

Paragon Asra Housing Limited

# PA Housing Weather Conditions Management Policy

October 2019

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<b>Department</b>	Estate Services
<b>Approved by</b>	EMT October 2019
<b>Next review date</b>	October 2022

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**Paragon Asra Housing Limited (PA Housing) is committed to equality and diversity. This policy has considered the Equality Act 2010 and its protected characteristics which are: race, gender, gender reassignment, disability, religion or belief, sexual orientation, age, marriage, civil marriage and partnership, and pregnancy and maternity explicitly.**

**We will make sure that all of our communication is fully accessible and to achieve this if a policy or document needs to be available in other formats we will provide them.**

## AUDIT LOG

Date of Change	Who updated	Details of the change

## **1 Introduction**

- 1.1 Paragon Asra Housing Limited (PA Housing) recognises its responsibility to ensure, as far as is reasonably practicable, that access to and from its work premises is maintained in a condition that is safe and without risk to either its employees or other people.
- 1.2 PA Housing also aims to ensure that its residential properties and estates are maintained to the highest possible standard and remain accessible, where this is practical and reasonable, in times of extreme weather events such as snow, ice, flooding and temperature.

## **2 Objectives**

- 2.1 This policy seeks to set out clear guidelines about how PA Housing will address extreme weather conditions affecting its offices, estates and properties.
- 2.2 The key objective is to minimise the risk of accidents causing injury to employees, residents, visiting contractors and visitors to PA Housing homes and offices.

## **3 Key Points of the Policy**

### **Winter Conditions Management**

- 3.1 PA Housing will draw up a winter management plan each year in order to prevent ice and snow from settling on identified locations, paths, steps and inclines. This is to protect the safety of visitors and vulnerable residents and to ensure that dangerous snow is cleared where is reasonably practical. Once the snow has settled it will only be cleared in very limited circumstances due to the resources needed to carry out this work. Properties identified as meeting these criteria are listed in Appendix 1
- 3.2 Adequate equipment will be made available, including salt, grit and rock salt for de-icing. This equipment is for the use of trained staff of PA Housing or the regional contractor who serves that property and is not to be left available to unauthorized personnel
- 3.3 PA Housing controlled access roads and paths to places of work will be treated and gritted by PA Housings contractors.
- 3.4 PA Housing has a large number of non-adopted highways and subsequently these roads will not be gritted by the local authority. PA Housing will identify roadways where a steep incline may cause access problems in the event of snow and employ the use of a contractor to grit. PA Housing will not grit non-adopted highways where snow settles on a flat highway due to the limited resources available.
- 3.5 Communal paths will also be treated with salt or grit by PA Housings contractors to assist residents to access their homes on foot where possible. Priority will be given to areas where residents are known to have mobility or disability issues, such as at

Independent Living schemes, and to the limited number of car park access areas and ramps where there is an increased risk of a vehicle slipping, or accidents occurring due to the slope.

- 3.6 Residents will be discouraged from gritting or treating communal paths when there is snow and ice as they could injure themselves. This could also lead to potential claims from others if the gritting or clearing of snow is not completed effectively. There are signs on grit bins that the grit is not for residents use.
- 3.7 The lead officers during extreme winter conditions are as follows:-
- Estate Services Manager / Estate Services Contract Manager
  - Head of Property Services / Deputy Head of Property Services
  - Head of Asset Services
  - Head of Housing
- 3.8 The lead officers will deputise for each other if needed. The ESM/ESCM hold the details of the areas and locations for gritting and clearing following a severe frost or snow fall. This includes where grit bins and equipment are stored. Guidance on gritting can be obtained from the ESM / ESCM.
- 3.9 The ESM/ESCM will maintain a rolling five day forecast from November to April and advise the other lead officers when there is a likelihood of heavy snowfall or sub-zero temperatures. This will ensure that steps are taken to grit communal areas ahead of extreme weather, including over a weekend or national holiday period. One of the lead officers will advise the Independent Living Coordinators
- 3.10 The lead officers will then work with the appropriate contractor to:-
- Check stores of grit regularly and ensure that all grit bins are full and stock levels are appropriate for the weather conditions
  - Implement the plan up to 24 hours prior to snow or heavy frost is forecast, or as soon as possible when there is snow or ice that was not forecasted.
  - Ensure that they have sufficient stores if possible to carry out gritting for a protracted period of very cold weather.
- 3.11 Appropriate checks will be made to ensure continued safety:-
- Potentially dangerous areas which require extra care, such as slopes, hidden gullies, sloping pathways and playgrounds will be checked and treated more frequently if possible.

