



# Building Safety Policy

V2 – December 2023

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## 1. Table of Definitions

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<b>DBC</b>	Dacorum Borough Council
<b>BSA</b>	Building Safety Act 2022
<b>FSA</b>	The Fire Safety (England) Act 2022
<b>RRFSO</b>	The Regulatory Reform (Fire Safety) Order 2005 – Amended by Fire Safety Act
<b>HRRB</b>	High Rise Residential Building – Over 18 Metres in height
<b>SHS</b>	Sheltered Housing Scheme
<b>DLUHC</b>	Department for Levelling Up, Housing & Communities
<b>BSR</b>	Building Safety Regulator
<b>FRA</b>	Fire Risk Assessment
<b>PIB</b>	Premises Information Box
<b>HFRS</b>	Herts Fire & Rescue Service

## 2. Statement of Commitment

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Dacorum Borough Council (DBC) are committed to providing a safe place to live for our residents and a safe place to work for our staff and contractors. To ensure this we will implement all aspects of The Building Safety Act and deliver a “Best Practice” approach to the management of our buildings and fire safety assets that are critical to managing the buildings.

## 3. Buildings in Scope

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The Building Safety Act (BSA) clearly defines the scope of buildings to which it applies, these are identified as being over 18 metres in height. **Appendix A** – List of buildings in scope.

Whilst the BSA is clear on instructing us to manage buildings over 18 Metres in height in a different way than other buildings, DBC are aware that the BSA is enabling legislation and at some point, in the future, DLUHC will lower the height (expected to be 11m) of buildings to be included within scope of the BSA.

To meet the current requirements of the act, we must register five High Rise Residential Buildings (HRRBs) and complete the building safety cases for them. We will also manage two further HRRB’s that fall just below the stated 18m and our Sheltered Housing Schemes in the same way as we will our HRRBs as we consider them to be High Risk buildings, at this time we do not need to register them or develop building safety cases.

## 4. Legislation and Guidance

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We have given regard to the following legislation and guidance in preparing this policy.

- The Building Safety Act 2022
- The Fire Safety (England) Act 2022
- The Regulatory Reform (Fire Safety) Order 2005 – Amended by Fire Safety Act
- LACoRS – Fire Safety Guidance (Local Authorities Coordinators of Regulatory Services)
- Fire Safety in Specialised Housing – National Fire Chiefs Council Guidance
- Fire Safety in Purpose Built Blocks of Flats – Local Government Association
- Housing Act 2004, which introduced the Housing Health & Safety Rating System (HHSRS)
- Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002
- Furniture and Furnishing (Fire Safety) Regulations 1988
- Gas Safety (Installation and Use) Regulations 1998
- Electrical Equipment (Safety) Regulations 1994
- Equality Act 2010
- Building Regulations – Approved Document B
- Health & Safety at Work Act 1974 – As amended
- Management of Health & Safety at Works Regulations 2006
- Workplace (Health Safety & Welfare) Regulations 1992

## 5. Supporting Documents and Policies

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- Dacorum Borough Council Health and Safety Policy
- Dacorum Borough Council Fire Safety Policy
- Dacorum Borough Council Tenancy Agreement

## 6. Golden Thread

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The Building Safety Act, creates a legal duty on duty holders and Accountable Persons to create, obtain, store and share documents and information about our buildings in a prescribed format, this includes the six main principles of:

- Kept Digitally
- Kept Securely
- A Building's Single Source of Truth
- Available to people who need the information to do a job
- Available when the person needs the information
- Presented in a way that people can use

A more detailed breakdown of information required for the Golden Thread is attached as **Appendix B**

## 7. Roles & Responsibilities

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The Building Safety Act identifies new duty holders, who will be known as “Accountable Persons”.

