

GRITTING POLICY & PROCEDURE

Date Reviewed	Oct 20	Next Review Date	October 22
Reviewed By	Ramesh Malhan	Approval By	Executive Team
Equality Impact Assessment	Completed, screening only	Responsible Officer	Head of Housing

1. PURPOSE

As an employer and Registered Provider of social housing BCHG has a responsibility to our tenants, residents, employees and visitors. Health & Safety law and the Occupiers Liability Acts (1957/1984) places a duty on employers and occupiers of premises to do what is reasonably practicable to reduce risks which we should reasonably be aware of. This policy sets out how we will minimise the risk of slips, trips and falls caused by snow and ice on our premises through the appropriate provision and use of grit.

2. SCOPE

This policy covers all land owned and managed by The Group, unless the responsibility is delegated to a third party for example under a tenancy agreement, short or long lease.

3. RELATED POLICY AND PROCEDURES

- Health and Safety Policy
- Estate Management Procedure
- Manual Handling Policy

4. THE POLICY

For the purpose of this policy, BCHG's areas of responsibility are its offices and communal areas. (tenants, and leaseholders have specific responsibility for the areas within the boundary of their home under the terms of their agreement)

The Group will carry out a risk assessment based upon a proportionate approach which will consider:

- a. Key features of the location – whether there are hills, slopes or walkways.
- b. Foreseeable risk factors within communal areas for example overflow pipes, leaks, and blocked drains, slipping hazards, tree roots and steep gradients.
- c. The profile of customers and in particular whether they are vulnerable.

We will keep these records as part of our estate management procedure and office inspection programme.

As a landlord, we will make sure that self-help grit bins are topped up (subject to the availability of grit nationally). Appendix 1 provides details of areas we have provided grit bins.

BCHG will monitor national weather warnings to decide when gritting is appropriate under this policy

Residents

We will make sure that Residents understand that no liability can be accepted by the Group where tenants spread the grit themselves. This will be clearly expressed on our website and any other forms of communication locally (noticeboard, verbally, scheme managers, care managers).

The grit bins are a serviceable item and residents will be charged for this as part of the grounds maintenance service cost.

Staff

Staff who work in the community will be issued with the relevant PPE Equipment, for example Customer Relationship Managers (CRM's) are provided with safety boots.

The Procedure

1. Customer Relationship Managers (estates) and Maintenance Surveyors (Office premises) will carry out a winter risk assessment of offices and estates in October of each year. A reminder will be placed in the relevant outlook diaries. Grit will be purchased in accordance with financial levels and the procurement policy.
2. Residents are encouraged to work in partnership with The Group. They have a responsibility to report relevant issues and to contact The Group should the grit in the self-help bins fall to a low level.
3. In extreme weather conditions members of BCHG's Health & Safety Panel will coordinate the communication of key safety messages to all staff. and the gritting around entrances and exists at the offices at Care Homes, Supported Living Schemes, 134 High Street and at the Savoy Centre by appropriately trained staff or contractors. We will not normally clear snow at any of our offices or premises and if this were perceived to be necessary a risk assessment must be actioned by the relevant head of service in co-operation with members of the health & safety panel.

Appendix 1

Areas where we have grit bins:

Corporate

- 134 High Street
- Savoy Centre

Supported Living Team / Care Homes Teams

- Havacre Lane, Supported Living
- Chapel Street, Supported Living
- White Poplars Close, Supported Living
- New Bradley Hall Care Home
- Gower Gardens Care Home

Housing Management

- Sheltered Schemes – Vantage Point, Apsley House, Elizabeth House, Doveton House, Stambermill House, Braeburn House
- The Mews, Smethwick
- The Courtyard, West Bromwich

- Ross Heights, Rowley Regis
- Georgian Gardens, Wednesbury
- Rose Hill Court, Quarry Bank
- Epworth Court, Brierley Hill
- Pear Tree Court, Rowley Regis
- Mountbatten Close, West Bromwich
- Hodgetts Close, Smethwick
- Mallin Gardens, Dudley
- Ross Heights, Blackheath
- Castle Street, Hill Top
- Park Moor Gardens, Dudley