



POLICY

V1.0, 4.51 Building Compliance Policy

Policy Category	Category 1 – ELT & Trustees
	Category 2 – Housing, Managers & Deputies
Policy Cross Ref	
Summary of Policy Changes	V1.0 March 2025 - New Policy
Policy Owner	Head of Health and Safety
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1.0 Policy Summary

St Anne's Community Services is committed to delivering homes and properties which meet consumer standards and provide reassurance for staff, tenants and clients that properties and associated risks are well managed.

The objectives of this Policy are to ensure:

- As a landlord and employer, that we meet our statutory and regulatory requirements
- Procedures are in place providing information relating to the big 6 elements
- Identify sites where work is required to maintain compliance status of a safe place to work and reside
- Procedures are in place relating to how we manage and monitor the compliance data and certification
- We are transparent in our compliance reporting and report on key performance indicators (KPI's)
- Roles are identified for those responsible for Building Compliance

We are 100% committed to Building Compliance which includes the big 6 subjects of:

1. Fixed Wire Electrical known as EICI
2. Gas Safety
3. Fire Safety (FRA's)
4. Asbestos
5. Water Management (Legionella)
6. Loler (lifting)

For 3rd party sites, where St Anne's are not the landlord or owner, we will strive to obtain copies of these reports for sites where our staff work from and where we provide a service. This will provide us with assurance that the landlord is maintaining their responsibilities in ensuring their buildings remain compliant and safe to work from.

For the full details of this policy, please read the entire document, not just the summary.

2.0 Scope

The overriding principle of this policy is to ensure that we maintain a safe environment to both work and reside, this will be done by carefully managing and maintaining our assets according to statutory and regulatory requirements including best practice.

The purpose of our Compliance Policy is to:

1. Establish and maintain an effective system to:
 - (i) Plan and deliver Landlord Compliance activities
 - (ii) Manage risk to our tenants, staff, contractors and third parties in residential premises which are owned and managed by St Anne's

2. Ensure compliance to Statutory, Legislative and Regulatory responsibilities of St Anne's as a Landlord and Employer for which St Anne's is the 'Duty Holder' and to:
 - (i) provide reasonable assurance to all relevant staff, managers, board members, clients and tenants and other stakeholders.

3.0 Main Policy Content

3.1 Compliance Policy Requirements

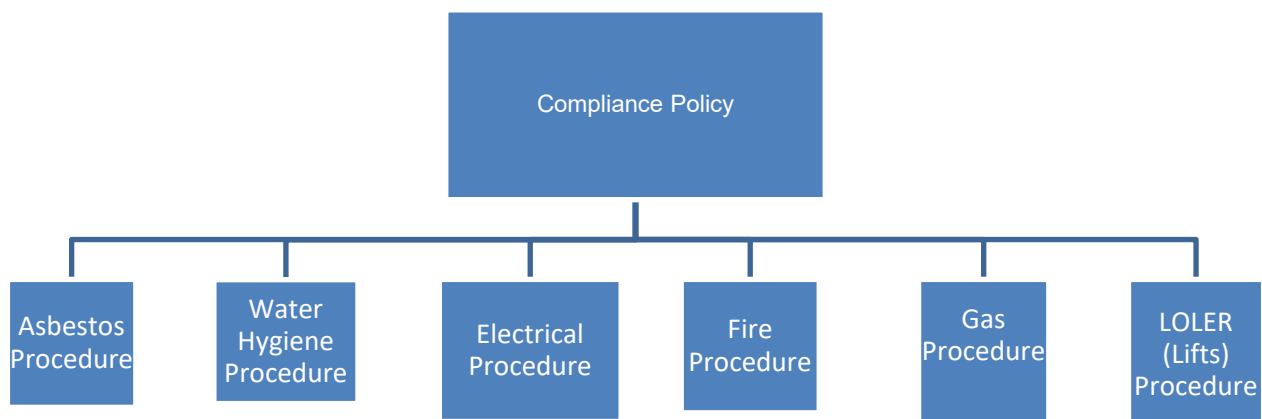
The emphasis of this Compliance Policy statement is to set in place a positive culture of compliance. We will ensure all our duties under the big 6 property safety elements will remain compliant and meet our legal obligations to meet objectives set out by the following:

- The housing regulator, Housing Act 2004, Building Regulation, Regulatory Reform (Fire Safety) Order 2005, Health and Safety at Work Act 1974 along with relevant specialised pieces of legislation relating to each compliance element.

