

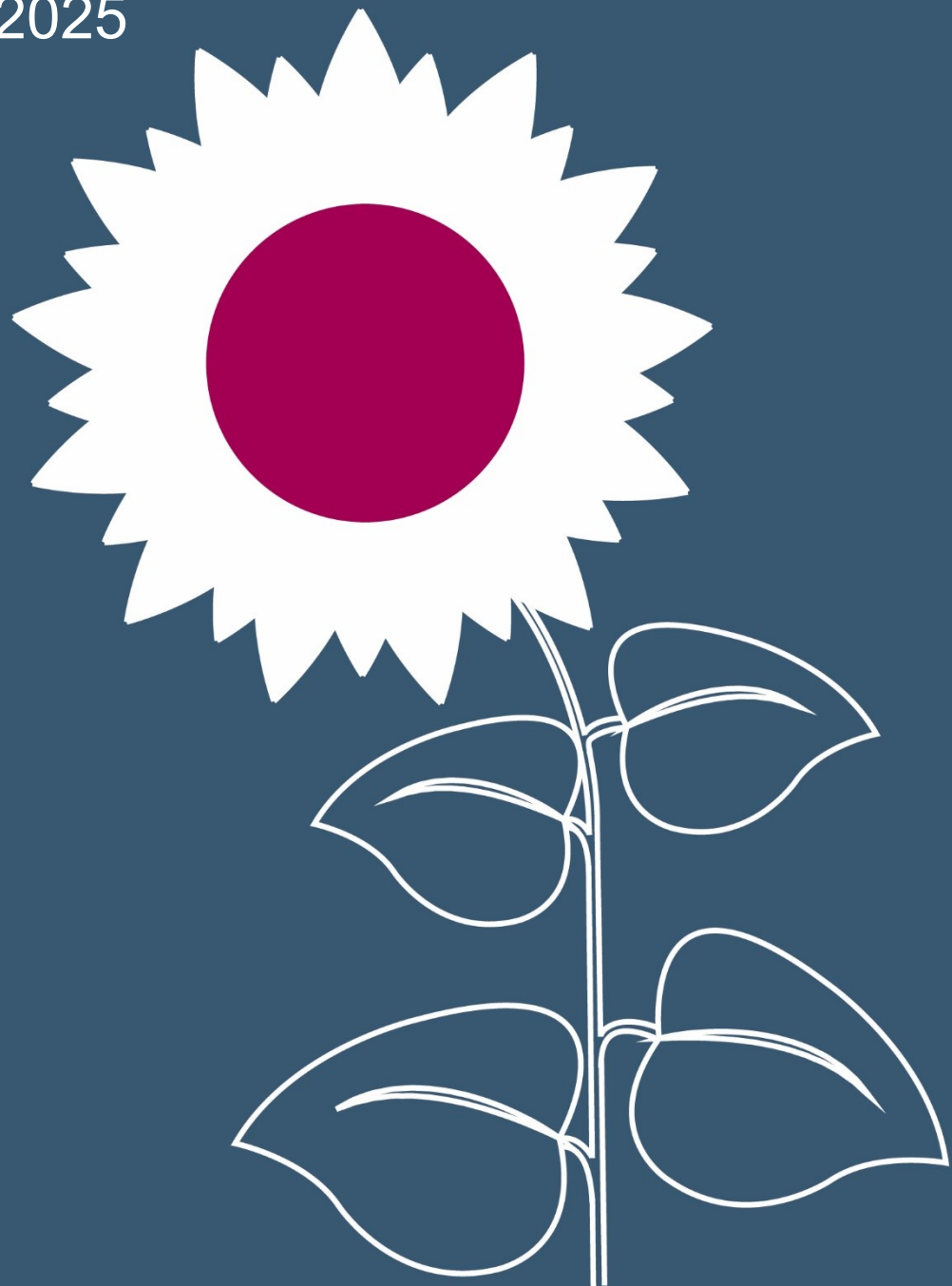


City of
Stoke-on-Trent

Maintenance and Repair of Home and Vehicle

Tri x 5_4_6 (July 2024)

Review July 2025



INFORMATION SHEET

Service area	Children's Social Care
Date effective from	Oct 2019
Responsible officer(s)	Strategic Manager Children in Care
Date of review(s)	April 2021 July 2022 July 2023 July 2024
Status: <ul style="list-style-type: none"> • Mandatory (all named staff must adhere to guidance) • Optional (procedures and practice can vary between teams) 	Mandatory
Target audience	Residential Staff
Date of committee/SMT decision	
Related document(s)	
Superseded document(s)	July 2023
File reference	5_4_6

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1 Introduction

- 1.1 This policy should be applied in conjunction with the **Health and Safety at Work Act 1974**, Stoke-on-Trent City Council **Health and Safety Policy** and **Guidance on Moving and Handling**.
- 1.2 It is the responsibility of all staff working within the home to ensure that at all times the health and safety standards are met and report any issues.

