

# Smoke and CO Alarm Policy

## INFORMATION

<b>Policy Name</b>	Smoke and CO Alarm Policy
<b>Effective Date(s)</b>	01 May 2025
<b>Approved By</b>	Property Operations Committee
<b>Approval Date</b>	01 May 2025
<b>Policy Owner/Dept</b>	Neil Wilmer, Compliance & Building Safety
<b>Policy Author</b>	Martin Perry – Compliance Operations Manager
<b>Review Date</b>	01 May 2027
<b>Version Number</b>	V2.1

## Version Control

Version	Date	Changes	Approver
V1	18/11/24	Updated with further legislation, commitment to British Standard, removed operational detail, and updated roles and responsibilities.	TBC
V2	28/03/25	Presented to Customer Connect Panel (CCP) for approval	CCP
V2	15/04/25	Presented to Risk and Compliance (R&C) for approval	R&C
V2.1	15/04/25	Minor amends following feedback at R&C	
V2.1	01/05/25	Approved by Property Operations Committee	POC

Your Housing Group Strategic Priorities			
Safe	<input checked="" type="checkbox"/>	Viability	<input type="checkbox"/>
Landlord	<input checked="" type="checkbox"/>	Growth	<input type="checkbox"/>
People	<input type="checkbox"/>	Technology	<input type="checkbox"/>

<b>Relevant National Standards or Regulation</b>	<ul style="list-style-type: none"> <li>Decent Homes Standard.</li> <li>YHG's Tenancy Standard.</li> <li>Neighbourhood and Community Standard.</li> <li>Tenant Involvement and Empowerment Standard.</li> </ul>
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<b>Relevant Legislation &amp; Guidance</b>	<ul style="list-style-type: none"> <li>The Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022</li> <li>Housing Act 2004</li> <li>Equality Act 2010</li> <li>Building Regulations: Part B Fire Safety</li> <li>Gas Safety (Installation and Use) Regulations 1998</li> <li>Electrical Equipment (Safety and Use) Regulations 1994</li> <li>Furniture and Furnishing (Fire Safety) Regulations 1998</li> </ul>
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## **1. Purpose of the Policy**

This policy details YHG's approach to the installation, testing, repair, and replacement of Smoke and Carbon Monoxide (CO) alarms.

This policy sets out YHG aims to take reasonable steps to:

- Protect its residents from the effects of fire, smoke and CO poisoning through the provision and maintenance of appropriate early warning fire and CO detection.
- Ensure all properties have a smoke detection as per the law and are brought into alignment with the British Standard BS5839-6:2019 through building update and investment works.

It will also demonstrate that YHG is fulfilling its duties under the Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022 and other relevant codes of practice.

## **2. Policy Statement**

Smoke and Carbon Monoxide alarm safety is an important obligation for all Landlords. We fulfil our obligations by being committed to taking all reasonable steps to manage installations, repairs or replacements of alarms when informed or found faulty or expired in accordance with the relevant legislation and guidance. We will implement arrangements for the management of smoke and carbon monoxide alarm safety that complies with our statutory duties. Where reasonably practicable, we will meet any good practice recommendations. We are committed to engaging with residents and stakeholders and will use a range of communication methods to consult with, listen to and promote awareness to ensure they are safe, and feel safe in their homes.

## **3. Scope of Policy**

This policy relates to the installation, testing, repair and replacement of smoke and CO alarms in all YHG properties where the Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022 applies.

For YHG the regulations apply to all social and private rented tenancy properties where YHG is the immediate landlord.

The following tenancies/provisions are excluded from the regulations and are therefore not included in the scope of this policy:

- Social sector leasehold,
- Student halls of residence,
- Low-cost ownership homes,
- Owner-occupiers,
- Shared-ownership homes.

Where properties are managed by third parties (e.g., Agency Managed Supported Schemes, PFI Schemes) the policy remains applicable should the tenancy be a social or private rented tenancy and YHG is the immediate landlord.

#### **4. Responsibilities under this Policy**

We recognise the importance of clearly defined responsibilities with commitment at all levels of our organisation including Board, Executive Team, Senior Managers, Team Members and Contractors we work with. We will ensure these responsibilities are documented, embedded, and demonstrated by means of a golden thread of leadership and commitment from senior management to employees through to engagement with our residents and contractors. All members of staff are expected to follow this policy and associated procedures in relation to smoke and carbon monoxide alarms safety.

The roles and responsibilities for key stakeholders across YHG is detailed below.