We will make it clear to all parties, the hierarchy of responsibility for each compliance element, empowering the responsible person with the skills and knowledge to adequately fulfil the obligations of their role.

To achieve success of compliance across the big 6 elements, we will work in conjunction with all other relevant teams, we will also sub-contract work depending on skills, competencies and qualifications needed to fulfil the work identified.

3.1 Compliance Elements covered within our Building Compliance Policy



3.2 What we will do

Our Compliance Coordinator will ensure measures are taken to meet the legal requirements, or best practice where no legal requirements are in place. The Compliance Coordinator will provide technical support in relation to contractor works, audit or processes and completion of works in line with requirements by ensuring the following:

- All the planning and arrangement of all building compliance is taken care of, ensuring that the 6 compliance elements are scheduled in a timely manner to avoid expiring.
- The effective delivery of operational core building compliance in line with specialist contractor reports, and the relevant St Anne's procedures.
- A full review of the specialist reports and recommendations contained within them to establish the best course of action and will prioritise the most important / high risk activities.
- The reports are shared in Besafe for all FLM's to see, providing assurance to them of the compliance to their sites.
- Monthly reporting on compliance performance.

3.3 Performance Meetings

Compliance Performance Meetings

The Compliance Coordinator will provide the following information to the Head of Health and Safety who will share with the Director of Housing & Estates for communication at their monthly ELT meetings.

Quarterly performance figures will be prepared by the Compliance Coordinator for the head of Head and Safety, in readiness to communicate our Building Safety Compliance performance to our Quality and People Committee.

Quality and People Committee meeting with Trustees, Quarterly compliance performance figures will be provided to the Head of Health and Safety, along with a summary of actions outstanding for the communication to the benefit of St Anne's Trustees:

Contractor Meetings

We will continue to build and maintain professional working relationships with our procured contractors, regular meetings will be carried out to ensure the quality of repairs and customer service is maintained or improved up where issues arise.

4.0 Management of Key Risks

St Anne's recognises its responsibilities in meeting its statutory compliance within its housing portfolio and is committed to ensuring safety standards and compliance requirements are met. Whilst all statutory compliance is key to ensuring the safety of staff, tenants and clients, it is acknowledged that that some areas require significant work and an oversight of the appointed contractors responsible for ensuring assurance to statutory compliance.

The building compliance elements highlighted in this Policy include asbestos, fire, water hygiene, LOLER, electrical and gas, all of which are high risk in terms of their management of and the controls required in maintaining safe working. Compliance along with the Estates team will ensure where applicable that contractor RAMS are received and reviewed prior to any intrusive work commencing. The FLM on site will be communicated with, and the risks shared with them so that they are able to make any necessary changes to the working area and client safety whilst the work is being carried out.

5.0 The Big 6 Compliance

The duties we have under this policy are covered in each of the respective procedures, however, below is a summary of each one, this is in place to ensure that the requirements of the Policy are met.

The Compliance Elements are identified below, with key points summarising each element.

5.1.1 Asbestos

The control of Asbestos Regulations 2012 requires employers to prevent the exposure of their employees and others e.g. contractors to asbestos as far as reasonably practicable. If this cannot be achieved, then employees must take measures to reduce the employee's exposure to asbestos to the lowest level.

Under Regulation 4 of the Control of Asbestos Regulations the “*duty holder*” must ensure that a suitable and sufficient assessment is undertaken to determine whether asbestos is present on the premises, the type of asbestos present and the condition of any asbestos identified in the property.

All St Anne's owned property as well as those where we have full repairing lease or maintenance responsibilities have been surveyed with a comprehensive report identifying:

1. The location of the identified asbestos
2. The type of asbestos present
3. The condition of the asbestos

All properties where asbestos containing materials (ACMs) are present, will be re-inspected on an annual basis to check that there is no change to the ACMs condition. Our specialist contractor will provide recommendations on how to manage the risk as per the below:

- (1) Remove
- (2) Encapsulate
- (3) Manage in Situ

The removal of any asbestos containing materials (ACM's) will only be carried out by competent and qualified individuals.

Any properties where refurbishment programmes are considered, a full Refurbishment and Demolition Survey (R&D) is to be conducted on the site where intrusive works will occur.

