

KNOWES HOUSING ASSOCIATION LTD	
Policy Name	Inspections Policy – Common Areas
Policy Category	Property Services and Development Systems
Policy Number	MDS15
Date to Management committee	February 2020
Previous Review	October 2016
Next Review Date	February 2023
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

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/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					

Appendix 1A

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						

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			