

Duty of Care and Maintenance

We are regularly asked questions regarding Duty of Care and Maintenance service charges by leaseholders. As a result, we have produced this information to explain works we are required to do in maintaining our buildings. Not all of these will apply to every building, but we are obligated to undertake a cyclical testing/inspecting programme which includes a variety of different elements and include:

1. Fire Safety Management & Testing
2. Asbestos Management
3. Water Management Testing, (Legionella Control).
4. Lift Servicing
5. Communal Electrical Testing

1. Fire Safety Management & Testing

- **Fire Risk Assessments** – these are completed on a cyclical basis and the programme is based upon risk, the higher the risk the more frequent the assessment. The assessments are either annually or every two or three years. Every time we complete an assessment it can result in remedial works to be completed.
- **Fire Alarms** – these are incorporated into buildings to protect life and/or property. We implement a cyclical testing programme which can differ, dependant on the type and complexity of the system. There may be repairs that are 'noted' during a test which will need to be subsequently carried out.
- **Emergency Lighting** – Emergency lighting is used when the main power supply is cut, and normal electrical illumination fails. The frequency of testing and maintenance is dependent on the system installed. There may be repairs that are 'noted' during a test which will need to be subsequently carried out.
- **AOV (Automatic Opening Vents)** – These systems allow smoke control within a building and helps the fire service in the work that they do to extinguish a fire. They also help in clearing a building of any smoke to allow safe evacuation. There may be repairs that are 'noted' during a test which will need to be subsequently carried out.
- **Dry Riser Inspection** – The dry riser in the building is designed to make sure water is available at the floor where a fire has broken out. To make sure that the water is available we must inspect the 'risers' and any faults must be rectified to make sure the riser will function when needed.
- **Fire Extinguisher testing** – Fire extinguishers apply an agent that will cool burning heat, smother fuel or remove oxygen so the fire cannot continue to burn. Many of our buildings have these and we regularly make sure they are in good working order. This is done through a programme of inspections, and any faults or issues are actioned as required.
- **Sprinkler System Testing** – An automatic sprinkler system is designed to detect a fire and extinguish it in the early stages or hold the fire in check so that extinguishment can be carried out by other means. We have several sprinkler systems installed in our buildings which are inspected and tested regularly with any faults actioned.

2. Asbestos Management Surveys

- **Communal Asbestos Surveys** – These are used for location, assessment and management of asbestos within a building, and we have a duty to do these surveys on a regular basis, dependent on risk. This could be annually or every two to three years. Asbestos can be 'managed' where it is located if it is in good condition, and we know its location.
- **Asbestos works** – Where actions have been identified in asbestos surveys actions this is usually for either making it safe or removal. We ensure the risk is controlled by undertaking the recommendation by our expert service providers.

3. Water Management (Legionella Control)

- **Legionella Risk Assessment**– An assessment is the first step to ensure a Legionella compliant property for its occupants and for us to prove we have taken the necessary steps needed to keep people safe. We regularly review assessments to make sure there are no new risks and are generally completed every two years. Any resulting actions are completed by us to reduce or eliminate risks where possible.
- **Water Management Cyclical Testing** – To control the risk of Legionella bacteria, the organisation has a programme of testing and inspections. These tests include sampling of water, measuring the temperature and other tests of the water and systems. Any resulting actions are completed by us to reduce or eliminate risks.

4. Passenger Lift Servicing

- Lift servicing involves us engaging specialist contractors for a planned preventative maintenance programme and so helps to prevent future breakdowns. Each lift's service frequency is dependent on the type of lift installed which are maintained according to statutory requirements. As with other cyclical compliance servicing programmes, occasionally there may be some element of repair required to ensure that the lift is kept in safe working order.

5. Communal Electrical Testing

- Electrical systems must be maintained in a safe and functional state to prevent any danger to anybody living, using or visiting a building. A routine inspection verifies that an existing electrical system complies with UK Standards for electrical installation safety. We have responsibility for communal space to our buildings and these checks and tests occur every 5 years, (unless directed otherwise). If any faults are identified, these are remedied as soon as possible to ensure the system remains in a safe working order.

This document will be available on the leaseholder's webpage of our website for future reference

www.bronafon.org.uk/leaseholders/