

Aster Group is the overarching brand name of Aster Group Ltd and all of its subsidiaries.

1 Scope

- 1.1 This policy applies to all Aster colleagues, contractors, customers and visitors to Aster premises.
- 1.2 This policy extends to properties owned and/or managed by entities of the Aster Group except leasehold.

2 Policy Statement

- 2.1 We will ensure, so far as is reasonably practicable, that our customers, visitors, colleagues, and contractors are properly protected from the risks arising from smoke and carbon monoxide [CO].
- 2.2 We will ensure we are compliant with the Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022
- 2.3 To achieve this, we will;
 - 2.3.1 Install hard wired smoke alarms on each storey of all dwellings on which there is a room used wholly or partly as living accommodation. And in the loft space of dwellings containing photo-voltaic system switchgear.
 - 2.3.2 Where necessary battery-operated smoke alarms (min 10-year life) will be installed pending fitting of hard wired. Battery operated smoke alarms will be replaced with hard-wired within 80% of the lifetime of the battery. In some cases, equipment installed as part of a wider fire alarm system will over-ride
 - 2.3.3 Install a battery-operated CO alarm (min 10-year life) in any room used as living accommodation where a fixed combustion appliance is used (including gas boilers but excluding gas cookers).
 - 2.3.4 Test and leave working all alarms on occupation and/or at change of tenancy
 - 2.3.5 Test and leave working all alarms at least annually

Competencies

- 2.4 Battery alarms will only be fitted by persons trained to do so. Hard wired alarms will only be fitted by, or under the supervision of, qualified electricians.
- 2.5 We will only appoint electrical contractors from our Approved Suppliers List who are members of a relevant competent person's scheme.
- 2.6 We will only allow electricians to work on electrical installations, who:
 - Are qualified to the current edition of the I.E.E Wiring Regulations BS7671 (currently The Eighteenth Edition 2018) or
 - Have a good working knowledge and whose work shall be verified by a QS holding such qualification and
 - Hold a City & Guilds 236- Electrical Installation (or equivalent)

Roles and Responsibilities

- 2.7 The Chief Executive Officer retains overall accountability for this policy.
- 2.8 The Health & Safety Director is accountable for ensuring the policy is reviewed and updated (Board for EBHT).
- 2.9 The Property Services Director is responsible for policy implementation and ensuring adequate resources are available to meet the policy objectives (CEO for EBHT).
- 2.10 The Property Safety Director is accountable for delivery of the key policy objectives and for achieving the associated targets (Director of Housing Services for EBHT).
- 2.11 The Head of Mechanical & Electrical is responsible (Operations and Contracts Lead for Independent Living) for delivery of the key policy objectives and for achieving the associated targets, including works in Voids and Mutual Exchanges (The Building Safety and Compliance Manager and the Customer Services Manager for EBHT).
- 2.12 Where access into dwellings is required Housing and Independent Living colleagues will support staff & contractors, where it becomes necessary, to gain access.
- 2.13 Customers are expected to report faults with alarms and grant access when requested.
- 2.14 At the discretion of the Executive Board, responsibilities may be otherwise delegated, for example during the integration stage of newer entities to the Aster Group.

3 Monitoring and Review

- 3.1 Assurance measures will be applied as set out in the current version of the Property Compliance Plan.
- 3.2 Aster will monitor implementation of this policy using monthly performance measures as below:

Measure	Type	Reviewed by
No. of rented dwellings with smoke alarms fitted	OPI	Director of Property Services\Director of Housing Services for EBHT
No. of (dwellings with) smoke alarms tested within 12 months		
No. of dwellings with Gas or fossil fuel heating with CO alarms fitted		
No. of (dwellings with) CO alarms tested within 12 months		

- 3.3 The effectiveness of this policy will be continuously monitored, and the embedding of the policy scrutinised after 12 months by the *Group Health & Safety Panel*
- 3.4 This policy will be reviewed every 3 years unless business need, regulation or legislation prompts an early review.

4 Related Policies and Procedures

- 4.1 Electrical Safety Procedure
- 4.2 Gas, Oil & Solid Fuel Servicing Procedure
- 4.3 Aster Group Health & Safety Policy

5 Governance

Effective From:	01/09/2022	Expires:	31/08/2025
Policy Owner:	Health & Safety Director		
Policy Author:	Property Safety Director		
Approved by:	<i>Group Health & Safety Panel</i>		
Delegation Matrix Reference:	R065.2	Version Number:	V1.1

Aster Group is our overarching company brand and comprises the following companies and charitable entities. Aster Group Limited, Aster Communities, Synergy Housing Limited, East Boro Housing Trust Limited, Central and Cecil Housing Trust, Enham Trust, 55 London, Aster Foundation, Aster Living, Aster 3 Limited, Aster Homes Limited, Aster LD Limited, Aster Property Limited, Aster Solar Limited, Silbury Housing Holdings Limited, Silbury Housing Limited, Central & Cecil Innovations Limited, and Central & Cecil Construction Services Limited.