



PEAKS & PLAINS
Housing Trust

The Trust

Smoke Alarm and
Carbon Monoxide
Alarm Policy –
Individual
Dwellings

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1. INTRODUCTION

- 1.1. The Executive Management Team of Peaks and Plains Housing Trust ('The Trust') has approved this Smoke Alarm and Carbon Monoxide Detector Policy, to ensure that we meet our obligations as a Landlord and seek to provide assurance that this building and property access and safety topic is adequately managed, while ensuring the safety and enduring health of our tenants, staff, contractors and the general public.
- 1.2. This policy relates only to smoke alarms and carbon monoxide detection that are not linked to a fire alarm panel. These are classed as D1 or D2 and F1 or F2 as defined in BS 5839-6:2019.
- 1.3. Any interlinked alarms or detection is managed through the Trust Fire Safety Policy and has a separate cycle of testing, inspection and maintenance.

2. HAZARDS

- 2.1. The following intrinsic hazards are prevalent or associated with smoke detectors and carbon monoxide detectors and their installations;
 - Electrical hazards.
 - Potentially radioactive sealed sources.
 - Hazards in maintenance, potentially with access to, and working at, height.
 - Issues around fixtures and fixings.
 - Noise hazards near alarms, when activated.
 - Security of fixtures and fixings.
- 2.2. **Smoke alarms**
 - 2.2.1. The danger from smoke inhalation can be mitigated by installing smoke detectors and smoke alarms (or simply just known as a 'smoke alarm') to warn that a fire has broken out and immediate escape from the building is necessary.
- 2.3. **Carbon monoxide**
 - 2.3.1. Carbon monoxide (CO) is a colourless, odourless and tasteless, toxic (poisonous) gas produced by the incomplete burning of carbon-based fuels, including gas, oil, wood and coal. Carbon based fuels are usually safe to use. However, when the fuel does not burn properly, excess CO is produced, which is poisonous. Installing CO detectors in properties that use any carbon based fuels dramatically reduce this risk to staff, customers, tenants and the public.

3. PROCEDURES

Procedures should include:

- 3.1. Maintaining a record of accommodation where smoke alarm and carbon monoxide detectors are located and are in use.
- 3.2. Checking with manufacturers for any safety or functional recalls on the apparatus.

- 3.3. Planning for access to the property.
- 3.4. Undertaking visual security checks of access and location of devices and the physical security of fixtures and fixings, particularly wall bolts and brackets / supports etc.
- 3.5. Reviewing reports of poor performance in relation to completion of the testing/inspection programme on the system.
- 3.6. Undertaking directly or through an external contractor a thorough examination of the appliance and/or a full functionality check.
- 3.7. Arranging with external contractors to undertake a thorough deep clean of the equipment, with reference to water hygiene risks in wet systems and in biohazard risks in all systems.
- 3.8. Where appropriate calibrating the system's operating parameters.
- 3.9. Undertaking a final inspection, applying any safety signs necessary and ensuring operating instructions are held by the resident / operator and performing a witnessed functional test.
- 3.10. Making records of the visit, work done, and modifications made.

4. LEGAL OBLIGATIONS

- 4.1. There is specific regulation which the Trust must comply with in relation to smoke alarms and carbon monoxide detection;
 - Housing Act 2004, Part 1 and Schedule 4. Condition 1(4). A mandatory condition for licence holders under Parts 2 & 3 of the Act is the provision of smoke detectors in accommodation property.
 - Regulatory Reform (Fire Safety) Order 2005.
 - Construction (Design and Management) Regulations 2015.
 - Memorandum of guidance on the Electricity at Work Regulations 1989.
 - Wiring Regulations, 18th edition, 2018.
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
 - Safe use of work equipment. Provision and Use of Work Equipment Regulations 1998. Approved Code of Practice and guidance L22.
 - The Smoke and Carbon Monoxide Alarm (England) Regulations 2015: SI 2015 No. 1693
- 4.2. It should be noted that the Smoke Alarm and Carbon Monoxide Detection Policy and Carbon Monoxide Alarm (England) Regulation 2015 are applicable to tenants of private landlords, however the Government have announced on 19 November plans to end the anomaly which currently provides social housing tenants less protection in law than the private sector.

4.3. **Principle of Safety Equivalence**

4.3.1. Installation, commissioning, maintenance and regular checking for operational service of smoke and carbon monoxide detectors and alarms do not strictly address properties under the control of a social housing provider. However, due to the significant life safety benefits from fitting smoke and CO alarms this Policy has been extended to include all properties, based on principles in modern safety management.