- **Chief Executive** will need to ensure that resources are made available to allow the actions and measures detailed in this policy and the associated procedure to be effectively delivered. They will discharge their responsibilities for the delivery of the regulatory requirements in line with policy and procedure to the Director of Asset and Building Safety and Head of Compliance however will retain an oversight on progress/performance.
- **Board Members** should review performance reports to assure themselves that the measures detailed in the policy are being followed, thus ensuring that YHG is meeting its regulatory requirements.
- **Director of Growth & Asset** will work closely with the **Head of Compliance and Building Safety** to seek assurances that regulatory obligations and the policy measures are being adhered to, ensuring any potential non-compliance is brought to the attention of the Chief Executive.
- **Head of Compliance & Building Safety** is responsible for the overall implementation, and regular review of this policy and ensuring its objectives are achieved. They are responsible for ensuring the ongoing data reconciliation to ensure alignment of asset data across systems and ensure the suitable testing and renewal of CO alarms through Annual Gas Safety Checks while ensuring all smoke alarms are inspected, tested, in-date and functionally working through the 5 yearly electrical testing programmes. They will ensure performance reporting to the Director of Growth & Asset, Board, and the Chief Executive. They will ensure that any potential non-compliance is brought to the attention of the Director of Growth & Asset.
- **Head of Housing/ Supported Housing/Older Persons Services** are responsible for ensuring all equipped alarms are in proper working order on the first day of any new social or private rented tenancy, with a record

retained to evidence this. They will also ensure that those undertaking testing have been trained in line with manufacturer's instructions.

- **Head of Repairs & Maintenance** is responsible for ensuring all necessary alarm tests, repairs and installations are carried out as part of empty home related work and that any reports of faulty alarms are dealt with and rectified as soon as reasonably practicable. They will also ensure that alarm testing, repairs and installations are only carried out by those competent to do so.
- **Head of Asset Strategy & Sustainability** is responsible for ensuring accurate smoke and CO alarm asset data is maintained and that alarms are replaced as necessary as part of planned investment work. They will ensure that asset data is reviewed regularly and any alarms reaching expiry are flagged to the Head of Compliance to ensure proactive replacement before their expiry date.

## **5. Approach to the Management of Smoke and Carbon Monoxide Alarms**

### **5.1 Previous Actions**

Your Housing group has completed a project of data extraction and subsequent visits to all its stock in 2022 and ensured that:

- A smoke alarm is installed in every property on each storey where there is a room used as living accommodation.
- A carbon monoxide alarm is installed in any room used as living accommodation which contains a fixed combustion appliance (excluding gas cookers).
- Homes with missing detection data were prioritised for engineer visits, this led to the fitting of either battery or mains interlinked detectors to the properties identified.

### **5.2 Repairs/Replacements**

Smoke and CO Detectors which are reported as being faulty or missing by customers will be repaired/replaced under an emergency repair priority, within 24 hours by our repairs service. Alarms that are in good working order but have reached their expiry date will be replaced at the earliest opportunity.

### **5.3 System Upgrades**

In properties where there is an existing hard-wired smoke alarm system which falls below the requirements of a Grade D1, Category LD2 system, these will be upgraded as the opportunity arises, i.e., whilst part of any Planned Investment Work such as kitchen/Bathroom upgrades.

### **5.4 Testing of Detectors**

Your Housing will ensure that all detectors are tested for correct operation during the annual gas servicing inspection or Electrical Installation Condition Report (EICR).

We are also responsible for ensuring detectors are in working order at the start of each new tenancy.

In addition, we will ensure customers are made aware (at tenancy sign up) of their responsibility to regularly test (monthly) the detectors to ensure they are in working order, with relevant information on how to report defective detectors.

We will offer guidance in multiple languages and accessible formats to accommodate diverse tenant needs where requested.

### **5.6 Void Properties**

When a property becomes void, we will ensure that the type of detection and the level of protection will be in line with the recommendations in British Standards BS 5839-6 which is a Grade D1, Category LD2 alarm system. This will consist of a minimum of a mains-powered detector, with tamper-proof back-up battery in the following locations. All alarms may be connected via a radio link to avoid any unnecessary intrusive works.

- Hallway – smoke alarm,
- Landing – smoke alarm,
- Living Room – smoke alarm,
- Kitchen – heat detector.

The only exception to this is in Sheltered or Extra Care Schemes where the British Standard recommends a Grade D1, Category LD1 system, which in addition to the above requires a smoke alarm in all bedrooms.

### **5.7 Hard to Access Properties**

We will:

- Take reasonable steps to gain access to our properties so we can carry out our legal responsibilities relating to Smoke and CO alarms.
- Work with our tenants under the terms of the tenancy agreement, to allow access to their home for maintenance and/or smoke/CO alarm checks to be carried out.
- Take account of the needs of residents that are at risk when attempting to gain access.
- As a last resort, will use the tenancy agreement, to force entry into properties where the resident is not providing access.