The Roles & Responsibilities for key stakeholders across DBC are detailed below:

- **Principle Accountable Person (PAP) / Accountable Person (AP):** In relation to this policy and the implementation of the Building Safety Act, the AP is the Body-Corporate, Dacorum Borough Council. In a structure such as that of the Council, it is recommended that The Council Leader be known as the Principal Accountable Person (PAP) and subsequent delegated responsibilities be made to the Senior Leadership Team. **Appendix C** provides further detail.
- **Chief Executive:** Will need to ensure that adequate resources are made available to ensure we are able to comply with the requirements of legislation. For existing properties that fall within the BSA and for properties under construction and yet to be completed, the Chief Executive will delegate their responsibilities to the Strategic Director, Housing and Property Services.
- **Senior Leadership Team (SLT):** Will review and record a consolidated report that provides progress updates to ensure that DBC is meeting the requirements of the Building Safety Act, Fire Safety Act (England) 2021, this policy and the DBC Fire Safety Policy.
- **Housing Service Leads:** Will work closely with the Head of Safe Homes and others to design and implement suitable projects within their respective service responsibilities to ensure DBC is compliant with legislation.
- **Head of Safe Homes:** Is responsible for the overall implementation of this policy and the development and delivery of associated projects. They will monitor and track performance to ensure the council remains compliant with current legislative requirements, future legislation and best practice guidance. They will work closely with all departments across the Council to ensure buildings within the scope of the BSA remain safe. Along with the Safe Homes Team Manager and Compliance Officers they will ensure that all day to day operations are completed and provide regular comprehensive updates to SLT, and the Building and Resident Safety Group.
- **Safe Homes Team Manager:** Is responsible for managing all compliance activities, contract management and informing the Head of Safe Homes of any compliance related issues which may affect the safety of buildings in scope.
- **Compliance Officer:** Will support the Safe Homes Team Manager with relevant day to day activities. They will undertake and record completed fire door inspections, ensuring that they are uploaded to a central IT system (Currently Propellor), and that outcomes and issues of concern are immediately shared with the Safe Homes Team Manager and as required with the Head of Safe Homes.

## 8. Fire Risk Assessments

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Fire Risk Assessments (FRAs) will be conducted annually across all buildings in scope of the BSA. The Compliance Officer will liaise directly with the appointed contractor to ensure suitable access is available. The appointed contractor will ensure that any urgent issues identified are recorded and raised directly with the Safe Homes Team Manager who will then ensure mitigation or remedial actions are implemented. Any issues of concern will also be raised directly with the Head of Safe Homes and escalated as required.

## 9. Mandatory Reporting

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We acknowledge our responsibility under the BSA to give prescribed information that relates to building safety to the regulator by the prescribed time and in the way specified, and we will establish and operate an effective reporting system which complies with the prescribed requirements. At the time of writing this policy, the Building Safety Regulator had not published the final details and format of their requirements for Mandatory Reporting. Once this information is published it will be adopted into the next version of this policy.

## 10. Vulnerable Residents

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During resident engagement events DBC will ask residents to self-refer vulnerabilities relating to the ability to self-evacuate a higher risk building if required to do so. Where we are informed that a resident may have difficulty in safely evacuating their home, we will complete a Person-Centred Fire Risk Assessment (PCFRA). PCFRAs help to identify residents who are at higher risk from fire in their own home, due to their ability to respond and escape from a fire, for an example a resident with disabilities. The PCFRA focuses on three key areas;

- 1 An increased fire risk. Example might be of a resident with mobility issues who is a careless smoker.
- 2 Ability to react to a fire or fire alarm
- 3 Ability to respond and escape a fire

PCFRA's will be conducted across our Sheltered Housing Schemes and in general needs properties as we are advised or learn of residents who may be of increased risk from the items list above. Following the completion of a PCFRA, there may be a need to implement mitigation measures to ensure additional safety for identified vulnerable residents.

## 11. Fire Door Survey and Management

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Legislation requires us to undertake regular inspections of all Fire Doors within our housing stock, this includes the following categories of Fire Door:-

Flat Entrance Doors – Including Leasehold Flats

Riser Cupboard Doors

Storage Cupboard Doors (If they open onto common parts)

To fulfil our duties in this area the DBC Compliance Officers; who have completed the relevant competence training, will conduct quarterly inspections on all Fire Doors in common parts and an annual inspection of Flat Entrance Doors. As part of this process we will build an additional "No Access" policy for the inspection of Flat Entrance Doors, the act provides legal measures to compel residents to provide access.

The Compliance Officer will at the time of the initial survey of each door, install an RFID tag and define each door a unique reference number. Date relating to the door and inspection outcome will be stored on the

Propeller compliance system. If following the inspection of a door, it is found not to meet a “Notional” status, we will carry out repairs to the door, to bring it up to the required status and performance, if this is not possible, due to damage as an example, we will replace that door, with a new door set.