- It may be necessary for areas such as playgrounds to be taken out of use and these will be marked clearly using signs, cones and tape or by putting notices in communal areas to make sure that as many people as possible are made aware.
- Any decision on whether premises or an area should remain in use will have regard to the practicalities, such as the extra resources needed to supervise the area

3.12 Although PA Housing will use its best endeavours to grit the communal areas identified as priorities in the winter management plan, it cannot guarantee this. Staff and contractors may not be able to get to work, and grit may be scarce during prolonged bad weather. Travel conditions may be so bad that some sites cannot be accessed.

3.13 At a number of schemes a third party managing agent is responsible for communal areas and they will be expected to grit access pathways. PA Housing is not responsible for gritting these areas and may open itself up to legal action if it did carry out work and an accident occurs.

#### 3.14 **Extreme Heat 28%+**

PA Housing's ESM/ESCM will provide the other lead officers a warning of extremely high temperatures, as and when the forecast is for a prolonged period of time

PA Housing recognises that summertime peak temperatures are currently increasing year on year and subsequently our duty of care to employees working in high temperatures needs to be addressed. For these individuals additional PPE will be provided by the appropriate line manager of the individual. PPE will include:-

- Sufficient bottled water to last an 8 hour shift, supplied in a cool bag
- A high factor sunscreen of SP15 or higher, for use on exposed skin
- Light weight tightly woven cotton tops with long sleeves and of a light colour.
- Head wear with a brim or flap that protects the ears and neck.

Line managers of these individuals will also ensure that sun protection advice is given in routine health and safety training.

During periods of extreme heat, any damage to tarmac will be repaired as a priority if it presents problems for disability access and the use of wheelchairs and pushchairs.

PA Housing recognises the effects extreme temperatures can have on some individuals, especially those that require extra care. In these circumstances PA Housing will endeavor to supply ventilation fans as and when needed, but we will not

though be able to guarantee adequate numbers as these units will be hired at a local level

### **3.15 Flooding**

When there is a risk of flooding, PA Housing will work with other agencies to try to reduce the risk of damage to the property and possessions, and harm to our residents. Where possible we will help to provide sandbags and / or flood packs.

## **4 Legislation**

4.1 The Health and Safety at Work Act 1974 and the Occupiers' liability Act 1957 place a responsibility upon the employer, to ensure, so far as is reasonably practicable that the means of access and exit from its premises are maintained in a condition that is safe and without risk to either its employees or other persons.

4.2 Where someone is injured as a result of slipping on snow or ice on private property, a claim can be brought under the Occupiers Liability Act 1957. This creates a duty of care which is defined as "to take such care as in all the circumstances of the case is reasonable to see that the visitor will be reasonably safe in using the premises for the purposes for which he was invited or permitted to be there. The test is once again whether an occupier has taken such care to ensure that visitors are reasonably safe."

4.3 The duty of care is not a strict liability - it is not enough for a claimant just to show that they had the accident on the premises. Relevant factors include how long the ice or snow has been present; the efforts taken to clear it; whether it is a frequently used route and whether other people have been injured in the same place. PA Housing's insurers can give additional advice.

4.4 The Institution of Occupational Safety and Health advises that individuals involved in clearing public paths could be held accountable and face legal action:

"When clearing snow and ice, it is probably worth stopping at the boundaries of the property under your control." Clearing a public path "can lead to an action for damages against the company, e.g. if members of the public, assuming that the area is still clear of ice and thus safe to walk on, slip and injure themselves".

PA Housing will therefore not grit any public area it is not directly responsible for.

## **5 Training**

5.1 PA Housing will carry out induction and refresher training for relevant employees to make sure that they are aware of our policy. Managers will receive specific training to provide the skills and knowledge to comply with our policy.

