

HELP SHEET: STORAGE OF ITEMS ON ESTATES

A guide to Health & Safety and storage of items on estates

Hanover has a responsibility for Health and Safety matters on estates; we must make sure all items within communal areas do not pose a risk to residents, following guidance from legislation from the Health & Safety at Work Act, Management of Health & Safety at Work Regulations and the Regulatory Reform (Fire Safety) Order.

Hanover will continue to give residents choice and influence collectively about what is and is not acceptable in communal areas to create a welcoming environment. Hanover will remain responsible for ensuring that overall the estate is well presented to potential residents.

To ensure items are acceptable to be left in a communal area Hanover staff will complete a risk assessment by going through a number of steps, expressed here as questions.

The principle is to apply control measures for hazards and risks generally found in Hanover properties in a practical manner. These control measures vary for each estate depending on the building and follow a standard method of assessing risk; the control measures are set in

order to minimise risk and must not be ignored or overridden without a full written assessment.

- The Estate Manager will carry out an assessment and providing that the answers to the questions are acceptable in relation to any items proposed to be stored, permission will be granted to residents to keep those items in the communal area. This permission will be put in writing for each resident and the Estate Manager will place a note on the resident's file for future reference. The questions are:

1. Would the item/s obstruct the means of escape in the case of a fire?
2. Does the item/s provide a source of ignition or is it made of a combustible material which does not meet 'Furniture & Furnishings (Fire Safety) Regulations 1988'.
3. Does the item/s form a trip hazard in the communal area?
4. Does the item/s create clutter or make the area unattractive so as to put off potential residents from accepting an offer of accommodation or wish to purchase the Lease?
5. If the answer is no to all of these questions, the one remaining question is whether residents in this part of the estate are in agreement that storage and decoration should take place. It is proposed that residents can agree this for their own landing so that different parts

of an estate can make their own decisions giving maximum choice to residents.

Delivered items will be allowed to be stored by front doors for up to 24 hours so long as they do not obstruct an escape route, after this time the Estate Manager will arrange relocation while waiting for the resident to return.

Overall Hanover remains responsible for all communal areas and has the right to refuse permission for storing items in communal areas if the answers to all the questions above are not acceptable. If there are a number of requests, Hanover will give priority for storing items that are needed by residents for mobility.

You should always speak to your Estate Manager before storing any item in a communal area of your estate. Communal areas are any areas which are not part of your own flat or bungalow and can include corridors, lounges, bin stores, scooter stores, cupboards, parking areas, gardens etc.

If you do not have an Estate Manager on your estate, please speak to your Housing Manager.