## **12. Premises Information Boxes**

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It is a requirement that all of the buildings that are in scope of the act, have a Premises Information Box fitted, that can easily be located by the Fire & Rescue Service upon attendance. These boxes must contain:-

- Current Floor Plans for each floor, with key information clearly identified
- A list of vulnerable residents, with additional information about flats that may contain medical gases.
- Keys / Fob to all doors on all floors, other than Flat Entrance Doors

We will regularly review and update the information stored within the boxes.

## **13. Fire and Rescue Service Liaison**

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The act mandates that we have a relationship with the Fire & Rescue Service (FRS) and that we co-operate with all requests for information. This may also include supporting site visits from various FRS staff to facilitate a clear understanding of the building layout and how FRS would manage any emergency.

There is now a requirement to notify FRS if a fire safety asset, including any Fire Fighting or Fire Fighters Lifts are or will be out of service for more than 24 hours. This is to ensure that FRS can make alternative arrangements in the provision of equipment or for SBC of HFR to carry out additional mitigation measures, until the equipment is back in service.

The FRS attend the DBC Building and Resident Safety Group meeting and we will develop a reporting mechanism with the FRS to advise of any asset issues, along with a clear timeline to bring that asset back into operational performance.

## **14. Fire Signage / Wayfinding Signage**

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To support the implementation of this act Approved Document “B” of Building Regulations has been updated to clearly define what type of Fire and Waypoint Signage is required in buildings in scope of the act.

In addition to existing Fire Action Notices, we must install clear Wayfinding Signage, pointing residents in the direction of Fire Exits. We must also install floor number signage at low level in stairwells, to assist FRS in identifying which floor they are on, if the stairwell is engulfed in smoke.

## **15. Contractor Management**

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The act specifies that only “Competent Contractors” can work in or on buildings within the scope of the BSA.

The Safe Homes Team and DBC contract managers will ensure that all contractors and operatives are competent to carry out specified works on our buildings. We will develop and implement a “Permit to Work” scheme on all in-scope buildings, which will ensure that Method Statements for each piece of work have been reviewed and approved, prior to commencement of any works.

If works are required to pass through or compromise existing compartmentation, then an appropriate Fire Risk Assessment must be carried out and an inspection by a suitably qualified person, check that the compartmentation has been suitably completed.

No “Hot Works” will be allowed in any in scope buildings, without prior approval. A detailed Method Statement will be required, which must include how a small initial fire in the local area will be extinguished.

## 16. Resident Communication

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We must display, in a conspicuous part of the building a notice board containing all the information prescribed in the act. In addition, this includes information about dates of servicing of all compliance and fire safety assets. This is to provide assurance to residents that all the fire safety equipment and assets are working as they should.

The BSA also provides a requirement for DBC to communicate with all residents to ensure that they are aware of what to do in the event of a fire, aware of what Fire Safety Assets / Equipment is in place and the part that it plays in providing fire safety to residents, visitors, and the Fire & Rescue Service in the event of their attendance.

DBC will deliver its responsibilities in this area by ensuring: At the time of onboarding a new resident / family, we provide a site-specific document that highlights all this information, along with providing detailed information of how to report any concerns to DBC if a Fire Safety Asset is not working.

Once a year, DBC will write to all residents in blocks that are in scope of the BSA and provide the above information again. The aim of this is to regularly remind residents about Fire Safety information.

In addition to the physical notice board, we are also developing the use of QR codes for those residents with smart devices. The QR code will provide a broad range of information not just limited to Fire Safety.

## 17. Resident Engagement Strategy

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The BSA requires DBC to develop a resident engagement strategy specifically for all residents and any person who owns a residential unit in a building in scope of the BSA. The BSA places a legal obligation on the Accountable Person “Dacorum Borough Council” to ensure residents are involved in all “Building Safety Decisions”.

A building safety decision is a decision made by DBC about the management of the building in connection with the performance of our duties as the accountable person or under regulations contained in the BSA. To meet our requirements under this part of the act, DBC will:-

- Develop and implement a resident engagement strategy that promotes residents’ engagement and involvement in decision making about safety issues.
- Establish a complaints system that ensures residents’ safety concerns are heard and dealt with.



- Residents can also escalate complaints to the Building Safety Regulator.

Once developed we will provide a copy of our resident engagement strategy to all residents in the building that are over 16 years of age.

To support a focused complaints system, for complaints that relate to building safety, we will establish and operate a system for investigating relevant complaints regarding a building safety risk.