Plank Houses	Plank House, Towcester	NN12 6EW
Anand Bhavan	88 Harrowdene Road, Wembley	HA0 2JG
Willow Court	18-24 College Hill Road, Harrow Weald	HA3 7HD
Chand House	Chand House, 27A Grange Avenue	N12 8EW
Bushmead	1 Bushmead close	N15 4UJ
Bushmead	Flats 2&3 Bushmead Close	N15 4UJ
Bushmead	Flat 4 Bushmead close	N15 4UJ
Bushmead	Flat 5-8 Bushmead close	N15 4UJ
Newlyn Road	44A&B Newlyn Road	N17 6RX
Mount Pleasant Road	Flats 125A &125B Mount Pleasant Road	N17 6TQ
Woodside Gardens	95A&B 99A&B, Woodside	N17 6UN
Frome Road	9A&B Frome Road	N22 6BP
Raj Kunj	Raj Kunj	N22 8JX
Hanley Road	47, Hanley Road	N4 3DU
Steve Biko	Steve Biko Road,	N7 7JF
Lansdowne Road	Flat 21A & 21B Lansdowne Road, Hounslow	TW3 1LH
Queens Road	Flat 16A & 16B Queens Road, Hounslow	TW3 1LQ
Chapel Road	Flat 3A & 3B Chapel Road, Hounslow	TW3 1XT
Jivan House	Flat 1-5, 20A College Road, Isleworth,	TW7 5DN
Beaconsfield Rd	180A/B & 182A/B, Beaconsfield Road, Southall,	UB1 1EA
Carlyle Avenue	20A,B,C & 22A,B Carlyle Avenue, Southall,	UB1 2LW
Cobtree Court	Fleming Road, Southall,	UB1 3AA
Freeland Road	House 5 & 9 Freeland Road, Ealing	W5 3HR
Aashiana Court	Aashiana Court, Jellicoe Road, Watford,	WD18 6QE
Akbar House	Akbar House, 4 Guildford Place,	WC1N 1EA
Cavell Street	37 Cavell street, Tower hamlet, E1 2BP	E1 2BP
Tej Bhavan	Tej Bhavan, 30 Clarence road, London, E12 5BB	E12 5BB
Bushey Road	24 Bushey Road, Plaistow, Newham ,E13 9EN	E13 9EN
Sherrard Road	169,171,173, 175, 177 Sherrad Road, London, E7 8DY	E7 8DY
Amar Court	73a Ceres Road, Amar Court, Plumstead, SE18 1HN	SE18 1HN
Amardeep Court	56a Ceres Road, Amardeep Court, Plumstead, SE18 1JB	SE18 1JB
Deerhurst Road	7 and 21 Deerhurst Road Streatham London SW16 2AN	SW16 2AN
Ellison Road	20 and 37 Ellison Road Streatham London SW16 5BX	SW16 5BX
Summerene Close	2-11 Summerene Close SW16 5XH	SW16 5BX
Kempshott Road	26 and 56 Kempshott Road	SW16 5LH
Kempshott Road	42 Kempshott Road	SW16 5LQ
Babington Road	64 Babington Road Streatham London SW16 6AH	SW16 6AH
Roshni House	Roshni House, 74 Longley Road Tooting	SW17 9XL
Shanti Court	Shanti Court, 163 Arragon Road Wandsworth	SW18 4XH
Gresham Road	30 Gresham Road London	SW9 7PG
Tunnen Leys	Tunnen Leys, Beckton, E6 6WT	E6 6WT
Tunnen Leys / Newark	Newark Knok, Beckton, Newham, London, E6	E6 6WL



Knok	6WL	
Shan House	Shan House, 52-58 Millman Street,	WC1N 3EE
Arbor Court	ABINGDON ROAD, Leicester	LE2 1HA
Maple Court	49/51 Sparkenhoe Street, Leicester	LE2 0TD
29 St Albans Road	Leicester	LE2 1GF
Highfields	11 St James Road, Leicester	LE2 1HR
The Hawthorns	354/356 London Road, Leicester	LE2 2PL
Highfields	Lineker Court Leicester	LE2 7DE
83 Duncan Road, Leicester	83 Duncan Road, Leicester	LE2 8EG
6 Westcotes Drive	Narborough Road	LE3 0QR
The Banks	287 Blackbird Road, Leicester	LE4 0DF
Milton House	160 Milton Crescent, Beaumont Leys, Leicester	LE4 0SX
The Beeches	Cotton Close, Rushey Mead, Leicester	LE4 7SW
Jubilee Court	Chadwick Close, Main Street, Newbold Verdon	LE9 9NX
Highfield Rehabs	Evington Street, Leicester	LE2 0SA
Highfield Rehabs	earl Howe Street, Leicester	
Sabarmati House	250 Kashmir Road, Leicester	LE1 2NF
Mahatma Gandhi	61 Dorset Street, Leicester	LE4 6PL
Azad House	2 Taurus Close, Leicester	LE2 0DU
Belgrave Rehabs	Asha House, 3-27 Portsmouth Road, Leicester	LE4 5DY
Belgrave Rehabs	52-56 Melton Road, Leicester	LE4 5EB
The Wolsey Building Care & Support	Leicester	LE4 5AF
Blyth Court	Mansfield, Notts	NG19 6NU
Pollard Court	Albion Street, Beeston, Notts	NG92PA
Leicester House	Ewe Lamb Lane, Bramcote, Notts	NG93LS
Abbey Mills	Abbey Park Road, Leicester	LE4 5AF
Albany House	Pym Street, Nottingham	NG3 2FL
Yeoman Buildings	Rutland Street, Leicester	LE1 1RD
Vestry House	Humberstone Gate, Leicester	LE1 1WJ
Hermon Street	174 Derby Road, Nottingham	NG7 1LP
Delamare Court	Delamare Court, 246 Bromley Road, Lewisham, London,	SE6 2AH
Canada Court	109 Brookhill Road, Woolwich	SE18 6TU
Kingsmill Accommodation	11 Willow Court, Mansfield, Nottinghamshire	NG17 4PL
Cedar Court	Cedar Court, 170 - 174 Lee High Road, Lewisham, London,	SE13 5FE
Bradshaw and Bishops Hill the Bowlings	Walton On Thames	KT12 2PD
Bramcote	76 York Road, Weybridge, Surrey	KT12 9DQ
Chaddesley	Portmore Park Road, Weybridge, Surrey	KT13 8HH
Heath House	33 Portmore Park Road, Weybridge, Surrey	KT13 8HA
Homefield	94 Molesey Road. Walton on Thames, Surrey	KT12 4RE
Kemble Close	St Mary's Road, Weybridge, Surrey	KT13 9PS
Paul Vanson Court	New Berry Lane, Walton on Thames	KT124HQ

St Catherines	Thames Street, Weybridge, Surrey	KT13 8JR
Churchfield House	Lushington Drive, Cobham, Surrey	KT11 2LU
City Wharf House	Ditton Reach, Thames Ditton, Surrey	KT7 0XB
Clayton House	Sugden Road, Thames Ditton, Surrey	KT70AA
The Firs	Firs Close, Claygate, Esher	KT10 0NW & KT10 0HF
Railton Close (roadway )	Railton Close, Weybridge, Surrey	KT13 0HF
Canford Place	Teddington, Middlesex	TW11 9LE
Diana House	Walnut Tree Close, Barnes, London	SW13 9QR
Oak House	6 Carlton Drive, Putney, London	SW15 2BZ
Wickham House	29 Kirsfield Road, Putney, London	SW15 2HH
Kingsbury House	10 Kings Road, Richmond, Surrey	TW10 6NW
Broad Street	5 Broad Street, Teddington, Middlesex	TW11 8TQ
Talbot Lodge	West End Lane, Esher, Surrey	KT10 8NE
Chestnut House	209 Arabella Drive, London	SW15 5LH
Capel Court	29 Mullins Path, Mortlake, London	SW14 8EZ
Northumbria Court	6 Sheen Road, Richmond, Surrey	TW9 1AE
Hales Court	14 Field Lane, Teddington, Middlesex	TW11 9EA