



Homes
England

Date: 12 August 2022

Our Ref: RFI3989

Tel: 0300 1234 500

Email: infogov@homesengland.gov.uk

Making homes happen

██████████
By Email Only

Information Governance Team
Homes England
Windsor House – 6th Floor
50 Victoria Street
London
SW1H 0TL

Dear ██████████

RE: Request for Information – RFI3989

Thank you for your request for information which was processed in accordance with the Freedom of Information Act 2000 (FOIA).

You requested the following information:

Please disclose, preferably by PDF:

(a) a copy of Homes England's heatwave plan;

(b) a copy of any communications sent by Homes England to all or the vast majority of its staff from and since the start of last week relating to the heatwave just experienced.

Response

(a) a copy of Homes England's heatwave plan;

We can confirm that Homes England does not hold the information detailed in your request.

To conclude that the information is not held, we have searched with our Communications and Health & Safety teams who would have the requested information if held.

The FOIA does not oblige a public authority to create information to answer a request if the requested information is not held. The duty under section 1(1) is only to provide the recorded information held.

The full text of section 1 in the legislation can be found here:

<https://www.legislation.gov.uk/ukpga/2000/36/section/1>

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Advice and Assistance

We have a duty to provide advice and assistance in accordance with Section 16 of the FOIA. To comply with this duty we are able to confirm that Homes England did not have a formal/specific heatwave plan in place relating to the current heatwave. This is because we do not have any manual labourers as employees whose job it would be to work outside in such conditions. We can advise however, that guidelines were issued to members of staff via our internal platforms of communication; the information provided was taken from Public Health advice.

(b) a copy of any communications sent by Homes England to all or the vast majority of its staff from and since the start of last week relating to the heatwave just experienced.

Please find enclosed as Annex A, a copy of the communications sent to members of staff relating to the Heatwave.

Right to Appeal

If you are not happy with the information that has been provided or the way in which your request has been handled, you may request an internal review. You can request an internal review by writing to Homes England via the details below, quoting the reference number at the top of this letter.

Email: infogov@homesengland.gov.uk

The Information Governance Team
Homes England – 6th Floor
Windsor House
50 Victoria Street
London
SW1H 0TL

Your request for review must be made in writing, explain why you wish to appeal, and be received within 40 working days of the date of this response. Failure to meet this criteria may lead to your request being refused.

Upon receipt, your request for review will be passed to an independent party not involved in your original request. We aim to issue a response within 20 working days.

You may also complain to the Information Commissioner's Office (ICO) however, the Information Commissioner does usually expect the internal review procedure to be exhausted in the first instance.

The Information Commissioner's details can be found via the following link:

<https://ico.org.uk/>



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Please note that the contents of your request and this response are also subject to the Freedom of Information Act 2000. Homes England may be required to disclose your request and our response accordingly.

Yours sincerely,

The Information Governance Team

For Homes England

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We communicated through our corporate channels:

- 1 article on the intranet (15 July)
- 1 item in our weekly newsletter, The Week Ahead (18 July)
- 1 post on Yammer (18 July)

Intranet article – Friday 15 July

Keeping safe in the heatwave

15 July 2022

For the first time, the Met Office have issued a [red alert warning](#) for extreme heat, as temperatures build over the weekend and early next week for much of England and Wales.

With temperatures set to reach 40C, the warning means there's a risk of 'serious illness or danger to life' and there will be 'significant impacts on people and infrastructure'.

Colleagues are advised:

- You don't have to go into the office this week unless you want to.
- Don't travel unless it's essential, as delays are likely and road closures possible including cancellations to rail and air travel.
- If you have to go onto a site, avoid going between 11:00am and 3:00pm, choose a cooler time of day, or if possible delay your visit.
- If you do have to travel, ensure you take plenty of water with you, if you are travelling to an air conditioned office, consider the journey ; time, transport and delays.
- Drink plenty of water to keep hydrated, avoid coffee and carbonated drinks.
- If you must go out in the sun wear light weight, loose fitting clothing and a wide brimmed hat to protect your face and neck.
- Wear sun block or a high factor sun screen on any exposed skin.
- Avoid heavy physical exertion.

In our offices:

Although majority of our offices have air conditioning or have cooling fans in place, these systems will be operating at the extreme end of their designed ability and may mean the temperatures in our offices will be higher than normal. To make you feel more comfortable, the Health and Safety team suggest you:

- Keep the window blinds down throughout the day and leave them down when you leave in the evening.
- Keep hydrated.
- Take regular breaks.
- Move away from areas of direct sunlight

For more information on how to stay safe, visit the [GOV.UK website](#).

Item in our weekly newsletter – Monday 18 July



Keep yourself cool in the heatwave

For the first time, a red weather warning has been issued by the Met Office for extreme heat in parts of England this week.

You don't need to visit the office this week, read our health and safety guidelines.

[Read more](#)

Yammer post by the communications team – Monday 18 July

★ **Featured conversation** ⓘ • Posted in Homes England 🌐



Communications

Mon at 12:37 PM • Edited

4 shares • Seen by 405

Keeping safe in the heatwave

For the first time, the Met Office have issued a [red alert warning](#) for extreme heat across England and Wales.

Colleagues do not have to go to offices this week due to the heat, but they remain open with A/C if you do wish to go in.

Colleagues are advised:

- Don't travel unless it's essential, as delays are likely and road closures possible.
- If you have to go onto a site, avoid going between 11:00am and 3:00pm, or if possible delay your visit.
- If you do have to travel, ensure you take plenty of water with you.
- Drink plenty of water to keep hydrated, avoid coffee and carbonated drinks.
- If you must go out in the sun wear light weight, loose fitting clothing and a wide brimmed hat to protect your face and neck.
- Wear sun block or a high factor sun screen on any exposed skin.
- Avoid heavy physical exertion.

[Read more here.](#)