### **5.8 Performance Monitoring and Reporting**

We will ensure we:

- Monitor compliance performance monthly via dashboards and report findings monthly at Risk and Compliance meetings and monthly operation performance meetings.
- Address any areas of non-compliance promptly and transparently.

## **6. Data Protection, Record Keeping and Retention**

This Policy and any systems used as part of it will be delivered in accordance with The Group's Data Protection Policy. Accurate and appropriate records will be retained to evidence compliance with this policy.

## **7. Equality and Diversity**

This Policy will be applied to ensure equality of treatment for all customers without discrimination or victimisation on account of any protected characteristic defined within the Equality Act 2010. In drafting this policy, The Group has had regard to its public sector equality duties under s149 of the Equality Act 2010, namely the need to:

- Eliminate discrimination, harassment, victimisation, and any other conduct that is prohibited.
- Advance equality of opportunity between people who share a relevant protected characteristic and persons who do not share it.
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- This Policy pays regard to diversities around access to and delivery of any services. On request, The Group will provide translations of all its documents, policies and procedures in various languages and formats, including braille, large print, and audio.

## **8. Monitoring and Review**

The Smoke and CO Policy will be monitored for effectiveness by the Head of Compliance and Building Safety. It will be reviewed every two years or more frequently to reflect the following:

- Organisational changes, for example, changes to staff structures or IT systems.
- Changes to legislation, standards, and good practice guidance.
- Changes are made to associated policies or procedures.
- Lessons learned from incidents.

## Related Documents

Document Type	Name
Connected Policies and Procedures	Fire Safety Policy Gas Safety Management Policy Electrical Safety Policy Void Standard Electrical Safety Management Plan Gas Safety Management Plan
Forms and Letters	
Leaflets/Publicity Material	
Training Materials Available	
Intranet/ Website Page	

<b>Checklist</b>				
<b>Policy Name:</b> Smoke and CO Alarm Policy				
<b>Version No: 2</b>			<b>Effective Date:</b> 01 May 2025	
<b>Status:</b> Updated Policy				
<b>Previous Policy Name (where appropriate)</b> N/A				
<b>Brief Summary of Changes from Previous Version:</b> N/A				
<b>Internal Consultation Groups:</b> <ul style="list-style-type: none"> <li>• Customer Connect Panel</li> <li>• Risk and Compliance</li> <li>• Property Operations Committee</li> </ul>		<b>Customer Consultation:</b> <input checked="" type="checkbox"/>		
		<b>Date of Customer Consultation:</b> 28 March 2025		
		<b>Customer Consultation Brief Details:</b> Approved at Customer Connect Panel 28 March 25		
<b>Link to Consultation Document(s):</b>				
<b>Date Initial Equality Impact Assessment Undertaken:</b> 28/3/25		<b>Equality Impact Assessor name(s):</b> Alexandra Wilcock		
<b>Reason for Decision:</b> Update of existing policy				
<b>Date Full Equality Impact Assessment Undertaken:</b> (to be completed)				
<b>Brief Outline of any Changes Recommended from EIA:</b> To be completed.				
<b>Data Protection/ GDPR Implications:</b> <input type="checkbox"/>				
<b>Brief Outline of Data Protection/GDPR Implications:</b>				
<b>Legal Implications:</b> <input type="checkbox"/>		<b>Legal Panel Consulted:</b> <input type="checkbox"/>		<b>Date:</b>
<b>Risk Implications:</b> <input checked="" type="checkbox"/>		<b>Risk Logged on Datix:</b> <input type="checkbox"/>		<b>Date:</b>
<b>Resource Implications</b>	<b>People:</b> <input type="checkbox"/>	<b>Finance:</b> <input type="checkbox"/>	<b>Asset:</b> <input type="checkbox"/>	<b>Other:</b> <input type="checkbox"/>
<b>Brief Summary of how Resource Implications have been addressed:</b>				
<b>How will communication on this Policy take place: (please delete as appropriate)</b> Intranet				
<b>Policy Owner: (Department)</b> Compliance & Building Safety			<b>Policy Author:</b> Compliance Operations Manager	
<b>Policy Signed Off by:</b> Property Operations Committee				<b>Date:</b> 01/05/25
<b>Policy Quality Checked by Policy and Research Lead:</b>				<b>Date:</b> 8/05/25
<b>Policy Approved by:</b> Property Operations Committee				<b>Date:</b> 01/05/25