

# Health and safety policy

This is the health and safety policy of

**WOODLANDS VALE MANAGEMENT COMPANY LIMITED**  
**Registered Office** 7 Settrington Road Scarborough North Yorkshire YO12 5DL

**Call** 01723 361378 **Mobile No.** 07810 160260

**Registered Company No.** 01581903

Our statement of general policy is:

To prevent accidents or work related ill health and provide adequate control of the health and safety arising from such work activities

To consult with contractors on matters affecting their health and safety

To ensure all contractors are competent to do their tasks

To ensure safe handling and use of substances

To maintain safe and healthy work conditions

To review and revise this policy as necessary at regular intervals

Signed DAVE GRIFFITHS (DIRECTOR)

Date 05-09-2017

Review date 05-09-2018

## Health and Safety

**WOODLANDS VALE MANAGEMENT COMPANY LIMITED**

### Setting the scene

There are four blocks of leasehold flats in Caburn Close and two blocks at the bottom of Settrington Road, set in communal grounds, which are purpose built ground and first floor flats constructed in 1980. These flats are ground and first floor. The communal grounds consist of private car parks, driveways and pathways and grassed areas around the flats.

There are NO communal entrances to the blocks of flats, all have their own private entrance to each flat.

Woodlands Vale Management Company Limited are the residents property management company who appoints external gardening maintenance contractors and building

contractors. The main communal areas are the car parks which have drop down kerb

## **DAY-TO-DAY RISKS:**

moving vehicles

(Please see "health & safety in our communal car parks" at the bottom of this policy)

## **Responsibilities**

As employer we have overall responsibility for health and safety.

Employees (contractors) also have legal responsibilities to take care of the health and safety of themselves and others, and co-operate with the us to comply with the law.

Contractors to wear safety boots / shoes with good grip, all safety equipment to be worn. Carry out their own site risk assessment on the day, prior to commencement of work.

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is that of:

To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas:

| Name | Responsibility |
|------|----------------|
|------|----------------|

All employees (contractors) have to:

co-operate with supervisors and managers on health and safety matters;  
not to interfere with anything provided to safeguard their health and safety;  
take reasonable care of their own health and safety; and to report all health and safety concerns to the appropriate person at WOODLANDS VALE MANAGEMENT COMPANY LIMITED who is the Director DAVE GRIFFITHS on Mobile No. 07810 160260 or e-mail [info@woodlandsvale.uk](mailto:info@woodlandsvale.uk)

## **FIRE RISK ASSESSMENT**

A specialist fire risk assessment Company has advised Woodlands Vale Management Company Limited, that these blocks of flats DO NOT require a Fire Risk Assessment, due to each flat having its own private entrance (No internal communal areas) and the only communal areas are outside in the grounds and car parks.

## **WORKING AT HEIGHT**

**Work at Height Regulations 2005,  
as amended by the Work at Height (Amendment) Regulations 2007.**

The Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury.

All work at height is to be carried out in-accordance with the Work at Height Regulations 2005, as amended by the Work at Height (Amendment) Regulation 2007.

You should also carry out a full site risk assessment, prior to commencement.

## **Weather**

You must ensure that the work is postponed while weather conditions endanger health or safety (but this does not apply to emergency services acting in an emergency).

**know when to use a ladder;**

**decide how to go about selecting the right sort of ladder for the particular job; understand how to use it;**

**know how to look after it; and take sensible safety precautions**

## **Shareholders / Leaseholders of the Company**

Shareholders / Leaseholders of Woodlands Vale Management Company Limited should report any health and safety issues, directly to the Director Dave Griffiths of the company on 07810 260260 or e-mail [info@woodlandsvale.uk](mailto:info@woodlandsvale.uk) but not the admin agents, as this would delay any action that Woodlands Vale Management would need to take.

Shareholders / Leaseholders and tenants or any other person/s should NOT approach contractors working on site, or make an area unsafe, this due to health and safety reasons and how work is organised, any queries should be via Woodlands Vale Management.

## **Health & Safety in Our Communal Car Parks**

It is important that use of the car park does not create a risk to the health and safety of leaseholders, tenants and other users. With this in mind: Leaseholders, tenants must not park outside of the designated parking space. Drivers must not park next to or block exits/entrances or junctions, on driveways, on grassed areas or in a way that causes nuisance or annoyance to others. Leaseholders, Tenants and visitors are not permitted to keep vehicles which are in an unsafe condition in the car park.

## **Types Of Vehicle Not Permitted**

In communal car parks & grounds, leaseholders, tenants, visitors and others may not park trailers, boats, caravans, buses, minibuses, lorries and/or trucks and/or vans\* (except when a lorry/truck/van is loading and/or unloading and/or delivering to a leasehold flat, but not long term parking). This is due to the limited space available in our car parks. Vans\* must not be larger than the size of the parking space/bay. 2.4 metres (7 ft 11 inches) wide by 4.8 metres (16 ft) long.