

1. Purpose

This policy sets out how RMHS ensures that chimneys and flues in its properties are maintained in a safe condition, minimising the risk of fire, carbon monoxide poisoning, and structural damage.

2. Legal and Regulatory Framework

This policy is informed by the following legislation and guidance:

- The Health and Safety at Work etc. Act 1974
- The Building Regulations 2010 (Approved Document J – Combustion appliances and fuel storage systems)
- The Housing Act 2004 (Housing Health and Safety Rating System – HHSRS)
- The Homes (Fitness for Human Habitation) Act 2018
- BS EN 15287 – Chimneys and flue systems

3. Policy Statement and Approach

We are committed to ensuring that:

- All chimneys and flues in use are regularly inspected and swept to maintain safe function.
- Residents are informed of the importance of chimney maintenance and their responsibilities.
- Qualified and competent contractors are used for all chimney sweeping and inspection activities.
- Risks such as chimney fires, blockages, and carbon monoxide exposure are proactively mitigated.

The Chief Executive Officer (CEO) is the designated Responsible Person for ensuring the organisation complies with this policy and meets all relevant regulatory requirements.

4. Principles

- Prevention: Regular chimney sweeping prevents soot buildup and fire risk.
- Risk-Based Frequency: Sweeping schedules will reflect appliance type and usage patterns (e.g. wood, coal, gas).
- Resident Support: Residents will be provided with clear information on safe use and reporting issues.
- Qualified Professionals: Only competent chimney sweeps with appropriate accreditation will be used.
- Responsive Action: Reported faults or blockages will be addressed promptly to prevent escalation.
- Record Keeping: All inspections, sweeps, and remedial actions will be logged.

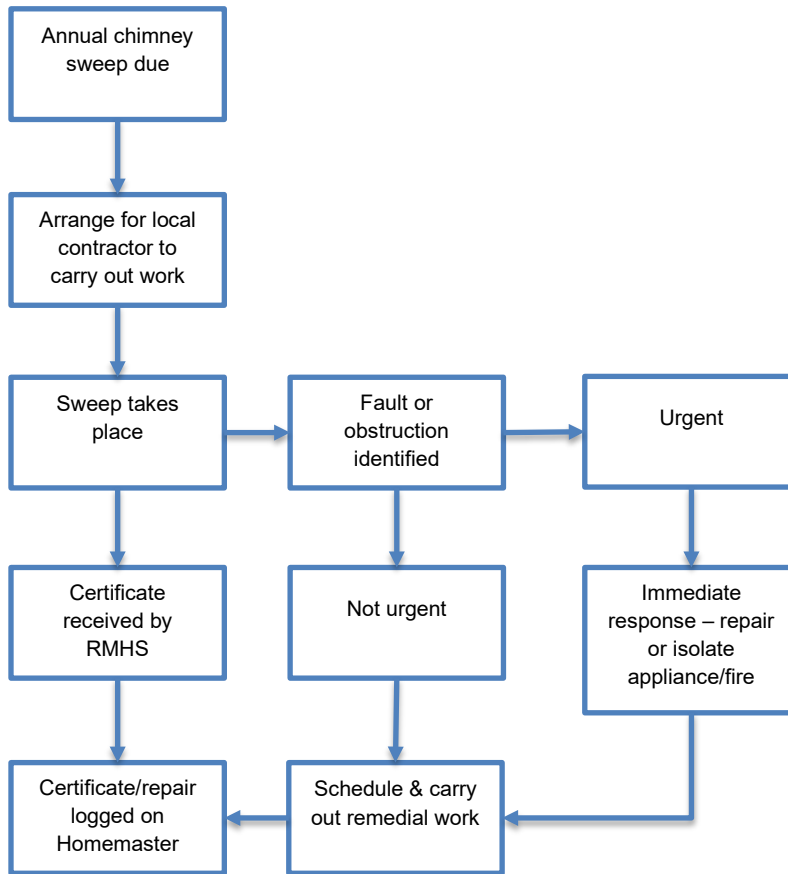
5. Operational Specifics

- All operational chimneys and flues will be inspected and swept annually.
- New properties will have any existing fuel burning appliances decommissioned and the chimney capped.
- Residents must not modify or use chimneys
- Where an existing fuel burning appliance fails, this will not be permitted to be replaced.
- Residents will be provided with guidance on safe fuel use, ventilation, and signs of potential chimney problems.
- All works will be carried out by accredited chimney sweeps (e.g. HETAS, NACS, or equivalent).

6. Monitoring and Record-Keeping

- A register of properties with operational chimneys will be maintained and reviewed annually.
- Sweeping records will be retained in the compliance system and monitored monthly for overdue actions.
- Issues reported by Residents or contractors will be investigated and responded to within 5 working days.
- Compliance will be reviewed annually
- Certificates or confirmation of chimney sweeping will be stored for at least 6 years.

7. Procedure (Flowchart)



8. Version Control

Version: 1.0

Review cycle: Every 3 years unless there is a significant incident or a change to regulations

Approval Date: September 2025

Review Date: September 2028