## 18. Resident Obligations

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The BSA not only introduces duties on DBC as the landlord / building owner, but for the first time introduces obligations on residents, to:

- Not act in a way that creates a significant risk of fire or structural failure.
- Not interfere with any relevant safety item.
- Comply with a request by the Accountable Person for information or access to reasonably perform their duties to assess and manage building safety risks.

Where a resident or owner of a residential unit contravenes their duty not to interfere with a relevant safety item, we will take action to include written notification that specifies how we believe they have interfered, tells them what they should do to remedy their contravention giving them a reasonable time to do so, tells them what they must not do in the future to avoid repeating the interference, and tells them what we may do further if they do not comply with the notice.

We may include a requirement for the relevant person to pay us the necessary cost to repair or replace the relevant safety item to rectify their interference. The cost we charge will not exceed the reasonable cost of repairing or replacing the relevant safety item.

Where we require access to some part of the building to assess or manage a building safety risk or to determine whether the duty on residents and owners of residential units in the building not to interfere with relevant safety items has been breached, we will request access in writing setting out the purpose for which we are requesting access, we will explain why it is necessary for us to enter the premises for that purpose, we will make a request to access at a reasonable time, and will give at least 48 hours' notice.

If we are denied access, the act provides us powers to make an application to the county court for an order to grant us access.

## 19. External Wall Assessment

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It is a requirement of the BSA that we undertake an intrusive External Wall Assessment, to establish the entire makeup of the external wall system. DBC appointed specialist external consultants to carry these out on our behalf.

Remedial actions arising have been completed and any additional outputs from these surveys, will be used to support our Building Safety Case for each of our HRRBs.

## 20. Building Safety Case

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Under the Building Safety Act, DBC will have to provide a Building Safety Case for each of our HRRBs every five years. The Safety Case will evidence how DBC have ensured that the building is safe and is required before the Regulator issues a licence.

Whilst this licence is needed to occupy the building, DBC can continue tenancies within a block, whilst the licence is pending. We will prepare a building safety case report containing our assessment of the building safety risks and a brief description of any steps we take to manage or mitigate those risks.

We will update that building safety case where we make further assessment of building safety risks and when we add further steps to our management of building safety risks.

We will notify the regulator as soon as is reasonably practicable after we prepare or revise a safety case report, and if the regulator asks us to, we will provide a copy of it to the regulator as soon as reasonably practicable.

At the time of compiling this policy the sector estimate that it will take the BSR around three years (from October 2023) for them to be at a point to evaluate safety cases.

## 21. New Build Development of Buildings over 18m

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The golden thread will hold the information that those responsible for the building require to identify, understand, manage, and mitigate building safety risks to prevent or reduce the severity of the consequences of fire spread or structural collapse throughout the lifecycle of the building.

The information stored in the golden thread will be reviewed and managed so that the information developed and retained, clearly identifies all elements of safety to achieve the purpose of providing clear evidence of materials and workmanship.

The golden thread covers both the information and documents, and the information management processes (or steps) used to support building safety. The government (DHULC) has defined the information as including all the information necessary to understand and manage risks to prevent or reduce the severity of the consequences of fire spread or structural collapse in a building.

The golden thread information should be stored as structured digital information. It is to be stored, managed, maintained, and retained in line with the golden thread principles. DBC will apply for a completion certificate before occupation of a newly constructed higher risk building or carry out works that cause a building to become a higher-risk building.

## 22. Emergency Evacuation Alarms

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It is a requirement of the BSA that in all new build residential properties over 18 metres, that a full emergency evacuation alert system is installed. This will allow HFRS in the event of an emergency to manage an evacuation of a property, in phases according to floors and or call a full evacuation.

DBC will ensure that all new build properties in scope of the BSA will have such an alert system installed during the build phase and will be handed over to the Safe Homes Team to ensure that regular servicing, maintenance, and testing is carried out.

At the point of developing this policy, it is not a requirement to retrospectively install an emergency evacuation alert system to existing buildings. We will continue to monitor any changes to legislation in this area and will update this policy should requirements change.

## **23. Review Frequency**

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The BSA is intended to be enabling legislation and as such is subject to update and change, following guidance or regulation changes from DHLUC or the Building Safety Regulator.

To support this and ensure that this policy is kept up to date with any changes in guidance or legislation, the Resident and Building Safety Group will review this policy on a six-monthly basis.

