

| KNOWES HOUSING ASSOCIATION LTD | |
|---------------------------------------|---|
| Policy Name | Inspections Policy – Common Areas |
| Policy Category | Property Services and Development Systems |
| Policy Number | MDS15 |
| Date to Management committee | March 2023 |
| Previous Review | February 2020 |
| Next Review Date | March 2026 |
| Links to other Policies | HM13 – Estate Management Policy |
| Consultation | Internal |

1. POLICY AIMS & OBJECTIVES

The aim of this policy is to reduce the risk of accidents or injury occurring by ensuring that areas that the Association is responsible for maintaining are regularly inspected.

2. LEGAL FRAMEWORK

The Association's legal and insurance advisors recommend that inspections are carried out regularly and recorded and in accordance with the Housing (Scotland) Act 2014 and the Scottish Secure Tenancy agreement, highlights responsibilities in terms of common areas.

3. RISK ASSESSMENT/MANAGEMENT SECTION

The main risks associated with this policy are that an accident occurs on land or property owned by the association and that land or property has not been inspected at some time preceding the incident. The Association in this situation could be liable for claims for compensation.

4. POLICY REPORTING

Progress against the targets set out in this policy will be reported at the Technical Services and Housing Management meetings.

5. POLICY

5.1. The following policy / schedule details the areas that must be inspected, the frequency of inspection and the persons responsible for carrying out the inspection. In the event of the relevant person not being available to carry out the inspection another person will be assigned the duties.

5.2. Table

| Area to be inspected | Person Responsible | Frequency |
|--|-----------------------------|------------------|
| Play Areas | Property Services Assistant | Monthly |
| Garage Sites | Property Services Assistant | Monthly |
| All hard and soft landscape areas | Property Services Assistant | Quarterly |
| Pathways at cottages | Housing Services Team | Annually |
| Tenement close and common areas | Housing Officer | Quarterly |
| Office car park and public and staff entrances and footpaths | Property Services Assistant | Quarterly |

5.3 The following appendices will be used to record inspections.

5.3.1 APPENDIX 1A PLAY AREA INSPECTION FORM

5.3.2 APPENDIX 1B GARAGE SITES INSPECTION FORM

5.3.3 APPENDIX 1C LANDSCAPE AREA INSPECTION FORM

5.3.4 APPENDIX 1D OFFICE CAR PARK AND SURROUNDING AREA INSPECTION FORM

5.3.5 APPENDIX 2A CLOSE AND COMMON AREA INSPECTION FORM)

5.3.6 APPENDIX 3 MONTHLY MANAGEMENT REPORTING FORM

Appendix 1A

| Play Area Landscape Inspection Form | | | | | |
|--|-------------|-------------|-------------|-----------------|---------------------------------|
| <u>Watchmeal Crescent</u> | | | | | |
| Condition | Good | Fair | Poor | Location | Remedial Action/Comments |
| <u>Equipment</u> | | | | | |
| Signs | | | | | |
| Road Barriers | | | | | |
| Fences | | | | | |
| Paths | | | | | |
| Litter | | | | | |
| Surface | | | | | |
| <u>Rocking/Swing/Climbing Equipment</u> | | | | | |
| Supports | | | | | |
| Timbers | | | | | |
| Safety Barrier | | | | | |
| Chute Steps | | | | | |
| Chute | | | | | |
| Frame | | | | | |
| Movement | | | | | |
| Safety Guard | | | | | |
| Hit Ground? | | | | | |
| Spring free | | | | | |
| Bars? | | | | | |
| Securely Fix | | | | | |
| Date Inspected | | | | | |
| Inspected By | | | | | |
| Counter Signed | | | | | |

| Play Area Landscape Inspection Form | | | | | | |
|---|-------------|-------------|-------------|-----------------|---------------------------------|--|
| <u>Whitehill Crescent</u> | | | | | | |
| Condition | Good | Fair | Poor | Location | Remedial Action/Comments | |
| <u>Equipment</u> | | | | | | |
| Signs | | | | | | |
| Road Barriers | | | | | | |
| Fences | | | | | | |
| Paths | | | | | | |
| Litter | | | | | | |
| Surface | | | | | | |
| <u>Rocking/Spring/Climbing Equipment</u> | | | | | | |
| Supports | | | | | | |
| Timbers | | | | | | |
| Safety Barrier | | | | | | |
| Chute Steps | | | | | | |
| Chute | | | | | | |
| Frame | | | | | | |
| Movement | | | | | | |
| Safety Guard | | | | | | |
| Hit Ground? | | | | | | |
| Spring free | | | | | | |
| Bars? | | | | | | |
| Securely Fix | | | | | | |
| Date Inspected | | | | | | |
| Inspected By | | | | | | |
| Counter Signed | | | | | | |