4.3.2. Smoke Alarm and Carbon Monoxide Detection Policy and Carbon Monoxide Alarm (England) Regulation 2015 state that;

- The Landlord must install at least one smoke alarm on every storey of the rental property that is used as living accommodation. In addition, a carbon monoxide alarm must be installed in any room used as living accommodation where solid fuel is used. Solid fuel comprises coal and wood burning stoves and fires.
- The Landlord must ensure that the alarms are installed in their properties, are in working order at the start of each new tenancy. After the landlord's test on the first day of the tenancy, the tenants should take responsibility to test all alarms regularly to ensure that each unit is working. They are advised to test alarms monthly.
- The Regulations require landlords to install carbon monoxide alarms in any rooms used as living accommodation where solid fuel is used. Whilst gas and oil boilers do not fall within this category, it is still best practice to install alarms, as gas appliances can emit carbon monoxide.

4.3.3. Guidance - British Standard BS 5839-6: 2019. Fire Detection and fire alarm systems for buildings.

4.3.4. The BSI's recent update of the domestic fire detection and alarm system standard, specifically Part 6 of BS 5839, outlines the code of practice for the design, installation, commissioning and maintenance of fire detection and fire alarm systems in domestic properties.

4.4. **Duties of care**

4.4.1. Briefly, principal duties of care in complying with legal requirements in work undertaken on smoke alarms and carbon monoxide detectors concerns the following:

4.4.2. The general duties under section 2 and section 3 of the Health and Safety at Work Act 1974 create a duty on employers to ensure the health, safety and welfare of employees and also the health and safety of non-employees, customers, the public and contractors. This includes ensuring that the plant and equipment is maintained in a safe and efficient condition and that the maintenance work is carried out in such a manner as to ensure the safety of employees and non-employees.

4.4.3. Maintenance work must be subject to risk assessments as required under the Management of Health and Safety at Work Regulations 1999, just as other operations and processes are. Control measures introduced by the risk assessment process for maintenance work may include the use of permits to work and will be subject to provision

of safe materials and the use of competent staff and contractors who have been trained for the job or activity.

4.4.4. The Workplace (Health, Safety and Welfare) Regulations 1992 require an employer to maintain equipment in an efficient working order so that it does not cause a risk to employee's health, safety or welfare.

4.4.5. Under the Provision and Use of Work Equipment Regulations 1998 employers must ensure that work equipment is maintained in an efficient state and working order and in good repair. Where a maintenance log exists, the employer must ensure that it is kept up-to-date. Similar provisions occur in relation to electrical safety, gas safety and pressure systems.

4.5. **Compliance by staff and contractors**

4.5.1. Staff and contractors shall comply with our Smoke Alarm and Carbon Monoxide Detector Policy and any associated procedures or guidance and we shall encourage customers to be safe and responsible in their accommodation.

5. **COMMUNICATION STRATEGY**

5.1. This Smoke Alarm and Carbon Monoxide Policy statement shall be:

- Communicated throughout the organisation, and through relevant training understood by staff.
- Made available to tenants, staff, contractors and stakeholders, as appropriate.
- Formally reviewed and revised as necessary on a three yearly basis by the EMT.

5.2. Education of tenants in fire safety issues and basic fire prevention basic fire precautions advice, should include advice on smoking, electrical safety, leaving appliance chargers powered overnight, and E-cigarette chargers and candles. Smoke and CO detectors will be part of this strategy.

5.3. In flats, fire safety actions should include information about the placement of fire exits and alarms, advice on how to get out of the property as quickly and easily as possible if a fire breaks out, and information on making an escape as easy as possible.

6. **GENERAL STATEMENT OF INTENT**

6.1. The intent and commitment of the Trust is to ensure that reasonably practicable and mandatory requirements of all relevant safety advice, guidance and legislation in relation to smoke alarms and carbon monoxide detectors is followed to manage risks competently.

6.2. The Trust will uphold this commitment through ensuring safe dwellings, accommodation and places of work, by working with best industry practice where relevant and undertaking assessments of risks for people and property.

7. RESPONSIBILITIES

7.1. Leadership and management

7.1.1. Leadership of, and responsibilities for, the safe stewardship, management and control of risks relating to smoke alarm and carbon monoxide detection rests with the Chief Executive, who is supported by the Executive Management Team and the Senior Management Team. There is a fundamental responsibility for all staff, employees and contractors to work safely with heating systems in premises and to communicate, handle, notify and report hazards which they come across diligently to their line manager or director as necessary.

7.2. Duty Holder(s)

7.2.1. The Trust accepts its position as a Duty Holder and Landlord as defined in safety legislation. The Duty Holder is also responsible for defining and maintaining a register of properties which includes information relating to smoke alarms and carbon monoxide detector testing, servicing and safety management plans.

7.3. Technical Advice

7.3.1. The Head of Asset and Compliance, on behalf of the SLT, will appoint a Lead Manager as Responsible Person (RP) to oversee the topic. Technical advice on safety issues and occupational health will be given to Managers, the EMT and the Board by in-house health and safety manager(s) and advisers, external consultant and contractors, or other independent appointees as necessary.

