

# HEALTH AND SAFETY WITHIN YOUR SHELTERED SCHEME

The council has a legal responsibility to ensure that all residents and the general public are safe in council buildings, working environments and communal areas



## INTRODUCTION

As your landlord, Winchester City Council has a responsibility to ensure that all electrical, gas and heating fittings as well as fire exits, water supply and general state of your home meet the required safety standards.

In Sheltered Housing this also covers communal areas, for example hallways, gardens, kitchens, etc. Winchester City Council has a Sheltered Housing Management Team who are responsible for health and safety matters.



### **The Sheltered Housing Officer is responsible for:**

The Health and Safety of the communal areas of the building i.e. the hall, stairwell, etc:

- Carrying out risk assessments in conjunction with Winchester City Council's Compliance Officer;
- Providing you with support on Health and Safety issues such as personal safety in and around your home;
- Fire Safety: monitoring of fire extinguishers, fire doors, communal fire detection and alarm systems;
- Accident Investigating and Incident Reporting;
- Sheltered Housing Officers conduct weekly Health and Safety site inspections of the communal areas of most schemes. If you are interested in getting involved with the inspections that are conducted on your scheme please contact the Sheltered Housing Team to arrange your participation.

If you have any concerns or questions about the safety standards please contact your Sheltered Housing Team.

## YOUR HEALTH AND SAFETY RESPONSIBILITIES

It is important that everyone plays a part in keeping schemes safe. If you identify any health and safety issues in your scheme, please report it to your Sheltered Housing Team or Council Offices.

Your tenancy agreement and Winchester City Council Tenants Handbook contains all of the information about your health and safety responsibilities. To ensure the safety of yourself and your visitors, it is important that you read and follow this.



### Some of your responsibilities are as follows:

- Not interfering with security and safety equipment in communal blocks;
- Ensuring that doors are not jammed open;
- Ensuring that strangers are not let into the building without identification;
- Co-operating with the council and your neighbours to keep communal areas clean and tidy;
- Keeping communal stairways and landings clear i.e. removing carpets which can cause a trip hazard;
- Ensuring security entrances to schemes and blocks are kept closed;
- Ensuring that meter cupboards in communal areas are not used for storage;
- Not obstructing communal walkways and paths, keeping electric scooters in allocated areas, and not stored in unauthorised areas;
- Not parking vehicles in restricted areas;
- Equipment, furniture and fittings donated to the council for use in the communal hall or grounds of the scheme will need to be approved by the Tenancy Team to ensure that it is safe to use.

## CONTACT US

For more information please contact the Council on:

**Phone:**

01962 840 222

**Email:**

housing@winchester.gov.uk

**Web:**

winchester.gov.uk

Winchester City Council, City Offices, Colebrook Street, Winchester, SO23 9LJ

Why not like us on Facebook for regular updates and events!

[www.facebook.com/WinchesterTenants](http://www.facebook.com/WinchesterTenants)



### Alternative formats

If you have any particular needs which affect how you are able to use or be involved in our services or how you would like to receive information for example translation, interpreters, Braille, audio tape, large print, sign language - please contact the Customer Service Centre either by:

**Phone**

01962 840 222

**Email**

customerservice@winchester.gov.uk