



Rural Stirling

Housing Association

HEALTH & SAFETY INFORMATION TO TENANTS AND TENANCY AGREEMENTS POLICY

Rural Stirling Housing Association, Stirling Road, Doune, FK16 6AA. Registered as a Scottish Charity No. SC037849	
Policy Name	Health & Safety Information to Tenants and Tenancy Agreements
Policy Category	Asset Management
Date submitted to Board	A&R Committee – 30 th July 2020 Board – 13 th August 2020
Review Period	3 years
Review Date	July 2023

1.0 Purpose

- 1.1 The purpose of this policy is to outline the extent that we go to, to ensure tenants are provided with suitable health, safety and welfare related information in order to minimise their risk to any unfortunate H&S related incidences.

2.0 References

We can share information in a number of different ways, namely:-

- Tenancy Sign Up Packs
- Rural Matters
- RSHA Website

3.0 Procedures

- 3.1 We have a number of legal obligations in relation to facilities related safety and these are defined through a number of the Association's Policies and Procedures. However the safe operation and habitation of tenanted properties also heavily relies on the co-operation of tenants.
- 3.2 In particular, tenants should not wilfully participate in unsafe acts and should comply with certain legal obligations in relation to fire, electrical safety, general housekeeping, and their tenancy agreement.
- 3.3 Many of the individual topic-specific Policies and Procedures in use by Rural Stirling Housing Association suggest a requirement to inform tenants of their obligations in relation to that specific issue eg Water Systems and Legionella Policy. This information may be contained within tenancy agreements or by means of leaflets, flyers, information packs, newsletters, website etc.
- 3.4 We will ensure tenants are provided with a full range of information as part of their tenancy sign up packs agreement and we will endeavour to issue frequent reminders with articles in Rural Matters and on our website.
- 3.5 We will ensure this information is adequately communicated throughout all our tenancies. The process will be recorded to ensure records exist of all communications issued to tenants, thus, demonstrating the dissemination of information on risk control and best practice.
- 3.6 We will ensure our staff
- read our Policy Manual and sign an annual statement to say they have understood the contents of each and every policy and understand the importance of sharing critical information to our tenants.

- are trained in all matters of health and safety pertaining to a Landlord's responsibility to our tenants and our housing portfolio.
- are encouraged to take a proactive approach to asking for feedback from service users with a view to improving our communications with customers

3.7 Tenants are required to complete an Alteration Request Form and have this signed off by the Technical Services Officer before undertaking any DIY or alterations. Care should be taken in our responses to ensure tenants are advised about the risks of disturbing asbestos or drilling through pipes and cables when undertaking their own works etc. Tenants should also be encouraged to report any incidents, near misses or accidents to the Association so that our policy can be reviewed and updated.

3.8 If tenants have queries relating to alterations they would like to make, they should be encouraged to direct these to the Asset Management Team so that we can provide further assistance and signpost to current legislation and statutory bodies.

4.0 Equality & Diversity

4.1 We will ensure that this policy is applied fairly and consistently. In implementing this policy, we will not directly or indirectly discriminate against any person or group of people because of their race, religion/faith, gender, disability, age, sexual orientation or any other grounds. Our commitment to equal opportunities and fairness will apply irrespective of factors such as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or other personal attributes.

4.2 This policy and any other association publication is available in other formats e.g. other languages, Braille, large print, audio.

5.0 Data Protection

5.1 We will treat all personal data in line with its obligations under the current General Data Protection Regulations and its Data Protection policy.

6.0 Related Documents

6.1 This policy links to other additional policy documents contained with the Landlords Health and Safety Manual.

7.0 Review

- 7.1 This policy will be reviewed every 3 years unless amendment is prompted by a change in legislation; regulatory requirements; monitoring and reporting; or good practice reveals that a change in policy is required sooner.