7.4. Competence

7.4.1. The Lead Manager should hold the relevant competencies, in terms of knowledge, abilities, training and experience (KATE) for the lead role in safety management and maintenance of operational systems and services. Where the person undergoes specific training for the role provision should be made for appropriate Continuing Professional Development and appropriate refresher training.

8. SPECIFIC ROLES AND RESPONSIBILITIES

8.1. The Board

8.1.1. Overall responsibility for safe operational management of smoke alarms and carbon monoxide detection rests with the Board with operational authority delegated to the Chief Executive. The Chief Executive retains overall responsibility for implementation of all policy documents in any safety related field.

8.2. **Exec Director of Operations**

8.2.1. The Exec Director of Operations is responsible for ensuring that sufficient resources are provided and made available to implement this Smoke Alarm and Carbon Monoxide Detection Policy.

8.3. **Head of Asset and Compliance**

8.3.1. The Head of Asset and Compliance will ensure that the safety, health and hygiene management plan, procedures, guidance and forms (electronic forms, databases or paper documents and registers) are maintained, reviewed, revised and audited in a timely manner.

8.4. **Fire Safety Manager**

8.4.1. The Fire Safety Manager will be responsible for managing and monitoring operational performance of smoke alarms and carbon monoxide detection, including the following aspects of the systems and service:

- Ensuring adequate processes and procedures are in place to manage the risks arising from smoke alarms and carbon monoxide detection.
- Ensuring suitable and sufficient information, instruction and training is carried out.
- Monitoring the performance of staff and contractors.
- Ensuring that members of the public, staff and contractors are not unnecessarily exposed to risk.
- Ensuring appropriate risk assessments are undertaken and that regular review is carried out.
- Maintain property records and relevant certification(s).
- Maintain an up-to-date knowledge of legislative requirements and best practice
- Providing regular instruction and refresher training to maintain skills provide advice on the application of these procedures on an individual case by case basis.

9. **POLICY PRINCIPLES**

The Trust will ensure that:

9.1. Legal compliance is maintained, and that good practice is promoted among staff and contractors.

9.2. Lines of responsibilities are understood.

9.3. Duty Holders and a Responsible Person are appointed.

9.4. Legal compliance and good practice are upheld.

9.5. Legal registers and guidance lists are kept up-to-date.

9.6. Risk assessments are detailed and thorough.

- 9.7. A Register is maintained for significant installations and appliances and kept up-to-date.
- 9.8. Compliance with safety, health and engineering standards is maintained, routinely reviewed, and monitored.
- 9.9. Competent contractors are appointed to undertake servicing, inspection and testing.
- 9.10. On completion of any risk control works, such as system cleaning, maintenance, repair and flushing, the technician will issue an appropriate completion certificate.
- 9.11. Prompt service is upheld when addressing supply issues, fault finding, repairs and remedial works.
- 9.12. Inspection and testing will be undertaken by the Trust as identified in the table below.

Inspection frequency	
Visual inspection of equipment.	During routine maintenance activity During improvement works
Testing and maintenance frequency	
Smoke Alarms	Annually
Carbon Monoxide Detection	Annually

9.13. **Remedial actions**

- 9.13.1. Remedial actions will be completed in line with timescales recommendation during the annual maintenance visit.

9.14. **Replacement programmes**

- 9.14.1. Defective smoke alarms and carbon monoxide detectors will be replaced as part of the annual testing programme or if identified as part of reactive or planned maintenance programmes.
- 9.14.2. The Trust will upgrade its smoke alarms and carbon monoxide detectors over the next 5 years and this work will be completed as part of the periodic electrical testing programme. The following criteria will be applied;
- Any existing battery operated alarms and detectors will be upgraded to hardwired (Grade D1 or D2)
 - Any smoke alarms or carbon monoxide detectors past their economic lifecycle of 10 years will be replaced

9.15. **Void property works**

- 9.15.1. Smoke alarms and carbon monoxide detector will be tested when a property become empty and will be in working order prior to the new tenant occupying the property. If they do meet the specification at 9.14.2 they will be upgraded at part of the void works.

10. CONTROL AND ASSURANCE

- 10.1. The Smoke Alarm and Carbon Monoxide Detection Policy will be reviewed as follows:
- Three yearly;
 - Where there is a change in legislation or guidance;
 - Where there is a near miss, accident, significant ill-health or RIDDOR reportable incident affecting the systems or services.

11. ASSOCIATED DOCUMENTS

- 11.1.
- Safety policies, processes and procedures and relevant process maps.
 - Documents identified in the list of legislation and guidance.
 - Health and Safety Policy Statement

POLICY INFORMATION

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Drafted By:	Head of Asset & Compliance
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