



## **The Manor Fields Estate Limited**

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15th May 2020

Dear Residents and Leaseholders

### **GAS and ELECTRICITY EMERGENCIES**

There has recently been an incident where a resident inadvertently left the gas on. Needless to say this was of extremely serious concern to them and their immediate neighbours and thankfully the situation was dealt with promptly.

It is a timely reminder regarding the steps to take should this happen in your block. In order to avoid any delay we are advised that in the event of smelling a gas leak the first step is to call the Gas Board Emergency Services on 0800 111 999.

Gas Board advice is to:

- Open all doors and windows to let out the gas
- do not switch anything electrical on or off
- put out all naked flames
- if you know where the gas isolation valve is, turn the lever so it is 90 degrees to the upright pipe
- evacuate the building

In the event of a gas leak it is important that it is reported to the Gas Board by the person who first smells the leak - and it is obviously important that this is done immediately.

Similarly, in the event of an Electrical emergency or power outage please call 105 from a mobile or landline to be directed to the network distributor's emergency number.

Once the emergency service has been advised, you can/should then advise neighbours and the estate office.

We are extremely grateful that this recent incident was resolved without serious harm and thankful to those residents who took charge of the situation.

### **BOOKS AVAILABLE**

Thank you to those residents who visited the temporary book stand last weekend - and our thanks to Ann Uden for looking after the stall. Whilst the books were available for free £9.35 was given in donations for the Trinity Hospice. Some residents expressed a wish to donate books in the future so if there is an opportunity for a further 'sale' we will let you know.

### **MANOR FIELDS MAIL SERVER**

We apologise to anyone who may have been affected by a mail server issue this week relating to the manager's email address between the 13th and 14th May. The problem has now been satisfactorily resolved and steps are being taken to ensure that it does not recur.

## **STAFF**

Following the updated guidelines from the government at the weekend, we are making plans with the staff for their safe and gradual return to work on the estate. This will take place on a staggered basis and is subject to their ability to travel safely to and from work and to undertake duties that can ensure their safety and good health and that of residents.

It is a complex process which Heather is coordinating, and we ask you to bear with us. In the meantime we appreciate your forbearance with the minimal cleaning and garden maintenance and we will keep you posted as we establish a programme for the gradual return of staff to their usual duties.

We are very grateful to those residents who are vacuuming their stairwells and assisting with weeding and watering of the garden as well as those providing support to neighbours. It is a huge help and very much appreciated. If you should find that you need any help during this time please do not hesitate to contact [casatmanorfields@gmail.com](mailto:casatmanorfields@gmail.com) for assistance from the Manor Fields residents' support group or pass an enquiry through the office.

We are also grateful to residents for their continued observance of social distancing within Manor Fields and we look forward to a time when we will be able to return to a more sociable co-existence.

Take care of each other and stay well.

With best wishes

The Directors