



Estate Services Policy

1. Aim of policy

To manage all our estates, ensuring we provide a quality safe environment for customers and visitors, which meets all legal and statutory obligations around standards of work, health and safety and financial regulations.

2. Scope of policy

This policy covers all trees, communal spaces, greenspaces, hard standings, garage forecourts, ditches and culverts, our response to adverse weather, playgrounds, resident responsibilities, sites with managing agents and communal cleaning. It should be familiar to all employees, particularly frontline staff, and all within Operational and Commercial directorates.

We manage our estates and neighbourhoods with programmes designed consistently and fairly, based on the features that exist at each site. This approach means we take into account the different use of each site, materials, types of green space, specific health and safety issues, involvement of management companies and other partnerships or organisations such as local authorities.

3. Policy Statement

It's important that we ensure our estates are safe and clean for all those that use them, including residents, neighbours, and employees. We want to give residents a sense of ownership and pride, in the area they live in. This is part of our social purpose, but we're also aware that when homes are in well looked after neighbourhoods, it tends to promote better care of the whole area, and we see lower incidences of anti-social behaviour. This must be balanced with clear expectations on all sides, around what we're able to deliver and how the areas, should be treated by those who use them.

This policy is of relevance to all front-line staff, as any failures could directly impact customer satisfaction levels, workload, and accidents. It's important that our teams, while out in our neighbourhoods, understand the level of service that should be delivered, so they can feed back correctly any issues they witness or that are reported to them. The policy is also important in making sure, stakeholder expectations are realistic.

4. Policy

To manage our estates to a good standard in line with our corporate objectives, we will:

- Make sure all employees are aware of this policy and what is required of them
- Set aside sufficient resources (people and finance) to ensure we meet our commitments
- Consult with stakeholders on the standards of the estate's services
- Run a grounds maintenance programme that is designed fairly and consistently, providing a best practice solution for all sites
- Design a specific programme of works for communal cleaning
- Ensure value for money is achieved through effective contract management and additional periodic estate inspections, by relevant frontline staff. This includes sites that are managed by external managing agencies
- Undertake regular neighbourhood inspections identifying hazards that could harm people

and raising corrective repairs as necessary

- Keep ditches and culverts clear and work and consult with the Environment Agency and other stakeholders when required
- Respond to adverse weather when required e.g., gritting offices and schemes, clearing snow and provision of sandbags
- Inspect, maintain and repair playgrounds to a high standard
- Expect residents to maintain their own gardens. This includes grass cutting and keeping trees and hedges in a safe and suitable condition according to their tenancy
- Manage areas under our control in accordance with the Occupiers Liability Act (1957 & 1984). Trees within residents' gardens are generally their responsibility unless the tree has a Tree Protection Order covering it or it's in a conservation area. We also acknowledge that when a resident becomes unable or unwilling to manage a tree, we must use a risk-based approach in dealing with it
- Deal with fly tipping and graffiti promptly if it's unsafe or offensive
- Manage services in communal areas in accordance with our asset compliance policy
- Ensure communal lighting is working and repaired promptly
- Ensure that areas that are vandalised, are responded to promptly to prevent further deterioration in the area

5. Statutory Requirements

We will comply with all relevant information and regulatory guidance in relation to the estate environment including:

- The Construction, (Design and Management) Regulations (CDM)2015
- The Environmental Protection Act 1990
- The Environmental Protection (Duty of Care) Regulations 1991
- The Health and Safety at Work etc. Act 1974
- The Occupiers Liability Act (1957 & 1984)
- Housing Health and Safety Rating System (HHSRS)
- Lifting Operations and Lifting Equipment Regulations 1998

We must comply with various legal duties, to remove hazards and reduce the risk of harm to our residents, visitors, and staff. This applies to areas in and around properties, and land in our management or ownership.

6. Related Policies

This policy supports or is supported by the:

- Asset Management Strategy
- Asset Compliance Policy
- Planned & Cyclical Policy
- Repairs & Maintenance Policy
- Housing Management Policy
- Grounds Maintenance and Estates Caretaking specifications

And all procedures associated with the above.

7. Monitor and review process

This Policy will be reviewed every year. We monitor our performance in complying with our legal obligations and report regularly, through the VIVID Executive Team.

At intervals we complete internal audits and arrange for an independent audit of our procedures and records, to ensure they reflect good practice is being followed.

The responsibility framework:

Main action	Sub action	Head of Asset Mgt.	Head of Property Services	Asset Mgt Team	Property Services Team	N'hood Team	H&S Team	Head of N'hoods
Policy	Ensure compliance with policy	A	I	R	I		I	C
	Monitor performance & budget	A	R	C	C		I	I
Service Level Agreement	Lead on SLA for Client	AR	C	I	C	C		C
	Lead on SLA for Contractor	C	AR	C	I	I		I
	Delivery of contracts/services (in scope)	I	A	I	R	I		I
	Delivery of contracts/services (out of scope)	A	I	R	I	C		C
	Audits of work (external & internal)	I	A	I	R	I		I
	Estate Inspections	C	A		R	R	C	A
	Report any site H&S concerns	A	A	A	A	A	A	A
	New sites	C	I	AR	I	I		I

R – Responsible – achieve the task
A – Accountable – final approving authority
C – Consulted – opinions are sought
I – Informed – kept up-to-date on progress

Author	Owner	Date approved	Review date
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