| Play Area Landscape Inspection Form | | | | | |
|--|-------------|-------------|-------------|-----------------|---------------------------------|
| <u>Orbiston Drive/Place</u> | | | | | |
| Condition | Good | Fair | Poor | Location | Remedial Action/Comments |
| <u>Equipment</u> | | | | | |
| Signs | | | | | |
| Road Barriers | | | | | |
| Fences | | | | | |
| Paths | | | | | |
| Litter | | | | | |
| Surface | | | | | |
| <u>Rocking/Swing/Climbing Equipment</u> | | | | | |
| Supports | | | | | |
| Timbers | | | | | |
| Safety Barrier | | | | | |
| Chute Steps | | | | | |
| Chute | | | | | |
| Frame | | | | | |
| Movement | | | | | |
| Safety Guard | | | | | |
| Hit Ground? | | | | | |
| Spring free | | | | | |
| Bars? | | | | | |
| Securely Fix | | | | | |
| Date Inspected | | | | | |
| Inspected By | | | | | |
| Counter Signed | | | | | |

Appendix 1B

| Garage Site Inspection Form | | | | | |
|---|-------------|-------------|-------------|-----------------|---------------------------------|
| <u>Garage Site – 30 Swallow Road</u> | | | | | |
| Condition | Good | Fair | Poor | Location | Remedial Action/Comments |
| Fences | | | | | |
| Gates | | | | | |
| Hand Rails | | | | | |
| Walls | | | | | |
| Open Areas | | | | | |
| Paths | | | | | |
| Stairs | | | | | |
| Drain Covers | | | | | |
| Lock-ups | | | | | |
| | | | | | |
| Comments | | | | | |
| Date Inspected | | | | | |
| Inspected By | | | | | |
| Counter Signed | | | | | |

| Garage Site Inspection Form | | | | | | |
|--|-------------|-------------|-------------|-----------------|---------------------------------|--|
| <u>Garage Site – Watchmeal Crescent</u> | | | | | | |
| Condition | Good | Fair | Poor | Location | Remedial Action/Comments | |
| Fences | | | | | | |
| Gates | | | | | | |
| Hand Rails | | | | | | |
| Walls | | | | | | |
| Open Areas | | | | | | |
| Paths | | | | | | |
| Stairs | | | | | | |
| Drain Covers | | | | | | |
| Lock-ups | | | | | | |
| | | | | | | |
| Comments | | | | | | |
| Date Inspected | | | | | | |
| Inspected By | | | | | | |
| Counter Signed | | | | | | |

| Garage Site Inspection Form | | | | | |
|--|-------------|-------------|-------------|-----------------|---------------------------------|
| <u>Garage Site – New Build Swallow Road</u> | | | | | |
| Condition | Good | Fair | Poor | Location | Remedial Action/Comments |
| Fences | | | | | |
| Gates | | | | | |
| Hand Rails | | | | | |
| Walls | | | | | |
| Open Areas | | | | | |
| Paths | | | | | |
| Stairs | | | | | |
| Drain Covers | | | | | |
| Lock-ups | | | | | |
| | | | | | |
| Comments | | | | | |
| Date Inspected | | | | | |
| Inspected By | | | | | |
| Counter Signed | | | | | |

Landscape Area Inspection List

3-13 Mealkirk Avenue
1-27 John Burnside Drive
1-32 Knowes View
6-26 Limekilns Street
1-17 Middleward Street
2-14 Swallow Road
2-41 Quarryknowe Street
1-11 Whitehill Crescent
35-131 Lennox Drive
2-8 Langside Street
1-15 Foxknowe Gardens
12-20 Field Road
2-24 FerclayStreet
2-4 Craigton Street
1-11 Craigpark Street
1-6 Craighaw Street
18-22 Craigbanzo Street
10-24 Craigbanzo Street
2-8 Bryson Street
2-4 Burnbrae Street
10 Dunn Street
1-20 Veitches Court
1-17 Orbiston Drive

| Landscape Inspection Form | | | | | | |
|----------------------------------|-------------|-------------|-------------|-----------------|---------------------------------|--|
| 48-86 Lennox Drive | | | | | | |
| Condition | Good | Fair | Poor | Location | Remedial Action/Comments | |
| Fences | | | | | | |
| Gates | | | | | | |
| Hand Rails | | | | | | |
| Walls | | | | | | |
| Open Areas | | | | | | |
| Paths | | | | | | |
| Stairs | | | | | | |
| Drain Covers | | | | | | |
| Lock-ups | | | | | | |
| Play Areas | | | | | | |
| Comments | | | | | | |
| Date Inspected | | | | | | |
| Inspected By | | | | | | |
| Counter Signed | | | | | | |

Appendix 1C

| Landscape Inspection Form | | | | | | |
|------------------------------------|-------------|-------------|-------------|-----------------|---------------------------------|--|
| <u>166-178 Faifley Road</u> | | | | | | |
| Condition | Good | Fair | Poor | Location | Remedial Action/Comments | |
| Fences | | | | | | |
| Gates | | | | | | |
| Hand Rails | | | | | | |
| Walls | | | | | | |
| Open Areas | | | | | | |
| Paths | | | | | | |
| Stairs | | | | | | |
| Drain Covers | | | | | | |
| Lock-ups | | | | | | |
| Play Areas | | | | | | |
| Comments | | | | | | |
| Date Inspected | | | | | | |
| Inspected By | | | | | | |
| Counter Signed | | | | | | |

| Landscape Inspection Form | | | | | | |
|----------------------------------|-------------|-------------|-------------|-----------------|---------------------------------|--|
| 37-73 Lennox Drive | | | | | | |
| Condition | Good | Fair | Poor | Location | Remedial Action/Comments | |
| Fences | | | | | | |
| Gates | | | | | | |
| Hand Rails | | | | | | |
| Walls | | | | | | |
| Open Areas | | | | | | |
| Paths | | | | | | |
| Stairs | | | | | | |
| Drain Covers | | | | | | |
| Lock-ups | | | | | | |
| | | | | | | |
| Comments | | | | | | |
| Date Inspected | | | | | | |
| Inspected By | | | | | | |
| Counter Signed | | | | | | |

| Landscape Inspection Form | | | | | | |
|----------------------------------|-------------|-------------|-------------|-----------------|---------------------------------|--|
| Condition | Good | Fair | Poor | Location | Remedial Action/Comments | |
| Fences | | | | | | |
| Gates | | | | | | |
| Hand Rails | | | | | | |
| Walls | | | | | | |
| Open Areas | | | | | | |
| Paths | | | | | | |
| Stairs | | | | | | |
| Drain Covers | | | | | | |
| Lock-ups | | | | | | |
| | | | | | | |
| Comments | | | | | | |
| Date Inspected | | | | | | |
| Inspected By | | | | | | |
| Counter Signed | | | | | | |

Appendix 1D

| Office Car Park & Surrounding Areas | | | | | | |
|-------------------------------------|------|------|------|----------|--------------------------|--|
| Inspection Form | | | | | | |
| Condition | Good | Fair | Poor | Location | Remedial Action/Comments | |
| Fences | | | | | | |
| Gates | | | | | | |
| Hand Rails | | | | | | |
| Walls | | | | | | |
| Paths | | | | | | |
| Slabs | | | | | | |
| Stairs | | | | | | |
| Drain Covers | | | | | | |
| Comments | | | | | | |
| Action Taken | | | | | | |
| Date Inspected | | | | | | |
| Inspected By | | | | | | |
| Counter Signed | | | | | | |

APPENDIX 2A - CLOSE AND COMMON AREA INSPECTION FORM

| Description | Checklist | UNSAFE / ACTION | COMMENTS |
|---------------------------|-----------------------|------------------------|-----------------|
| Front Fencing | Condition | | |
| | Slats/Posts | | |
| | Chain Link/Metal/Wood | | |
| Front Garden - LHS | Condition | | |
| | Slabbing/Pathway | | |
| Front Garden - RHS | Condition | | |
| | Slabbing/Pathway | | |
| Gutters | Clear | | |
| | Secure | | |
| Down Pipes | Secure | | |
| Verandah | Condition | | |
| Canopy | Gutter & Downpipe | | |
| | Tiles/Slates | | |
| Front Path | Condition | | |
| | Handrails | | |

| | | | |
|---------------------------|--------------------------------|--------------------------------|-----------------|
| | Slabbing | | |
| Front Door | Condition | | |
| | Door Entry System | | |
| | Deadlights | | |
| | Door Closers | | |
| Fuse Box | Condition (suspected asbestos) | | |
| Ceilings | Condition (suspected asbestos) | | |
| Back Door | Condition | | |
| | Doors Lock i.e. Turn & Twist | | |
| | Deadlights | | |
| Back Court Area | Common Area | | |
| | Slabbing/Pathway | | |
| | Clothes Poles/Whirlie Gigs | | |
| Bin Stores | Condition | | |
| Back Garden | Condition | | |
| Divisional Fencing | Condition | | |
| Boundary Fence | Condition | | |
| Description | Checklist | UNSAFE / ACTION | COMMENTS |
| Windows | Condition | | |

