areas of the estate, preserving the look and feel of the estate, and ensuring that the actions of individuals do not inhibit the overall enjoyment of owners and tenants.

LHML does not employ any staff: the Board of Directors purchases goods and services from several specialist companies to carry out repairs and maintain the estate. For the purposes of health and safety directors and other volunteers will be treated as "employees" and communal areas and parts of the estate will be treated as a workplace, as required by health and safety legislation and case law (Westminster City Council v Select Management Ltd [1984]).

The Board of Directors of Lawton Hall Management Limited have overall responsibility for health and safety in the communal areas and parts of the estate. The directors hold non-executive roles and are unpaid. Directors are appointed by shareholders and serve until their term of office expires unless reappointed.

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the communal areas and parts of the estate.	<b>The Board's designated director with responsibility for health and safety</b> is responsible for ensuring that a general health and safety policy is in place and that risk assessments are carried out for the communal areas and parts of the estate. The Chair of the Board is the designated director for health and safety.	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change and annually.)
Provide clear instructions and information, and awareness raising, to ensure directors and other volunteers can manage contractors and/or carry out voluntary work on the estate.	<b>The director, or other volunteer</b> , with responsibility for procuring a service from a supplier is responsible for ensuring the supplier has H&S policies.  <b>The director/volunteer responsible</b> for supervising volunteers, e.g. during an estate clean-up day, social activity etc. is responsible for ensuring H&S risks are assessed.	Relevant health and safety policies in place.  Procedures in place for procurement that include health and safety requirements on contractors.  Health and Safety briefings carried out for directors/volunteers.  Health and safety on the agenda at Board meetings.
Engage and consult with property owners on day-to-day health and safety relating to the communal areas and parts of the estate.	<b>The Board's designated director with responsibility for health and safety-</b> to liaise with owners.	Copies of the general health and safety policy and risk assessment for the communal areas and parts of the estate made available to property owners on the estate's website.  Health and safety issues raised at the AGM and by email to all property owners, as required.
Implement emergency procedures –access to the estate for emergency vehicles: and evacuation in case of fire and other serious incidents/ accidents from communal areas of The Hall.	<b>The Board's designated director with responsibility for health and safety -</b> to notify emergency services of the main gate entry code, if possible.  <b>The Board's designated director with responsibility for health and safety-</b> to ensure fire safety precautions and evacuation procedures are implemented in the communal entrance part of the Hall	Identify contacts for each emergency service and method of notifying gate code changes, where possible. All residents have the entry code to inform the emergency services when called.  Regular electrical safety/ compliance inspections carried out in The Hall's communal entrance area. Fire safety risk assessment carried out.
Maintain safe and healthy working conditions in the communal areas and parts of the estate.	<b>Director</b> with responsibility for procuring inspection services and/or maintenance services from an approved supplier for:  <ul style="list-style-type: none"> <li>• Woodland management- Grounds co-ordinators;</li> <li>• Grounds maintenance- Grounds co-ordinators;</li> <li>• Electrical testing- Chair of the Board;</li> <li>• Estate lighting - Chair of the Board;</li> <li>• Electric gates maintenance- Chair of the Board;</li> </ul>	Systems in place for regular routine inspections of the communal areas and parts of the estate and or ensuring that action is promptly taken to address any defects.

	<ul style="list-style-type: none"> <li>The listed wall- Chair of the Board.</li> </ul>	
Directors and property owners are required to take health and safety seriously.	<p>All directors are required to:</p> <ul style="list-style-type: none"> <li>Participate in health and safety awareness raising.</li> <li>Adopt safe working practices and follow our health and safety rules.</li> <li>Report new hazards, injuries, and incidents.</li> <li>Comply with LHML's health and safety policies and procedures.</li> </ul> <p>All owners to:</p> <ul style="list-style-type: none"> <li>Be aware of health and safety risks in communal areas and parts of the estate, and to be primarily responsible for keeping themselves, their families, and their visitors safe in the estate's communal areas and parts.</li> <li>Ensure that their tenants have a copy of this Health and Safety Policy and Risk Assessment if they have let out their properties.</li> </ul>	<p>All directors, coordinators, and property owners will be given a copy of the general health and safety policy and risk assessment and updates.</p> <p>Any health and safety issues to be discussed with all owners at the AGM.</p>

<p>Signed:</p> <p><b>Walter MacGowan, Chair of LHML</b></p>	<p>.....</p>	<p>Date: .....</p>
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General Health and Safety Leaflet:	Copies are available by emailing <a href="mailto:lawtonhallmanagement@gmail.com">lawtonhallmanagement@gmail.com</a>
A First-aid box is not available.	
A defibrillator is located:	On the outside wall of Lawton Memorial Hall
Accident/Incident book is located:	Accident/Incident book is located: at 20 The Gardens
Policy statement and risk assessment to be reviewed annually:	Next review: July 2021