5.1.2 Gas Safety and Carbon Monoxide

The Gas Safety (installation and Use) Regulations 1998 as amended, which specifically deals with the installation, maintenance and use of gas appliances, fittings and flues in domestic and certain commercial properties. Only qualified and experienced Gas Safe registered engineers can work on gas appliances. St Anne's will ensure all engineers attending gas safety inspections or nominated work are suitably Gas Safe qualified.

All domestic properties with gas burning appliances will be Gas Safety inspected on an annual basis in accordance with manufacturer's instructions, whilst on site the Gas Safe Engineer will check the carbon monoxide detectors and smoke alarms. The RP will instruct the Gas Safe Engineer prior to the previous gas certification expiring, ensuring ongoing compliance to our gas safety obligations. St Anne's have an agreement with our nominated Gas Safe Contractor to carry out any necessary repairs identified whilst on site, there this cannot be achieved, a further appointment will be arranged for the task to be satisfactorily completed. All Gas Certificates will be uploaded to Besafe for the sites to see.

Where open flued gas appliances are identified a carbon monoxide detector will be fitted to give early warning of any failings or issues with the gas boiler or its components. These will also be tested weekly under the FLM's responsibilities.

5.1.3 Electrical Safety

St Anne's recognises its duties under the following Regulations, Acts and British Standards: -

- The Electricity at Work Regulations 1989 (EAWR) as amended and British Standard BS 7671
- The IET 18th Edition of the Wiring Regulations 2018: BS7671
- Section 2.2 of the Health and Safety at Work Act 1974
- Supply of machinery (Safety) regulations 2008 and BSEN 12453:2001
- Protection against lightning, BS EN 62305:32011 physical damage to structures and life hazard

Electrical Safety will comply with Landlords and Tenants Act 1985, Occupiers Liability Act 1957 & 1984, the Housing Act 1985 and all other relevant legislation. The regulations apply to all electrical systems and equipment, and the British Standard applies to the design, selection, erection inspection and testing of electrical installations, whether permanent or temporary, internal and external of St Anne's properties.

All electrical inspections and testing to fixed wiring systems will legally benefit from a five-year fixed wire inspection, carried out by a suitably qualified electrician, who will provide an EICR certificate and report, identifying any remedial work which will be categorise as C1, C2 or C3. St Anne's will rectify all C1 and C2 related tasks and the RP will monitor any C3 tasks and consider any risk of deterioration from the previous report.

Portable (Electrical) Appliance Testing (PAT)

St Anne's are only responsible for the testing of electrical equipment owned or managed by them. We will ensure regular PAT testing to these items in line with HSG107 – maintaining portable electrical equipment, these will be labelled with the appropriate CE markings.

St Anne's are not responsible for the testing of tenants / client's portable electrical equipment including extension leads. St Anne's are not to provide extension leads to client's personal equipment.

5.1.4 Water Hygiene

The main pieces of legislation covering the management of water and legionella across out St Anne's properties are:

- Health and Safety at Work Act 1974
- The Control of Substances Hazardous to Health Regulation 2002
 - (i) ACoP L8 & HSG274

Water hygiene across St Anne's is managed by specialist contractors who provide 2-yearly risk assessment known as a Water Risk Assessment. All works and testing regimes will comply with HSG274 part 2: The control of legionella bacteria in hot and cold-water systems. This will identify any potential sources of risk and their risk to cause harm or ill-health. Any actions identified in this water risk assessment will be completed by the due date advised. Where St Anne's decide to accept the risk, a reasonable case to mitigate the risk will be documented by the RP and approved by the CP and DH.

On sites where our Specialist Contractor is appointed to carry out monthly tap and water temperatures, they are to record and share the results per site. Where issues of out of range temperatures are reported, these will be monitored over a 3-month period, if the problem still exists after this monitoring period, the RP and CP will agree the course of action in line with the recommendations from our water hygiene specialist.

Each site (FLM) is accountable for the flushing of little used water outlets on a weekly basis, this is to be recorded within besafe.

5.1.5 LOLER (Passenger Lifts and other Specialist Equipment)

All lifting equipment whether used by passenger or client is covered under the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). Included in this are: general passenger lifts, stair lifts, lifting equipment such as hoists etc. All of which are governed under this piece of legislation. St Anne's ensures that regular servicing is undertaken to manufacturer's instructions by a qualified and experience specialist engineer who holds the relevant qualifications in this field.

A LOLER certificate will be issued following a successful assessment of the lifting equipment, where necessary works are required, the RP will consider these and depending on the cost to rectify will seek approval from the CP and DH.