| | | | |
|---|----------------|--|--|
| 1st Floor | Safety Catches | | |
| | Handles | | |
| | Sills/Ledges | | |
| Windows | Condition | | |
| 2nd Floor | Safety Catches | | |
| | Handles | | |
| | Sills/Ledges | | |
| Windows | Condition | | |
| 3rd Floor | Safety Catches | | |
| | Handles | | |
| | Sills/Ledges | | |
| Vandalism/Graffiti Other Observations/Hazards | | | |

CLOSE CONDITION

| Stairs & Landings | Condition | Further Action | |
|-------------------|-----------|----------------|-----|
| | | No | Yes |
| Level:- | | | |
| Ground | | | |

| | | | |
|-----------|--|--|--|
| 1st | | | |
| 2nd | | | |
| 3rd | | | |
| Bin Store | | | |

No other defects/hazards were noted other than those identified in this inspection form.

INSPECTING OFFICER: _____

DATE OF INSPECTION: _____

APPENDIX 2B – ANNUAL CLOSE AND COMMON AREA INSPECTION FORM

ADDRESS:

| Description | Checklist | UNSAFE/ACTION | Comments |
|---------------------------|-----------------------|---------------|----------|
| Front Fencing | Condition | | |
| | Slats/Posts | | |
| | Chain Link/Metal/Wood | | |
| Front Garden - LHS | Condition | | |
| | Slabbing/Pathway | | |
| Front Garden - RHS | Condition | | |
| | Slabbing/Pathway | | |
| Gutters | Clear | | |
| | Secure | | |
| Down Pipes | Secure | | |
| Verandah | Condition | | |
| Canopy | Gutter & Downpipe | | |
| | Tiles/Slates | | |
| Front Path | Condition | | |

| | | | |
|---------------------------|--------------------------------|----------------------|-----------------|
| | Handrails | | |
| | Slabbing | | |
| Front Door | Condition | | |
| | Door Entry System | | |
| | Deadlights | | |
| | Door Closers | | |
| Fuse Box | Condition (suspected asbestos) | | |
| Ceilings | Condition (suspected asbestos) | | |
| Back Door | Condition | | |
| | Doors Lock i.e. Turn & Twist | | |
| | Deadlights | | |
| Back Court Area | Common Area | | |
| | Slabbing/Pathway | | |
| | Clothes Poles/Whirlie Gigs | | |
| Bin Stores | Condition | | |
| Back Garden | Condition | | |
| Divisional Fencing | Condition | | |
| Boundary Fence | Condition | | |
| Description | Checklist | UNSAFE/ACTION | Comments |

| | | | | | |
|-------------------------------|------------------|-----------------------|-----------|--------------------------------|-----------------|
| Windows | Condition | | | | |
| 1st Floor | Safety Catches | | | | |
| | Handles | | | | |
| | Sills/Ledges | | | | |
| Windows | Condition | | | | |
| 2nd Floor | Safety Catches | | | | |
| | Handles | | | | |
| | Sills/Ledges | | | | |
| Windows | Condition | | | | |
| 3rd Floor | Safety Catches | | | | |
| | Handles | | | | |
| | Sills/Ledges | | | | |
| Vandalism/Graffiti | | | | | |
| Other Observations/Hazards | | | | | |
| <u>CLOSE CONDITION</u> | | | | | |
| Stairs & Landings | Condition | Further Action | | Close Cleaning Rota Req | Comments |
| Level:- | | Yes | No | | |
| Ground | | | | | |
| 1st | | | | | |

| | | | | | |
|-----------|--|--|--|--|--|
| 2nd | | | | | |
| 3rd | | | | | |
| Bin Store | | | | | |

APPENDIX 3 - MONTHLY MANAGEMENT REPORTING FORM

| Knowes Inspections Monthly Report | | | | Date | |
|-----------------------------------|-----------|-----------|----------------|----------|--|
| Inspection | Frequency | Last done | up to date y/n | Comments | |
| Play Areas | 3 monthly | | | | |
| Garage Sites | Monthly | | | | |
| Landscape Areas | 3 months | | | | |
| Tenement Closes | 3 months | | | | |
| Cottage pathways | annually | | | | |
| Office externals | annually | | | | |