

## **PYMORE VILLAGE MANAGEMENT COMMITTEE (PVMC)**

### **Health & Safety Policy – External Areas Only**

- Property: Communal areas shown on Land Registry title deed DT362751
- Scope: External communal areas only
- Date adopted: March 2026
- Review date: March 2027

#### **1. Statement of Intent**

PVMC is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of residents, visitors, contractors, and committee members in relation to the external communal areas of the property.

This policy applies only to outside areas under the management of the committee and does not cover private areas.

#### **2. Areas Covered by This Policy**

This policy applies to the following external areas, where relevant:

- Footpaths, walkways, and steps.
- Jointly owned roads, car parks and driveways.
- External lighting.
- Gardens, landscaped areas, green spaces and woodlands.
- Boundary features (fences, walls, gates).
- External drainage and gullies.
- Reed bed, water ways, bridges and river.

This policy does not apply to privately owned external areas or those under the responsibility of third parties such as Bridport Town Council, Dorset County Council and the Environment Agency.

#### **3. Responsibilities**

PVMC will:

- Take overall responsibility for health and safety in external areas.
- Ensure hazards are identified and controlled.
- Arrange inspection and maintenance of external areas.
- Appoint competent and insured contractors.
- Review incidents and near-misses relating to external areas.

A nominated member will:

- Act as the point of contact for external health and safety matters.
- Keep basic records of inspections, incidents, and maintenance.
- Coordinate responses to reported hazards.

Residents and visitors are expected to:

- Take reasonable care when using external communal areas.
- Report defects or hazards promptly.
- Use external areas only for their intended purpose.

Contractors must:

- Work safely and comply with relevant legislation.
- Provide evidence of competence and insurance when requested.
- Take reasonable steps to protect residents and visitors during works.

#### **4. Risk Assessment**

The committee will ensure suitable and sufficient risk assessments are carried out for external areas, including consideration of:

- Slips, trips, and falls (uneven surfaces, wet leaves, ice).
- Poor lighting.
- Overgrown vegetation.
- External maintenance works.

Risk assessments will be reviewed:

- Annually.
- After an incident.
- Following significant changes or works.
- Any material change that affects risk.

#### **5. Maintenance & Inspections**

- External areas will be inspected periodically (a formal review is conducted annually).
- Defects presenting a significant risk will be addressed as soon as reasonably practicable.
- Seasonal hazards (e.g. ice, fallen leaves) will be managed when reasonably practicable.
- Lighting, paths and boundary features will be maintained in a safe condition.

#### **6. Contractors & Works**

- Only competent and appropriately insured contractors will be engaged.
- For higher-risk activities, contractors may be required to provide risk assessments or method statements.
- Temporary hazards during works will be clearly marked or controlled where possible.

#### **7. Accident & Incident Reporting**

- Accidents, incidents, or near-misses occurring in external areas should be reported to the committee.
- A simple record will be kept of reported incidents.
- Incidents will be reviewed to prevent recurrence.

## **8. Communication**

- Residents will be informed of significant hazards or planned external works when appropriate.
- This policy will be posted on the PVMC website.

## **9. Policy Review**

This policy will be reviewed:

- Annually.
- Following a significant incident.
- If there are changes to the external areas or relevant legislation.

*Reviewed: 24 March 2026*