

Building Safety Policy

Our policy ensures the health and safety of tenants in their homes and associated communal areas.

The basics

The Regulator of Social Housing has specified, that Registered Providers must meet all statutory requirements that provide for the Health and Safety of occupants in their homes and that, as set out in the [Safety and Quality Standard of the Consumer Standards](#), that they must take all reasonable steps to ensure the health and safety of tenants in their homes and associated communal areas.

We will have in place a management approach that supports the delivery of activities to attain the required outcomes, including the use of specialist suppliers, engagement with customers and the use of

Our approach

In describing Leeds Federated's approach to Building Safety Services, this policy ensures compliance with the Safety and Quality Standard of the Consumer Standards, relevant legislation and approved codes of practice.

We will meet all applicable health and safety legal requirements, including secondary legislation in relation to the areas specifically covered under this Policy, namely gas safety, electrical safety, water safety, lift safety, asbestos safety, smoke alarms and carbon monoxide as described below. Fire safety has its own dedicated policy.

This policy includes:

- Gas safety – maintaining, servicing, permanently adjusting, disconnecting, repairing or altering gas appliances or associated fittings.
- Asbestos safety - taking reasonable steps to locate and identify materials containing asbestos including an assessment of their condition. Record this information and prepare a plan to manage the risks from these materials. Periodically review the plans and provide information to anyone who is liable to work on or otherwise disturb them.
- Water safety – assess the risk of exposure to legionella bacteria, undertake works and / or on-going monitoring to minimise risk of exposure where applicable as per the risk assessment.
- Smoke and Carbon Monoxide (CO) Risk – ensuring new tenancies have working smoke and CO detection at the commencement of tenancies and that repairs and replacements are undertaken when necessary, during the course of a tenancy. To be read in conjunction with the Fire Policy which covers the requirements to those sites covered under the Regulatory Reform (Fire Safety) Order 2005, and subsequent addendum in the form of the Fire Safety Act 2021.

- Electrical safety – complete a periodic test of the electrical installation to all of its premises and remedy the category of faults and other items found as required under the current Electrical Regulations. Ensure that any electrical appliances provided are safe to use.
- Lift Safety – inspecting, maintaining, servicing and repairing passenger lifts.

Building Safety management

Leeds Federated will adopt a common management approach across the various aspects of statutory compliance to provide a simple, efficient and effective framework to property management and statutory compliance. Wherever possible the arrangements and systems employed in respect of the management of each of the different aspects of Building Safety shall follow the general approach as described below:

Planning

- Each Key Area will have its own procedures, in association with the Service Delivery Provider, that prescribe the delivery of Statutory Compliance Services in order that compliance can be monitored, assessed and reported.
- Leeds Federated will ensure that the procedures are appropriate to and account for the specific risks associated with each key area. A defined Management Plan, detailing how we will comply with the relevant legislation / Approved Codes of Practice, will be in place within or alongside the procedures as is suitable for the corresponding key area. These will be agreed with internal providers, consultants, contractors or other third party providers as an integral part of the engagement agreements between Leeds Federated and those providers
- Designate a responsible person where required that can competently fulfil the duties of that role
- Maintain an accurate and up-to-date asset register of properties, their associated attributes and assets
- Produce, maintain and review a programmes of planned activities (such as regular testing and maintenance) that will ensure compliance of all properties
- Maintain contingency plans in the event of an emergency / incident

Implementation

- Ensure, so far as is reasonably practicable, that properties for which Leeds Federated has responsibility for, are maintained and operated to the required standard, which avoids any health and safety risk to customers, employees, contractors and visitors.
- Ensure staff are competent to carry out the activities required of them, providing necessary training and resources as required
- Commission or undertake planned activities in line with the programme to ensure properties are always compliant and that actions are taken to remedy non-compliance when required.

- Maintain accurate records to prove properties are complaint and in such a manner that the status of individual properties is quickly and easily determined
- Maintain arrangements for undertaking and monitoring remedial and preventative actions
- Maintain an open information policy, make relevant information available to customers in relation to property compliance and home safety
- Maintain and promote awareness of our statutory obligations throughout Leeds Federated and with contractors, consultants and customers.

Each key area requires that a Register is in place and is structured as to enable the identity of all assets and that the corresponding essential information is recorded and readily accessed. The Association will ensure that those registers are developed and maintained as per the specific register requirements specified in the table below.

The Association will ensure the core requirements for each of the key areas are attained. Those core requirements are set in the table below for each key area.