2 Aim of Policy

- 2.1 Stoke-on-Trent City Council aims to provide homes for the young people in the care of local authority, which are comfortable, safe and serviceable.

3 Day to Day Expectations Within the Home

- 3.1 Staff will work in partnership with the young people to keep the communal areas of the home clean and tidy.
- 3.2 Young people will be encouraged and supported to keep their own bedroom tidy.
- 3.3 It will be the responsibility of the staff on duty to ensure the young person's bedroom is cleaned regularly (inspected daily).
- 3.4 At the end of each shift it is expected that staff leave the home as they would expect to find it.

4 Reporting and Requesting Repairs

- 4.1 It is the responsibility of all those who live and work in the home to try to prevent accidents or injury, all equipment and furnishings should be used for the purpose they were intended for and treated with respect as not to damage them. It is expected that any issues in the home (breakages/repairs or where items to be replaced) are recorded in the repairs book and communicated to the home's manager. This may need to be passed on to a third party to complete a repair (e.g. Unitas).

5 External Maintenance

- 5.1 Stoke-on-Trent City Council are responsible for the upkeep of all local authority properties, which includes the external painting of the building, and cleaning and repairs of the guttering.

- 5.2 The staff at the home will ensure that the outside area of the home and gardens are maintained to a reasonable standard.
- 5.3 In the event of adverse weather conditions, the exterior paths and driveway will be cleared of snow and ice and gritted, this may be provided by Stoke-on-Trent City Council at the authorisation of the manager. The paths at the front of the property will not be cleared of snow as this is not covered by the public liability.
- 5.4 In the event of broken windows staff at the home will report the breakage immediately to the allocated contractor to board up & replace the window. Staff are expected to make the area safe where possible until the contractor is on site.

6 Internal Maintenance

- 6.1 In the event of the heating system breaking down a gas safe registered contractor will be called to carry out any repairs, via housing services (Unitas). In the event of emergencies alternative heating will be provided, during times of repair. Gas certificates must be available for inspection at all times.
- 6.2 All electrical items will undergo Portable Appliance Testing (PAT) on an annual basis in line with the care standards requirements and are certified by an authorised electrician. Certificates must be available for inspection at all times. Carers will complete a visual check of the electrical items in the house on a monthly basis, items which are damaged are to be repaired by a qualified person or replaced.
- 6.3 The internal decoration is expected to be of a comfortable and presentable standard. Interior and exterior will be maintained by Stoke-on-Trent City Council. Where a child or young person has been moved on permanently from the home the bedroom will be repainted in preparation for a new resident.
- 6.4 Any faults on the fire alarm systems must be reported immediately and both staff and young people made aware that the alarms are not in operation. Alternative methods of raising the alarm in the case of fire will need to be agreed and all staff and young people made aware of the procedure.
- 6.5 All furniture must be fit for purpose and any broken furniture removed from the home to prevent accidents. Any disposals must be removed from the home's asset register with the agreement/authority of the SGH co-ordinator and home's manager.

7 Car Maintenance

- 7.1 Any faults with lease cars supplied to the home must be reported immediately and arrangements made for the repairs. Cars **must not** carry passengers until the issue has been rectified and the vehicle is in road worthy condition again.
- 7.2 It is the responsibility of all staff that drive to ensure it is safe to do so.

- 7.3 Checking the tyres, oil, water, lights etc are the responsibility of the driver and should be checked prior to each journey to ensure the car is legal and road worthy. Logs are kept and should be completed by staff on a daily basis.
- 7.4 Cars must be serviced on a regular basis by an authorised registered garage (usually arranged through Cromer road). A car maintenance log is kept within the home monitoring work/checks required.
- 7.5 A weekly check is carried out on the car and this is to be recorded and stored in the house, this is recorded on the car checking log which is completed on a daily basis.
- 7.6 Any accidents are to be reported straight away, carers who drive the car will complete the car accident form and ensure that this is sent to the manager and Cromer road. Carers are to get the relevant information from the other driver, their car registration plate, drivers name and insurance details.