

Building Safety Policy

1. Introduction

- 1.1 A2Dominion recognises that it has a duty of care to its residents and aims to comply with all building safety legislation.
- 1.2 This policy details how A2Dominion's approach to building safety will ensure compliance with legislation and how buildings in scope of legislation are effectively managed to keep all occupants safe. This policy will be supported by individual policies and procedures as necessary that will provide the detailed approach.

2. Scope

- 2.1 This policy applies to all employees of A2Dominion, its board members, and others involved in the management of A2Dominion higher risk and complex buildings.
- 2.2 Includes buildings that are considered higher risk under the Building Safety Act (BSA) if they meet both height and description criteria:
 - are at least 18 meters in height (measured from the ground to the floor of the highest occupied storey, ignoring any storeys consisting solely of plant or machinery), or
 - have at least 7 storeys (ignoring any storeys below ground level).
 - buildings meeting the height criteria and containing two or more residential units/dwellings will be subject to new duties throughout design, build, refurbishment, and occupation.
- 2.3 Includes buildings that A2Dominion has assessed as complex due to their size, levels of equipment and neighbourhood complexities.

These could be any of the following property types

- General Needs properties
- Leasehold and Shared Ownership properties – managed directly by A2Dominion
- Leasehold – managed by others on behalf of A2Dominion
- Temporary accommodation
- Retirement living, extra care and sheltered housing properties
- Keyworker accommodation
- Student accommodation
- Properties owned by A2Dominion but managed by others – under contract
- Commercial properties – as part of residential block or stand alone

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- 2.4 It is envisaged that over the coming years the scope of the BSA will expand to incorporate other buildings e.g. buildings over 11m+ in height and this policy will be reviewed and updated regularly to capture any changes and ensure the policy remains fit for purpose.

3. Objectives

3.1 This policy aims to achieve the following objectives:

- To maintain a solid understanding and oversight of building conditions, along with regulatory compliance and guidelines, to inform and prioritise our remedial work.
- To outline a prioritised approach to the buildings that need work (informed by building condition and risk management), so that we have confidence on when our buildings will be in an ideal state
- To ensure customers have the information they may require or need under legislation

3.2 The objectives are achieved through

- a) Clear lines of responsibility across A2Dominion for the effective management of resident and building safety in our higher risk and complex buildings.
- b) A whole building approach is undertaken across our buildings of 18m+ (or 7 storeys) and our complex buildings portfolio.
- c) Effectively engaging with all customers via a Resident Engagement Strategy and ensuring this engagement considers individual needs across all age groups and diversities.
- d) Regular reviews and inspections of applicable buildings to identify and resolve any hazards.
- e) General precautions being undertaken, such as the regular inspection of communal areas and all fire doors throughout all buildings in line with legislation.
- f) Developing our approach to effective fire door management - to include all fire doors in applicable buildings such as flat front doors, cross-corridor doors, riser cupboard doors etc.
- g) Introducing appropriate arrangements for the effective planning, control, monitoring, and review of building safety which considers each building and resident needs including those with disabilities.
- h) Managing all risks identified and to ensure effective action plans are in place to reduce the risks as soon as reasonably practicable for all residents living in these buildings, employees who will work in and around these buildings and members of the public.
- i) Ensuring a golden thread of information is created and maintained for all our high rise and complex buildings (both new and existing).
- j) Retaining specific building information and to be 'digital by default', ensuring this meets the "golden thread" of information requirements.
- k) Developing and introducing policies, procedures, and management plans to help mitigate these risks to ensure A2Dominion complies with its legal requirements, the requirements of the Regulator of Social Housing and the Building Safety Regulator.

- l) Understanding the future requirements of Building Safety Case Reports and ensuring applicable and accurate information is readily available, stored in one central location, ensuring reports can be effectively produced.
- m) Providing adequate information, supervision, and training for employees (and residents where appropriate) so that they are competent to carry out their tasks.
- n) Delivering this approach consistently across all tenures in applicable buildings.
- o) Ensuring that all staff who work in or around the buildings applicable to this policy are competent to do the work required.
- p) Ensuring performance is monitored by the Executive Health and Safety Committee, Audit Risk and Assurance Committee on a quarterly basis.

4. Building safety service standards

Action	Timescale
Landlord gas safety check – domestic and communal supply	Annual
Carbon monoxide monitor inspection	Annual
Fixed electrical system inspection - domestic and communal supply	5 yearly
Smoke detector inspection	5 yearly
Asbestos inspection – communal areas	Annual
Asbestos inspection – domestic areas	5 yearly
Lift safety inspection – passenger and domestic	6 monthly
Lift maintenance inspection - passenger	monthly
Lift maintenance inspection – domestic – timescale will depend on type, age and usage	1/3/6 monthly
Water hygiene risk assessment – dependent on building type	24 or 36 months
Water hygiene monitoring visit – property and tenure dependent and only if identified as required in water hygiene risk assessment	monthly
Communal fire safety equipment to include AOVs, wet & dry risers – dependent on building type	monthly/ quarterly
Fire alarm systems -	monthly/ quarterly
Communal fire doors – dependent on door and building type	monthly/ quarterly
Fire risk assessment – dependent on building type	12/24/36 months
Electric gates barriers and doors	6 monthly

5. Definitions

- 5.1 **Building Safety Regulator** – sits within the Health and Safety Executive (HSE) and has responsibility for implementation of regulatory regime for high rise buildings. Will work

closely with other services including the fire brigade, local councils and building control organisations to:

- Oversee the safety of all buildings
- Improve standards in the housing industry
- Deliver the new regulatory framework for tall buildings
- Inspect buildings and issue fines where required

5.2 **Principal Accountable Person (PAP)** - If the building has more than one Accountable Person (AP), the PAP will be the organisation or person who owns or has responsibility for the building. It may also be an organisation or person who is responsible for maintaining the common parts of a building, for example corridors or lobbies.

