



## **(HOME) SECURITY (LSM) 2018**

### **1.0 Purpose**

- 1.1 The aim of this policy is to establish the Association's responsibilities and procedures with regard to 'security' in domestic properties.
- 1.2 The procedures detailed within this section have been written to ensure all tenants can live comfortably and safely in their homes.

### **2.0 References**

- **Housing (Scotland) Act 2001**
- **The Building (Scotland) Regulations 2004**
- **The Scottish Secure Tenants (Right to Repair) Regulations 2002**

### **3.0 Procedures**

- 3.1 The Association has a general duty to ensure that tenants can live safely and free from fear and disruption in their homes. To achieve this, the Association will:
- take all reasonable measures to ensure the safety and wellbeing of tenants;
  - respond to all security issues promptly;
  - provide adequate security measures if necessary;
  - ensure that all security systems which have been put in place by the Association are maintained and inspected frequently;
  - carry out repairs on doors, windows and fences if they have been damaged by intruders;
  - ensure that all contractors are reputable and selected from the approved contractor's list;
  - only issue keys/access cards to contractors when it is required to do so and ensure that keys are returned as soon as the work is complete;
  - change the locks before a new tenant moves in if necessary;
  - ensure that external bin areas are only accessible by tenants;
  - report and work closely with the police and Local Authorities to tackle security issues/burglaries/theft.
- 3.2 Areas which fall out with the definition of common areas, such as loft and plant areas, will be kept locked unless access is required for inspections or repairs.
- 3.3 The Association will develop and maintain a Security Strategy and Programme to record security measures, failures, actions and continual improvement.

3.4 When visiting a tenant all members of staff will wear photographic identification badges and all contractors will be required to demonstrate similar personal identification.

#### **4.0 Tenant Responsibilities**

4.1 The Association will make tenants aware of their responsibilities with regard to keeping their home safe and secure through information packs and leaflets. Information packs and leaflets will contain information on: bogus callers, the importance of locking all external doors and windows when no one is in, the benefits of leaving lights on at night, and all other relevant security information.

#### **5.0 Review**

5.1 This policy will be subject to review at least every 3 years.

George Tainsh  
Director

**13<sup>th</sup> December 2017**

#### **Policy Consultation and Review Process:**

Reviewed by Management Team & Assistant Technical Services Manager	6 <sup>th</sup> December 2017
Reviewed by the HSEHR Committee	13 <sup>th</sup> December 2017
<b>APPROVED BY THE MANAGEMENT COMMITTEE</b>	<b>25<sup>th</sup> January 2018</b>
<b>Date of Next Review</b>	December 2020