Any equipment which is placed out of service for repairs, the site will be immediately informed with care plans reviewed and additional support measures implemented.

5.1.6 Fire Safety

This element is covered under its own Policy of Fire Safety along with any relevant subsequent procedures. For the Building Compliance Policy St Anne's recognise their responsibilities under the RR(FS)O 2005. We have an agreed plan for fire risk assessments (FRA) across our portfolio which is based on a risk approach, considering the design of the property and the complex needs of the client. We therefore work to a 1- and 3-year re-inspection program for the FRA's. The FRA's are carried out by at least a level 1 accredited fire risk assessor and working in line with the Nation Fire Chief Council guidance (NFCC). Any remedial work identified through the FRA, will be addressed according to the risk, some actions will be outsourced to specialist contractors, whilst other tasks may be addressed internally by our direct labour operatives (DLO's) or by the staff on site.

The RP will ensure that all fire related systems and firefighting equipment are all serviced regularly with recommended actions completed or risk accepted. All fire related evidence of checks will be stored on Besafe and shared with the site.

The FLM has accountability of ensuring all weekly, monthly, quarterly and annual checks are carried out and recorded on Besafe, they are also responsible for keeping all site and client paperwork up to date, including the setting and communicating of roles of responsibilities of all staff in the event of the fire alarm activating. Risk assessments are to be clearly written and shared with all staff who will confirm their understanding by signing and dating them.

It is the responsibility of the FLM to ensure that their site is checked daily, and any identified fire risks are eliminated or reduced by way of instruction to staff or an internal fire risk assessment which will be shared with all staff on site.

6.0 Access to Site

As a responsible landlord and Property Owner, St Anne's aims to maintain the condition of our properties to ensure they remain compliant and safe for staff to work from and others to occupy as far as reasonably practicable. It is for this reason that St Anne's have the duty to notify sites and occupants of any access requirement to the premises to carry out these specialised inspections, surveys, reports and risk assessments.

The RP will notify the FLM of these planned visits on premises where more than one client is supported in our property.

Where access to a Tenants property is required, a letter notifying the Tenant of the date, time and Company or Individuals name will be given. Under the Tenancy agreement, SACD has 'Rights to accesses to keep the tenant safe, maintain our property compliance status. Where applicable and appropriate, we will request the help of our support workers especially in intense housing to liaise with the tenant on these external visits.

7.0 The Sharing of Building Compliance Documentation

Under the Building Safety Act 2022 and 2024, it requires all Landlords, Property Owners and those responsible for maintaining premises to share documentation relating the building. St Anne's will therefore share all reports, risk assessments, and other documentation with all sites via BeSafe, we will ensure all occupiers on multi-occupied sites receive a copy, and we will also aim to share these documents with tenants where applicable.

8.0 Property Condition

This Policy supports the roles and responsibilities of St Anne's commitment to keeping our portfolio of properties in a good state of repair and meeting all our legal duties. It also provides assurance to all staff working from our sites and all occupants, that we care about their health, safety and wellbeing.

9.0 Performance Measures

St Anne's will measure our St Anne's Landlords Compliance Policy alongside the Compliance Management program to ensure it operates effectively.

We will measure our effectiveness against the incoming specialism reports to ensure we prioritise risks as identified by our individual specialists' recommendations in a timely manner. We will do this by:

- Providing a Monthly Compliance Report to our Director of Housing and Estates
- Provide a quarterly Compliance Report to our Board of Directors and Trustees
- Raise immediately any concerns that may impact on St Anne's activity and reputation

**** NB**** Compliance reports and documentation are received on a daily basis as each property has a different date for when their compliance elements are due, it is therefore to be understood that, compliance may not always be achieved at 100% across all elements.

4.0 Appendix

- Appendix 1 - 5.1 Compliance Programme (External Specialised Contractors)

Appendix 1

4.1 Compliance Programme (External Specialist Contractors)

Compliance Element	Frequency
Gas Safe Service and Inspection	Annually
Smoke and CO Detectors	Annually
Fire Alarm Service and inspection	6-Monthly
Fire Fighting Equipment	Annually
Emergency Lighting (1 hour discharge)	Annually
EIRC – Fixed Wiring Inspection	5-yearly
PAT Testing	Annually
Water Hygiene Risk Assessment	Two-Yearly
Asbestos Re-Inspection	Annual check 2-yearly Reinspection
LOLER (Lift Inspections and service)	6 monthly