**Appendix 1 In Scope Buildings**

Name of Building	Address	Type
Kylna Court	1-79 Kylna Court, Wood Lane, HP2 7TG	HRRB
Pelham Court	1-38 Pelham Court, HP2 4UP	HRRB
Pelham Court	39-76 Pelham Court, HP2 4UP	HRRB
Fennycroft	43-89 Fennycroft Road, HP1 3PD	HRRB
Gade Tower	1-40 Gade Tower, HP3 8AE	HRRB

This list of blocks is correct as of November 2023. DBC will continue to review our housing stock in line with any amends to the BSA to establish if they are in scope of the act on a six monthly basis.

## Appendix B

## Principles of the Golden Thread

The below information is extracted from DHLUC publication “Golden Thread Definition”

### Full Definition

1. The golden thread will hold the information that those responsible for the building require to identify, understand, manage and mitigate building safety risks in order to prevent or reduce the severity of the consequences of fire spread or structural collapse throughout the lifecycle of the building. The information stored in the golden thread will be reviewed and managed so that the information retained at all times achieves this purpose.
2. The golden thread covers both the information and documents, and the information management processes (or steps) used to support building safety. The government has defined the information as including all the information necessary to understand and manage risks to prevent or reduce the severity of the consequences of fire spread or structural collapse in a building.
3. The golden thread information should be stored as structured digital information. It will be stored, managed, maintained and retained in line with the golden thread principles (see annex below). The Government will specify digital standards which will provide guidance on how the principles can be met.
4. The golden thread information management approach will apply through design, construction, occupation, refurbishment and ongoing management of buildings. It supports the wider changes in the regime to promote a culture of building safety.
5. Building safety should be taken to include the fire and structural safety of a building and the safety of all the people in or in the vicinity of a building (including emergency responders).

### Annex: Golden Thread Principles

1. **Accurate and Trusted:** the duty holder/Accountable Person/Building Safety Managers (BSM) and other relevant persons (e.g. contractors) must be able to use the golden thread to maintain and manage building safety. The Regulator should also be able to use this information as part of their work to assess the safety of the building and the operator’s safety case report, including supportive evidence, and to hold people to account. The golden thread will be a source of evidence to show how building safety risks are understood and how they are being managed on an ongoing basis. The golden thread must be accurate and trusted – it will not be used unless people trust that the information in the golden thread is accurate and up to date. The information produced will therefore have to be accurate, structured and verified, requiring a clear change control process that sets out how and when information is updated and who should update and check the information.
2. **Residents feeling secure in their homes:** residents will be provided information from the golden thread – so that they have accurate and trusted information about their home. This will also support residents in holding Accountable Persons and Building Safety Managers to account for building safety. A properly maintained golden thread should support accountable persons in providing residents the assurance that their building is being managed safely.
3. **Culture change:** the golden thread will support culture change within the industry as it will require increased competence and capability, different working practices, updated processes and a focus on information management and control. The golden thread should be considered an enabler for better and more collaborative working.
4. **Single point of truth:** the golden thread will bring all information together in a single place (potentially a Common Data Environment) meaning there is always a ‘single point of truth’. It will record changes (i.e.

updates to information/plans), including the reason for change, evaluation of change, date of change, and the decision-making process. This will reduce the duplication of information (email updates and multiple documents) and help drive improved accountability, responsibility, and a new working culture.