5.3 **Accountable Person (AP)** – This will be the organisation or person who owns or has responsibility for the building. It may also be an organisation or person who is responsible for maintaining the common parts of a building, for example corridors or lobbies.

5.4 **Building Safety Case** - Accountable Persons will be required to identify and assess building safety risks and take reasonable steps to ensure those risks are reduced and controlled to a proportionate level on an ongoing basis. This information will need to be documented and kept up to date and submitted to the Building Safety Regulator through Safety Case Reports.

5.5 **Building Safety Case Report** - The Safety Case Report provides a summary of the steps Accountable Persons have taken to identify, assess, remove, reduce, and manage building safety risks – demonstrating that reasonable and proportionate steps have been taken.

5.6 **Golden Thread** is both:

- the information about a building that allows someone to understand a building and keep it safe, and,
- the information management - to ensure information is accurate and up to date, easily understandable and can be accessed by those who need it.

5.7 **External Wall Assessment** - also referred to as a FRAEW (Fire Risk Assessment External Wall) in PAS9980. This is an assessment that is required on buildings with any attachments to the external wall such as cladding/balconies - completed by a Chartered Fire Engineer. The assessment requires an external invasive inspection at various locations to inspect the materials present in the external wall. This will require access equipment to safely reach these areas.

6. Organisational roles and responsibilities

6.1 **Chief Executive** will need to ensure adequate resources are made available so that A2Dominion is able to comply with the requirements of legislation. The Chief Executive will discharge their responsibilities to the Executive Director (Operations).

6.2 **Board Members** and **EMT** will review reports that provide progress updates to ensure that A2Dominion is meeting the requirements of the Building Safety Act 2022, Fire Safety Act 2021 and Fire Safety Regulations 2022 and this policy.

- 6.3 **Executive Director (Operations) (Accountable Person/Principal Accountable Person)** will work closely with the Director of Specialist Housing and the Director of Property Services to design and implement suitable projects to ensure the Group is compliant with legislation.
- 6.4 **Director of Specialist Housing** is responsible for the overall implementation of this policy and the development and delivery of the projects detailed within. Performance will be monitored and tracked to ensure A2Dominion remains compliant with current legislative requirements and that projects are on track to ensure we are ready for implementation of future legislation and guidance. They will work closely with all departments across the Group to deliver the requirements of this policy and to ensure buildings within the scope of the BSA remain safe. They will provide regular progress updates to the Executive Health & Safety Committee and regular reports on progress to both EMT and the Audit Risk and Assurance Committee.
- 6.5 **Director of Property Services** is responsible for the implementation of the Fire Safety Management Plan and its associated procedures and guidance. They are also responsible for the Building Projects team and the remedial works being undertaken on the higher risk buildings. This is closely linked to the works being undertaken by the Director of Specialist Housing and the Enhanced Housing Management Team.
- 6.6 **Head of Building & Fire Safety** is accountable for overseeing fire remediation projects, specifically those related to cladding, and ensuring that A2Dominion fulfills its obligations in regards to customer safety by conducting fire risk assessments and implementing necessary work programs.
- 6.7 **Head of Enhanced Housing Management** is responsible for establishing and leading on the enhanced housing management project with an aim to ensure that the critical issues are addressed within our highest risk buildings.
- 6.8 **Head of Health Safety and Compliance Assurance** is responsible for managing all compliance activities and informing the Building Projects and Complex Buildings Team of any compliance related issues which may affect the safety of buildings in scope.

7. Consultation

- 7.1 This policy has been prepared in consultation with teams across operational, governance and strategy functions, with input from the complex buildings team. It has also been reviewed by the Resident Scrutiny Panel.

8. Equality, Diversity & Inclusion Statement

- 8.1 A2Dominion Group, colleagues, partners, stakeholders, and contractors are committed to providing services which are relevant and appropriate to the needs of people. We will treat others fairly and without discrimination.
- 8.2 We will ensure that all our services relating to this policy are accessible and available for all customers as set out in the requirements of the Equality Act 2010.
- 8.3 An Equality Impact Assessment has also been undertaken for this policy with no further changes or action needed.

9. Data Protection Statement

- 9.1 The protection of personal data is of great importance to A2Dominion Group and more than just a legal obligation.

9.2 A2Dominion Group and its affiliated organisations are registered as data controllers with the ICO. The registration numbers are as follows:

- A2Dominion Housing Group Limited: Z4843307
- A2Dominion Homes Limited: Z9799978
- A2Dominion South Limited: Z7835340
- A2Dominion Housing Options Limited: Z5412073
- A2Dominion Residential Limited: Z3391351
- A2Dominion Developments Limited: ZA103931
- Pyramid Plus London LLP: Z3594227
- Pyramid Plus South LLP: Z3594230

9.3 Our data protection policy and procedures are governed by the Data Protection Act 2018. We collect and process personal information to provide housing services and meet our contractual and legal obligations. All persons authorised to receive personal data are obliged to handle personal data in accordance with applicable laws and regulations at all times.

9.4 For information on how we collect, store, process and use customers' personal data, please visit our website on a2dominiongroup.co.uk/privacy-and-cookie-policy.

9.5 For employee related privacy statement, please contact our HR team at hrenquiries@a2dominion.co.uk.

9.6 You can also contact the Data Protection Officer / Data Compliance team at governance@a2dominion.co.uk

10. Associated Documents

10.1 This Building Safety Policy will operate in conjunction with relevant site or departmental policies and procedures.

10.2 This policy is supported by the Health and Safety Management System which sets out our operational and procedural activities.