	Electrical	Gas	Smoke and Carbon Monoxide detection	Asbestos	Lifts	Water
Register	Develop and maintain a 'Register' that contains all the assets that LFHA is responsible for (whether owned or managed). Ensure that this Register has a record of the assets where there is an electrical installation and whether this installation is in a communal asset or dwelling.	Develop and maintain a 'Register' that contains all the assets that LFHA is responsible for (whether owned or managed). Ensure that this Register has a record of the assets where there is a gas installation as defined in 'The Gas Safety (Installation and Use) Regulations 1998'	For dwellings that are included in the Gas 'Register' that the equipment is tested and the outcomes recorded on the respective LGSR at the change of tenancy.	Develop and maintain a 'Register' that contains all the assets that LFHA is responsible for (whether owned or managed). Ensure that this Register has a record of the assets that have known or presumed asbestos containing materials and the location and condition it and whether this asset is 'domestic' or 'non-domestic'.	Develop and maintain a 'Register' that contains all the assets that LFHA is responsible for (whether owned or managed). Ensure that this Register has a record of the assets that have a lift installed whether this installation is in a communal asset or dwelling.	Develop and maintain a 'Register' that contains all the assets that LFHA is responsible for (whether owned or managed).
Core Requirements	Ensure that the electrical installations contained in the Register are safe by having: - for all new installations, a valid 'Electrical Installation /Part P Certificate' - For existing installations, a valid and satisfactory 'Electrical Inspection Condition Report' (EICR) that is no older than 5 years. - For existing installations that have a valid	Ensure that the gas installation contained in the Register is safe by having: - for new installations, a valid 'Building Regulations Compliance' certificate - For existing installations that are over 1 year old, a valid 'Landlord Safety Gas Record' (LGSR) which is no older than 365 days except when the flexibility to retain an anniversary date is utilised of the 'MOT-style'	Ensure that all dwellings at the commencement of new tenancies have working smoke detection and CO detection as required by Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022. Advise customers to regularly test that equipment is working correctly. Ensure that where equipment is found to	Ensure that all non-domestic assets (as defined in CAR 2012) have had an asbestos survey to identify the "asbestos status" of these assets. Prepare and disseminate an "Asbestos Management Plan" for the portfolio. Undertake material risk assessment of all known and presumed	Ensure that all passenger lifts have 'Thorough Examinations' in accordance with LOLER 1998. Prioritise & complete corrective actions identified within defined timeframes. Ensure regular servicing of all known lifting equipment installed in LFHA managed properties both domestically	Carry out a Portfolio Risk Assessment (PRA) for all assets owned or managed by LFHA to identify, where practicable, buildings where conditions may be present that encourage legionella bacteria to multiply and/or disperse and assign the appropriate risk classification to these assets.

	but unsatisfactory EICR that all C1 or C2's associated with this unsatisfactory EICR have been corrected by the relevant associated Electrical Installation Certificate or Minor Works Certificate and the EICR is no older than 5 years. Ensure any defective part of an installation is repaired or renewed or otherwise made safe within the following timescales: • C1 - on the same working day as the Code 1 Observation is identified. • C2 - within 20 working days of the Code 2 Observation being identified.	(the annual gas safety check carried out up to 2 months before the date the check needs to be carried out but still retain the original deadline date as if the check had been carried out exactly 12 months after the previous check). That for existing installations a new LGSR is obtained at changes of tenancy. Ensure that where repairs and/or maintenance is required to gas appliances, pipe work and flues, this is completed to approved standards. Visual only checks will be carried out on residents' own appliances and outcomes recorded on the safety certificate and issued to the resident. Where the problem is potentially dangerous, the appliance will be disconnected and the supply capped off. Ventilation systems should also be maintained to ensure they do not	be faulty, missing or otherwise not working correctly, including when sealed batteries expire, that repairs or replacements are undertaken as soon as is reasonably possible and at the convenience of customers.	ACM materials and develop procedures to evaluate the risk and determine the appropriate remedial actions and control measures. Monitor the condition of all known ACM materials, including introducing a regular re-inspection, the frequency to be based on risk, to all ACM within communal areas. Remove all high risk & manage the remaining in-situ through reinspection prior to undertaking any works.	and in communal areas.	Carry out Legionella Risk Assessments (LRAs) on the assets where required as defined in the Water Hygiene Management Plan to identify and resolve hazards relating to risk of infection. Use the outcomes from the LRAs to arrange programmes of routine inspection if required and testing of water systems, including, where needed, a programme of modification to any deficient systems and equipment. Ensure that for dwellings left vacant for extended periods of time a suitable drain-down or flushing regime is put in place to prevent the potential build-up of risk conditions.
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		compromise the safe use of the appliances Mechanical ventilation systems will be maintained in efficient working order in accordance with the manufacturer's / installer's instructions.				
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Communication Plan

The provision of effective Building Safety Services is an essential part of maintaining the sustainability of individual tenancies and wider communities.

We will:

- Promote and communicate the importance of building safety standards to tenants, staff, customers and contractors.
- Contact individual tenants in advance of requiring access for gas safety checks, asbestos monitoring and other services. This will be done in accordance with the relevant procedures.
- Use Leeds Federated's website and other general means of communication to promote the importance of statutory and health and safety services.
- Work with Peer organisations and partners to identify joint methods of promotion

Key points for colleagues

We will ensure that colleagues are engaged, when required, in assisting in the successful delivery of activities to ensure the safety of tenants in their homes.

We will make available key information relating to compliance on an individual property basis using our CRM system including actions undertaken to deal with non-compliance.

Key points for board/committee members and the regulator

Our Asset Management team are responsible for creating this policy and making sure it supports Leeds Federated's objectives.

We consider Building Safety as part of our:

- Budget and business plan
- Strategic risk register
- Corporate balanced scorecard and performance management
- Regulatory compliance and Tenant Satisfaction Measures
- Equality, diversity and inclusion strategy

Policy updates

The Asset Management team is responsible for updating this policy.

Policy updated April 2025. Next review due April 2027.