



TRAFALGAR HOUSING ASSOCIATION	
<i>Name of Policy</i>	Damp and Mould Policy
<i>Responsible Officer</i>	Property Services Manager
<i>Date approved by the Management Committee</i>	20th June 2023
<i>Date of next review</i>	June 2026
<i>Section</i>	Maintenance

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DAMP AND MOULD POLICY

1 Policy Objective

The aim of this policy is to ensure that the association takes a proactive approach in managing damp and mould within our properties and ensuring that our properties are maintained to a high standard.

2 Scope

This policy outlines how we will support our tenants to minimise the risk of damp and mould occurring and to report it when it does occur.

It will cover:

- Identifying the types of damp; rising, penetrating and condensation dampness
- Identifying THA's responsibilities
- Offering guidance, advice

This policy should be read in conjunction with the Maintenance Policy

3 Principles

Trafalgar will:

- Comply with statutory, regulatory and contractual requirements and good practice
- Ensure that all our tenants are treated in a fair and consistent way
- Undertake effective investigations and implement all reasonable repair solutions and improvements to eliminate damp including managing and controlling condensation
- Ensure that the fabric of our properties is protected from deterioration and damage resulting from damp, mould and condensation by maintaining them
- Respond to reports of damp and condensation and complete any repairs/remedial actions in line with our maintenance response times dependent on the severity or urgency of the problem and the complexity of the solution
- We will keep a record of all reports of damp and condensation and follow up within 6 months of each repair work being carried out
- We will ensure that tenants are provided with comprehensive advice and guidance on managing and controlling damp and condensation

4 Definitions

4.1 Rising Damp

The movement of moisture from the ground rising through the structure of the building through capillary action.

4.2 Penetrating Damp

Water penetrating the external structure of the building or internal leaks causing damp, rot and damage to internal surfaces and structure.

4.3 Condensation Damp

Condensation occurs when moisture held in warm air comes into contact with a cold surface and then condenses producing water droplets.

There are various conditions that may increase the risk of condensation, for example:

- Lack of ventilation within the property
- Inadequate heating
- High humidity
- Overcrowding

5 Our Responsibilities

- Once a report is received we will arrange a visit to the property to determine work required
- Inform the tenant of the findings and what work will be carried out to remedy the situation in line with the Maintenance Policy
- Ensure that any work instructed meets our expected repairs standards and timescales and is carried out by our approved contractors
- Make good any internal surfaces that have been damaged as a result of the repair work including the redecoration of that surface area only
- Provide advice and guidance through distribution of newsletters; information leaflets and on our website on how to minimise damp and condensation particularly when there are no apparent maintenance related causes
- Ensure that all of our staff have an awareness of this policy and are able to advise our tenants on what steps to take to report issues of damp mould and condensation

6 Tenants' Responsibilities

- It is the tenant's responsibility to report immediately any evidence of rising and penetrating damp (see definitions) and any faulty equipment that will affect the levels of humidity and moisture in the home i.e. faulty extract fan, windows/vents not opening, no heating

- Tenants must allow access for inspections and for any subsequent repairs to be carried out
- Tenants should follow any advice and guidance given by THA staff or its contractors to help minimise mould and condensation conditions within the property
- No alterations should be carried out within the property without obtaining the written consent of the Association as any alterations or 'improvements' have the potential to impact on the condition of the property which could lead to problems with damp mould or condensation in the future.

7 Guidance

Tenants can help reduce conditions that lead to condensation within the home by:

- Reducing the amount of moisture in the air e.g. covering pots and pans when cooking; not drying clothes inside (where possible) or drying clothes in the bathroom on a clothes horse and closing the door; keeping the kitchen or bathroom doors closed when cooking or bathing
- Adequately heating rooms
- Keeping the house well ventilated e.g. opening windows during cooking/bathing; ensure extractor fans are turned on; keep trickle vents on windows open and don't put furniture up against external walls – allowing air to circulate in the room
- Arrange adequate household contents insurance cover should items become damaged (as recommended in your signed Tenancy Agreement)

8 Assisting and Supporting our Tenants

Where internal conditions exist within a home for example overcrowding or excessive hoarding of personal belongings that may influence the health and well-being of the occupants or prevent inspections or repairs from being carried out we will endeavour to assist our tenants and to work with other agencies and to put appropriate support in place.

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9 Equality, Diversity and Inclusion

Trafalgar HA is committed to Equality, Diversity and Inclusion. We strive to be fair in our dealings with all people, communities and organisations, considering the diverse nature of their culture and background and actively promoting inclusion. This policy is in line with Trafalgar's Equality and Human Right's Policy and has been subject to an Equality Impact Assessment.

Trafalgar Housing Association
Equality Impact Assessment

APPENDIX 1

Name of the policy to be assessed	Damp and Mould Policy	Is this a new policy or a revision?	New
Person(s) responsible for the assessment	Property Services Manager/Director		
1. Briefly describe the aims, objectives and purpose of the policy / proposal	<p>This document outlines the Association’s Damp and Mould Policy</p> <p>The Association aims to ensure that all employees and customers are treated with fairness and respect and not discriminated against on the grounds of sex, race, marriage and civil partnership, disability, age, religion or belief, gender reassignment, pregnancy and maternity and sexual orientation. These are the 9 protected characteristics defined in the Equality Act 2010.</p>		
2. Who is intended to benefit from the policy / proposal? (e.g. applicants, tenants, staff, contractors)	Tenants.		
3. What outcomes are wanted from this policy / proposal ? (e.g. the benefits to customers)	<p>The Association aims to ensure that all tenants are treated with fairness and respect and not discriminated against on the grounds of sex, race, marriage and civil partnership, disability, age, religion or belief, gender reassignment, pregnancy and maternity and sexual orientation. These are the 9 protected characteristics defined in the Equality Act 2010.</p>		

4. Which **protected characteristics** could be **affected** by the proposal? (*tick all that apply*)

Age Marriage & Civil Partnership Disability Race Pregnancy/Maternity

Gender Religion or Belief Gender Reassignment Sexual Orientation

5. If the policy / proposal is not relevant to any of the **protected characteristics** listed in part 4, state why and end the process here.

<p>6. Describe the likely impact(s) the policy / proposal could have on the groups identified in part 4</p>	<p>To ensure that no tenants who experience a problem with damp mould or condensation within the property that they rent from the Association are treated less favourably than any other person, group of persons or organisation; put more simply, anyone who has any sort of contact with the Association.</p>
<p>7. What actions are required to address the impacts arising from this assessment? (This might include; collecting additional data, putting monitoring in place, specific actions to mitigate negative impacts).</p>	<p>Staff and committee training, data collection and data monitoring.</p>

Signed: Alison Leabody
 (Responsible for Policy Review)

(Job title): Alison Leabody, Property Services Manager

Signed: Paul McShane
 (Peer Review Confirmation)

(Job title): Paul McShane, Director

Date the Equality Impact Assessment was completed: 18/05/2023

Please attach the completed document as an appendix to your proposal report.

