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## Disability Adaptions Policy

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### Document History

Version	Date	Change	By
2.1	4/9/18	Replace 2014 version following board comments.	M Margrie

### Approvals

Version	Date	Approved By (Note minute number if applicable)	Equality & Diversity Impact Analysis Completed By
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# Disability Adaptions Policy

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## 1 Policy Statement

- 1.1 Cirencester Housing Limited (CH) is committed to helping those with disabilities remain in their homes.
- 1.2 CH aims to assist tenants with a disability in need of adaptations by working in partnership with Local Authorities and other agencies to meet these needs.
- 1.3 The Operations Manager has responsibility for implementing this policy and procedure.

## 2 Definitions

- 2.1 **Adaption:** any permanent or fixed alteration to a home designed to make it more suitable for the disabled occupant and their family.
- 2.2 **Disability:** a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities (Disability and Discrimination Act 1995).
- 2.3 **Major adaptations:** fixed alterations which cost more than £150+VAT, and which may affect the standard of the property.
- 2.4 **Minor adaptations:** fixed alterations which are easily fitted, and which cost less than £150+VAT.

## 3 Requesting Adaptations

- 3.1 All requests for adaptations should be made in writing to CH by either the tenant or representative acting on behalf of the tenant.
  - 3.1.1 For minor adaptations, the request must include a referral from the tenant's General Practitioner or other qualified medical practitioner.
  - 3.1.2 For major adaptations, the request must include a referral and specification from an Occupational Therapist.
- 3.2 A trained Occupational Therapist should assess the individual's needs and make further recommendations about the equipment required and the exact specification of the equipment to be provided. The Occupational Therapist should provide a report to CH and the tenant.
- 3.3 Where a tenant requests an adaptation or aid to their property which is considered under the statutory Disabled Facilities Grant regime, the tenant will be referred to the relevant Social Services department or their General Practitioner for further referral to the relevant Social Services department.
- 3.4 Where tenants wish to install and pay for adaptations themselves, written permission of Cirencester Housing is required. Any such work should be carried out by one of the CH's approved contractors or a contractor approved by CH's Operations Manager. The Operation Manager will conduct appropriate inspections to ensure the work is complete to an appropriate quality and standard.
- 3.5 Approval will be given in writing by CH and works should not be undertaken until such approval has been received. Prior approval from CH is required for all adaptations to the home no matter how they are funded.

#### 4 Paying for Adaptations

- 4.1 CH will consider funding minor works subject to available resources. This would usually include, but is not exclusive to, grab rails, hand rails, lever taps, half steps and alternating the position of electrical sockets.
- 4.2 For major works assistance will be sought from the Local Authority to cover the costs and undertake the work, usually through the Disabled Facilities Grant scheme. Such work would include access alterations, level access showers, stair-lifts and other specialist equipment.

#### 5 Completing the Works

- 5.1 Works are to be carried out by contractors registered on the CH's Approved Contractor List, or as otherwise authorised in accordance with CH's Standing Orders, and in consultation with an Occupational Therapist.
- 5.2 CH will put in place, where appropriate, any necessary service agreements for specialist equipment installed. It will be the responsibility of CH to pay for the maintenance and service agreements.
- 5.3 All adaptations and maintenance agreements will be recorded in CH's property management system.

#### 6 Removal of Aids & Adaptions

- 6.1 Upon vacating the premises, CH reserve the right to ask the outgoing tenant to remove any aids and adaptations and make good the area.