1. **Statement of Intent**

1.1 This policy covers Kingdom Housing Association Limited and our subsidiary company Kingdom Initiatives Limited and will be referred to as 'We' throughout the policy, unless specifically stated.

1.2 We are committed to the principles of good corporate governance and sustainability and will endeavour to develop fair and consistent policies, procedures and practices.

1.3 The purpose of this document is to set out our policy for the gritting of un-adopted paths, roads and car parks within our developments. Under the Occupiers Liability (Scotland) Act 1960 we have an obligation to take all reasonable care to see that any residents/visitors to our premises are reasonably safe whilst there.

1.4 In line with our commitment to equality and diversity, this policy can be made available in a variety of formats, including large print, translated into another language or other media. We will make any reasonable adjustments to assist you if you have a disability.

2. **General Principles**

2.1 If the paths and car parks within our developments have not been adopted by the Local Authority, we have a responsibility to make sure these are safe for our residents, their visitors, our employees and our contractors. We have, therefore, provided grit bins in all our developments where there are public areas that have not been adopted by the Local Authority. Details of the adopted and un-adopted areas are available on our internal local area network (LAN).

2.2 Where we have provided a grit bin, we aim to make sure this is stocked with grit/rock salt during the winter months between November and March each year.

2.3 Stocked grit bins provide a facility for the residents to clear snow and grit the public paths and car parks during the winter months in their developments.

2.4 We have identified four developments where the majority of residents would be unable to clear snow from the unadopted paths and car parks. These are long-standing agreements put in place at the time the properties were developed. These developments are:

- John Woods Houses, Upper Largo
- Knox Cottages, Cupar
- Crannag Court, Glenrothes
- Saunders Court, Kirkcaldy
2.5 In these developments, we will arrange a sub contractor to make sure there is vehicular access to the development and the paths providing access to each property and the bin stores are clear. We will have to charge for this service and the cost will be added to the residents’ communal landscaping charges.

2.6 If heavy snow falls out with office hours, these designated developments will not be cleared until the next working day. Office hours are Monday – Friday 9am – 5pm.

2.7 Snow clearing will not be carried out on public holiday or over the Christmas period when the offices are closed.

2.8 We can provide a snow clearing service in our general developments but would need to charge for this. We would only provide this service if all residents agreed in advance to contribute to the cost of providing the service.

3. **Role of Housing Services Department**

3.1 The Estate Services Supervisor will liaise with the appointed sub contractor to ensure the grit bins are stocked throughout the winter months and record each time the bins are filled.

4. **Authorisation of Snow Clearance**

4.1 The following members of staff have the authority to authorise snow clearing:

- Chief Executive
- Members of Executive Management Team
- Head of Asset Management
- Head of Housing
- Area Housing Managers
- Estate Services Supervisor

5. **Monitoring and Review**

5.1 This policy will be reviewed 5 years from the date of implementation, latest review date, or any change in legislation, which will be the date the policy is approved by the Board of Management/Board of Directors, or earlier if deemed appropriate. In the event that this policy is not reviewed within the above timescale, the latest approved policy will continue to apply.
This policy has been prepared in accordance with the Plain English principles and has
been reviewed by a Plain English Champion in the reviewing Department: Yes

Policy drawn up with reference to: Occupiers Liability (Scotland) Act 1960
TC Young Guidance - May 2010

“This” Housing – Snow and Ice Information Sheet.

Prepared by: Stephen Cairns, Head of Housing and Dave Roy, Health and Safety Officer

Sub Committee Review of Policy October 2016

Policy Approved:

Date Policy approved:

Next review date: