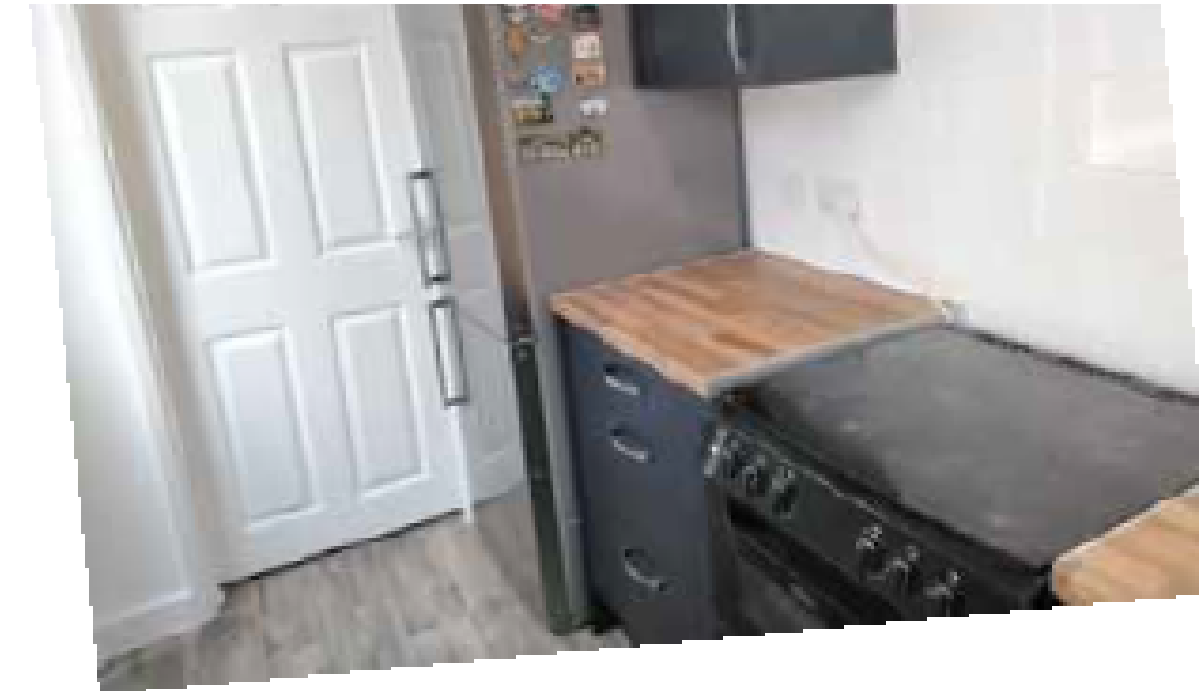




Ross Walk Housing Co-operative

Property Compliance Self-Assessment



Before you look at the ‘big six’ areas, take a look at your:

Overall approach and management of compliance

Is achieving 100% compliance across all areas of property compliance a stated corporate objective and priority, and is it documented within your key corporate documents?	Y ✓ N	Comments
Do you have up to date policies which define your legal responsibilities and what you will do to ensure you meet them, for each area of compliance?	Y N ✓	Comments Policy dated Sept 2020 needs to be reviewed

Overall approach and management of compliance

Do you regularly receive reports to your committee about your preformance across all six areas of compliance, and is there scrutiny and challenge if you are not achieving 100% compliance?	Y ✓ N	Comments To add Legionella, Fire Risk and Lifts as N/A
Do you regularly inform your residents on property compliance, to ensure they understand how you are keeping them safe and what they can do to help you with this?	Y N ✓	Comments To inform Committee and Residents, through Committee Meetings, Newsletters, Tenants Conference
Write down any further observations/thoughts.		



Gas Safety

Do you have a valid Landlord’s Gas Safety Record (LGSR) for every property which has a gas supply/installation, and do you consistently achieve 100% performance?	Y ✓ N	Comments
Does legal action commence on the first day following the expiry of the LGSR – i.e. are legal papers issued to tenant on day one?	Y ✓ N	Comments
Do you have the current and the two most recent LGSRs for every property and can you fully evidence this?	Y ✓ N	Comments
Do you have a forward gas servicing programme and a process for delivering it which will ensure you stay 100% compliant?	Y ✓ N	Comments
Does your access process start at least 60 days prior to LGSR expiry date?	Y ✓ N	Comments

Gas Safety

Are you confident that your asset list for your gas servicing programme, matches the asset list in your Managing Agent core IT system, and reflects the stock you own and/or manage?	Y N ✓	Comments This is an exercise is to be carried out following training on Keystone & resourses
Do you validate and reconcile your asset list used for managing your gas servicing programme on at least a monthly basis (if this isn't managed from your core IT system)?	Y ✓ N	Comments Monthly reconsilidation to be done from NEC report
Do you have a full asset and equipment list for all communal schemes you have?	Y ✓ N	Comments N/A



Gas Safety

Do you have a Gas Policy in place which has been approved by your Committee?	Y ✓ N	Comments Last policy was Approved in July 2022, next review date is 2026
Does your Committee receive KPI reports on gas safety and understand your current position in relation to compliance or non-compliance?	Y ✓ N	Comments
Do you have the gas servicing work which is carried out by your gas contractors continually independently and externally audited on a sample basis?	Y ✓ N	Comments Sample QA are carried out monthly by Penningtons
Have you put measures in place to comply with the Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022 (which came into force on 1 October 2022)?	Y ✓ N	Comments Verification needed from Sureserve / Dodds
Write down any further observations/thoughts.		



Electrical Safety

Do you have a valid electrical safety record for every domestic property dated within at least the last 5 years?	Y ☒ N ☐	Comments
If not, do you have a programme which is being delivered to address the compliance 'backlog' within the next three-six months?	Y ☒ N ☐	Comments N/A
Are you delivering a five-year programme for your domestic stock, in accordance with best practice guidance to comply with the new legislation?	Y ☒ N ☐	Comments
Do you have a valid electrical safety record for every communal and non-domestic property (such as offices, community rooms etc) dated within the last five years?	Y ☒ N ☐	Comments N/A
Are you confident that all mandatory remedial/follow on works identified by your electrical inspections (C1 and C2s) have been completed, signed off and recorded so you can evidence this?	Y ☒ N ☐	Comments



Electrical Safety

Do you carry out an electrical safety test on every void property prior to re-letting?	Y ☒ N ☐	Comments
Do you take legal action to gain access to carry out an electrical safety inspection, and does this commence on the first day following the due date for the new EICR – legal papers issued to tenant on day one?	Y ☐ N ☒	Comments Needs to be discussed with the Management Committee to seek approval
Do you validate and reconcile your asset list used for managing your electrical safety programme on at least a monthly basis (if this isn't managed from your core IT system)?	Y ☒ N ☐	Comments Monthly reconsolidation to be done
Are you confident that your asset list for your electrical safety inspection programme, matches the asset list in your Managing Agent core IT system, and reflects the stock you own and/or manage?	Y ☒ N ☐	Comments
Do you have an Electrical Safety Policy in place which has been approved by your Committee?	Y ☒ N ☐	Comments Policy was approved in July 2022, next review date is Dec 2026

Electrical Safety

Does your Committee receive KPI reports on electrical safety and understand your current position in relation to the frequency of your inspections and the level of compliance or non-compliance?	Y ✓ N	Comments
Do you have the electrical inspection work which is carried out by your electrical contractors continually independently and externally audited on a sample basis?	Y N ✓	Comments Management Committee to consider this
Write down any further observations/thoughts.	Need to establish if this is good practice, and what other HA's do	

Asbestos

Do you have an Asbestos Policy in place which has been approved by your Committee?	Y ✓ N	Comments Last Policy was approved in May 2022, last review date was May 2025, to be reviewed ASAP
Do you have an Asbestos Management Plan (AMP) in place?	Y ✓ N	Comments More work to be done, work in progress with Keystone
Do you carry out a sample survey of your domestic assets?	Y ✓ N	Comments We have a asbestos asset register for all properties
Does your AMP set out your survey strategy in respect of domestic assets for repairs, voids and planned maintenance?	Y ✓ N	Comments
Does your policy and AMP reflect the nature of your assets, and therefore the approach you should take regarding asbestos (Remove, manage, mixture, etc.)?	Y ✓ N	Comments



Asbestos

Do you have a valid asbestos management survey for every non-residential asset you own (including communal areas within buildings, offices and other non-domestic premises), and is this dated after 6th April 2012 (when the CAR 2012 regulations came in)?	Y ✓ N	Comments N/A
Do you have an Asbestos Register which is updated at least weekly and which provides or enables access to accurate and detailed asbestos data to your staff and to relevant third parties (including contractors, in-house repairs teams tenants etc.)?	Y ✓ N	Comments Updated as and when new surveys are carried out
Do you operate a cyclical programme of re-inspections for all of your non-domestic assets where you have confirmed that asbestos is present?	Y ✓ N	Comments



Asbestos

Are you confident that all mandatory remedial/follow on works identified by your asbestos surveys and reinspections have been completed, signed off and recorded so you can evidence this?	Y ✓ N	Comments
Are you confident that your asset list for your asbestos survey and re-inspection programme, matches the asset list in your Managing Agents core IT system, and reflects the stock you own and/or manage?	Y ✓ N	Comments
Do you validate and reconcile your asset list used to manage your asbestos programme on at least a monthly basis (if this isn't managed from your core IT system)?	Y ✓ N	Comments N/A
Does your asbestos contractor hold UKAS accreditation and have in-house laboratory facilities for bulk sampling/analysis?	Y ✓ N	Comments
Do your asbestos survey reports comply with UKAS requirements?	Y ✓ N	Comments



Asbestos

Do you report on compliance with your asbestos legal obligations to your management Committee and are you consistently achieving 100% compliance with these?	Y ✓ N	Comments
Do you have separate contractual arrangements for asbestos surveying and removal works?	Y ✓ N	Comments
Do you used a licensed asbestos removal contractor for all licensed removal work, and can you demonstrate that non-licensed removals have been carried out safely?	Y ✓ N	Comments Clearview test, IES Removal
Write down any further observations/thoughts.		

Fire Safety

Have you put measures in place to ensure you are compliant with the Fire Safety (England) Regulations 2022 (which came into force on 23 January 2023)?	Y ☒ N ☐	Comments N/A
Do you have a Fire Safety Policy in place which has been approved by your Committee?	Y ☐ N ☒	Comments To seek approval of a Fire Safety Policy ASAP
Do you have a valid Fire Risk Assessment (FRA) in place for every building you own or manage which falls within scope of the Regulatory Reform (Fire Safety) Order 2005?	Y ☒ N ☐	Comments N/A
Have you reviewed all of your FRAs to confirm that they meet the requirements of the Fire Safety Act 2021 (which came into force in May 2022)?	Y ☒ N ☐	Comments N/A
Do you have an approach in place which delivers re-assessments based on occupancy risk, and in accordance with the frequency set out within each FRA and your Policy?	Y ☒ N ☐	Comments N/A



Fire Safety

If not, do you have a programme in place which will see you have a valid FRA in place for all relevant assets within the next three months?	Y ✓ N	Comments N/A
Do your Fire Risk Assessments comply with the principles outlined within PAS 79-2:2020 (if the FRA is for residential buildings) or PAS 79-1: 2020 (for premises other than housing)?	Y ✓ N	Comments
Do you undertake FRAs other than Type 1, which is the legal minimum, to ensure you understand the fire risk for your assets (i.e. Type 2, 3 or 4)?	Y ✓ N	Comments N/A
Are you confident that all mandatory actions identified within your Fire Risk Assessments have been completed, signed off and recorded so you can evidence this?	Y ✓ N	Comments N/A
Do you validate and reconcile your asset list used to manage your fire safety programme on at least a monthly basis?	Y ✓ N	Comments N/A

Fire Safety

Are you confident that your asset list for your Fire Risk Assessment programme matches the asset list in your Managing Agents core IT system, and reflects the stock you own and/or manage?	Y ✓ N	Comments N/A
Are your Fire Risk Assessments carried out by a suitably qualified and competent person, in accordance with the requirements set out in the Fire Sector Federation’s Approved Code of Practice and	Y ✓ N	Comments N/A
Do you have separate contractual arrangements for carrying out your Fire Risk Assessments and the follow on/remedial works that are identified from them?	Y ✓ N	Comments N/A
Have you formally procured your Fire Risk Assessment programme and any other programmes of fire safety work, and do you have legal contracts in place for them?	Y ✓ N	Comments N/A
Do you monitor fires within your properties, and do you investigate each one to identify root causes, and put measures in place to prevent them happening again?	Y ✓ N	Comments If, as and when fires occur



Fire Safety

Do you have clarity on your policy approach to fire evacuation within your buildings (stay put, stay safe, full evacuation, etc.), and has this been developed in consultation with your local Fire and Rescue Service?	Y ✓ N	Comments N/A
Have you familiarised yourself with your new Residential Personal Emergency Evacuation Plans (RPEEPs) duties under the Fire Safety (Residential Evacuation Plans) (England) Regulations 2025, BS 9792, and the changes to Approved Document B?	Y ✓ N	Comments N/A - Need to evaluate 2025 changes
Write down any further observations/thoughts.	Need to evaluate 2025 changes	

Water Hygiene

Do you have a Water Hygiene (or Legionella) Policy in place which has been approved by your Committee Board?	Y ✓ N	Comments N/A - Legionella Management Policy - Sept 2022 - Review Date Nov 2026
Do you have a valid Legionella Risk Assessment and subsequent inspection and monitoring regime in place for every non-domestic asset (including offices) and communal building/scheme you own?	Y ✓ N	Comments N/A
If not, do you have a programme in place which will see you have a valid Legionella Risk Assessment in place for all relevant assets within the next three months?	Y ✓ N	Comments N/A
Have you carried out a programme of Legionella Risk Assessments to your domestic assets, and have you formulated your approach to checking and managing water risks in your domestic stock and detailed this within your Policy?	Y ✓ N	Comments N/A
Do you hold all relevant water hygiene records for at least the last five years?	Y ✓ N	Comments N/A



Water Hygiene

Do you employ an external competent person to manage your approach to water hygiene and carrying out Legionella Risk Assessments?	Y ✓ N	Comments N/A
Are you confident that all mandatory items identified by your Legionella Risk Assessments and monitoring inspections/checks have been completed, signed off and recorded so you can evidence this?	Y ✓ N	Comments N/A
Are you confident that your asset list for your water hygiene programme, matches the asset list in your managing agent core IT system, and reflects the stock you own and/or manage?	Y ✓ N	Comments N/A
Do you validate and reconcile your asset list used to manage your water hygiene programme on at least a monthly basis (if this isn't managed from your core IT system)?	Y ✓ N	Comments N/A
Are your Legionella Risk Assessments carried out by a suitably qualified and competent person, and can you evidence this?	Y ✓ N	Comments N/A



Water Hygiene

Does your policy or procedure outline what you should do in the event of serious non-compliance, and can you evidence that this is understood and followed?	Y ✓ N	Comments N/A
Do you carry out water hygiene checks on every void property, and is there clarity (set out in your Policy) on what these are?	Y N ✓	Comments N/A - To be explored
Have you written to all your tenants to outline what they can do in their home to minimise the risks associated with legionella, and do you do period information campaigns on this?	Y N ✓	Comments N/A - To be explored and revisited - another campaign to be done in 2026
Write down any further observations/thoughts.		



Lifts

Are competency checks of lift contractors, and their operators/ engineers, routinely carried out?	Y ✓ N	Comments N/A
Do you have a documented approach to lifts within your domestic properties, including stairlifts and other fixed lifting equipment provided as disabled adaptations for tenants?	Y N ✓	Comments Any lifts installed by tenants through DFG to be recorded in database

Lifts

Do you have appropriate processes in place to respond to breakdowns and entrapments, and to monitor and report on these?	Y N ✓	Comments Once list obtained from previous action, NEC to be updated with callout procedures
Do you have formal contract agreements/service level agreements in place with all lift contractors and consultants?	Y N ✓	Comments N/A
Are you confident that your asset list for your lift programme matches the asset list in your Managing Agents core IT system, and reflects the lifts you have within your buildings?	Y N ✓	Comments

Lifts

Is there lift servicing and thorough examination reporting in place at Committee level?	Y N ✓	Comments
Is the importance of lift safety communicated to tenants so they can help to ensure their lifts are safe?	Y N ✓	Comments
Are you confident that all remedial/follow on works identified by the thorough examination have been completed, signed off and recorded so you can evidence this?	✓	
Write down any further observations/thoughts.	Some steps to be taken on lifts	

