



The Hospital of St Mary the Virgin (Rye Hill and Benwell) Almshouses Charity

Admissions Policy

Approved by Trustees: July 2020

Next Review: June 2026

Last Reviewed: June 2023

Following changes to UK law and to Charity Commissioners' Guidance, the policy for Admission is as follows.

The Charity provides affordable accommodation for socially and economically disadvantaged men who are without a cohabiting spouse or partner, who are over the age of 50. Priority will be given to men who are residents of the city of Newcastle-upon-Tyne and then extended to those who are residents of Tyne and Wear.

The Charity operates an Equal Opportunities policy within the confines of its stated aims and does not discriminate on the grounds of race, religion, sexual orientation or disability, but we do try to give priority to older applicants. As we provide sheltered accommodation as opposed to nursing home facilities, all the residents must be capable of looking after themselves, particularly with regard to personal care, cooking, washing, cleaning flats and taking their own medication. Staff are available to assist with basic cleaning for which residents are expected to arrange a mutually convenient time.

Entry to flats may be required, Staff hold master keys to all flats, which they will only use either in an emergency or to allow access to a contractor for essential works. Staff will only ever access a flat in pairs. The Charity will try whenever possible to give reasonable notice when access is required.

To comply with the Charity's Fire Policy, residents with compromised mobility will be required to move to ground floor accommodation when a unit becomes free.

Notwithstanding the above priorities, selection is based, normally, on chronological order of receipt of the applications. However, the Trustees acknowledge that there may be instances when the applicant can be considered as an urgent case (e.g. homelessness or impending loss of home) and be placed immediately at the top of the waiting list. The Manager is given the authority by the Trustees to make such decisions but any such applicant whose claims are rejected by the Manager, or an applicant who is "leapfrogged" on the waiting list, may request that his case be reviewed by the Trustees.

All applicants for admission must complete the Charity's Expression of Interest Form, which is available from:



The Hospital of St Mary the Virgin Almshouses, Thomas Horsley House
349 Benwell Lane
Newcastle upon Tyne, NE15 6NG
Telephone - 0191 274 0136
e-mail - admin@hsmtv.org or by visiting www.hsmtv.org



Annex 1

Procedure for viewing and moving into the accommodation whilst Coronavirus or other public health issues are circulating in the UK.

We have introduced these procedures to help ensure the safety of residents, prospective residents and staff. Only ask to view the Almshouse in which the accommodation is available if you feel that it could be right for you. Social distancing measures during viewing, moving, and residing are in place which include:

- All property viewings will be conducted by appointment only. You must maintain a 2-metre distance between yourself, the Manager and warden/Site Supervisor at all times.
- No more than 2 people should attend the viewing.
- Hand sanitisation facilities will be available for you which you will be required to use on entering and leaving the building.
- The available living space will be open for you to view yourself while the staff member remains outside.
- Please avoid touching surfaces within the property.

Procedure for moving in your belongings.

We will discuss your health, level of vulnerability and what arrangements you have in place before proceeding with a move.

If you are showing symptoms of coronavirus or self-isolating then we will delay moving you. We appreciate that there may be exceptions to this, for example, for reasons of safety. In these circumstances we will work with you to ensure the appropriate medical guidance is sought and followed.

If you are shielding or clinically vulnerable, we will also delay moving you because you are in the extremely vulnerable group. Again, we appreciate that there may be exceptions to this and in these circumstances, we will seek appropriate advice.

Anyone moving in from hospital or from a care home setting must have a current negative COVID swab.

Where a move date is agreed:

- The number of people involved in the removal must be kept to a minimum.
- All must wear a face covering and use hand sanitiser on entering and leaving the building.
- The activity time should be as short as possible.
- Those providing the removal service must follow the procedures as set out by HM Government in its document 'Working safely during Covid-19 in other people's homes'.