5. **Secure:** the golden thread must be secure, with sufficient protocols in place to protect personal information and control access to maintain the security of the building or residents. It should also comply with current GDPR legislation where required.
6. **Accountable:** the golden thread will record changes (i.e. updates to information), when these changes were made and by who. This will help drive improved accountability. The new regime is setting out clear duties for the duty holders and the Accountable Person for maintaining the golden thread information to meet the required standards. Therefore, there is accountability at every level – from the Client/Accountable Person to those designing, building, or maintaining a building. This will mean that changes can more easily be tracked, and this will support better building safety.
7. **Understandable/ Simple to access (accessible)/Consistent:** the golden thread needs to support the user in their task of managing building safety. The information in the golden thread must be clear, understandable, and focused on the needs of the user. It should be presented in a way that can be understood and used by users. This also should consider that users have different needs. The information should be accessible so that people can easily find the right information at the right time. This means that the information needs to be stored in a structured way (i.e. like a library) so people can easily find, update and extract the right information. The Government will set out the digital standards which will apply to the golden thread. Storing information to digital standards would mean the information is stored in a structured way. To support this duty holders/Accountable person should where possible make sure the golden thread uses standard methods, processes, and consistent terminology so that those working with multiple buildings can more easily access, understand, and use the information consistently and effectively.
8. **Longevity/ Durability of information:** the golden thread information needs to be formatted in a way that can be easily handed over and maintained over the entire lifetime of a building. In practical terms this is likely to mean that it needs to align with the rules around open-source data – so that information can be handed over in the future and still be accessed. Information should be able to be shared and accessed by contractors who use different software and if the building is sold the golden thread information must be accessible to the new owner. This does not mean everything about a building and its history needs to be kept, the golden thread must be reviewed to ensure that the information within it is still relevant and useful.
9. **Relevant / Proportionate:** preserving the golden thread does not mean everything about a building and its history needs to be kept and updated from inception to disposal. The objective of the golden thread is building safety and therefore if information is no longer relevant to building safety it does not need to be kept. The golden thread, the changes to it and processes related to it must be reviewed periodically to ensure that the information comprising it remains relevant and useful.

## **Appendix C Principle Accountable Person / Accountable Person Duties.**

### **Accountable Person**

In a structure such as that of the Council, it is recommended that The Council Leader be known as the Principal Accountable Person (PAP) and subsequent delegated responsibilities be made to the Senior Leadership Team as Accountable Persons (AP).

The Accountable Person (AP) is a new role (distinguished from the Responsible Person under the Regulatory Reform (Fire Safety) Order 2005) for residential high-rise buildings (HRBs).

The AP will have a duty to take all reasonable steps to:

- Prevent a building safety risk happening, with building safety risk defined as ‘spread of fire and/or structural failure’
- Reduce the seriousness of an incident if one happens

For all premises that fall within the scope of the Fire Safety Order, there will be an identifiable AP, which also includes a workplace.

If the premises is a workplace, and the premises (i.e. the workplace) is, to any extent, under the control of the employer, they will be an AP. In some cases, the AP may be the Building Owner (landlord) or depending on the lease agreement there may be joint responsibility between the employer and the landlord.

The employer is, the ‘person’ who employs the employees in the premises that are under the employer’s control. The AP is often an organisation, and relevant to Dacorum; would be the Council.

If prosecuted, as an employer, for offences under the Fire Safety Order, it is not a defence to claim that the offence was the fault of one (or more) council officers. It is therefore important that relevant officers are properly instructed and trained in fire safety. Completion of mandatory fire safety training demonstrates the Council’s commitment.

The sole duty holder role in respect of occupied HRBs is again the Council given the ultimate responsibility for repairing any of the common parts of any occupied HRB.

In the case of HRBs there are a set of statutory obligations that must be complied with, aimed at ensuring that the fire and structural risks associated with any HRB are appropriately controlled and managed.

### **Summarised duties of the Accountable Person**

When AP has assessed the Building Safety Risks they must prepare a Safety Case Report, and notify the Building Safety Regulator (BSR) that it has been completed. The Safety Case Report is completed as early as possible, and kept under review.

The BSR can direct AP to apply to it for a building assessment certificate at any time, and the Safety Case Report will be the mainstay of that application, along with any other prescribed information. The AP must respond to the BSR with their application within 28 days of being directed (and failure to do so is a criminal offence).

If the BSR is satisfied that the building safety risks are being managed properly, it grants a building assessment certificate, which must be displayed in a prominent place alongside details of the AP.

If the BSR is unsatisfied it issues a notice which must also be displayed in a prominent place alongside details of the AP. If the requirements in the notice are not promptly addressed, this would result in the refusal of a building assessment certificate. It could also result in the BSR applying to the First Tier Tribunal for a Special Measures Order under which the management of building safety risks is transferred from the AP to a Special Measures Manager, at the cost of the PAPs, until the BSR is satisfied that those risks are being addressed.

<b>Principle Accountable Person (PAP) Summary</b>	
1	<p>Ensure that the fire and structural risks are identified and assessed for each HRB building and these are effectively managed (spread of fire and/or structural failure) to:</p> <ul style="list-style-type: none"> <li>• ensure that they do not happen and</li> <li>• the severity of any incident that does happen is reduced</li> </ul>
2	Ensure relevant safety information for each HRB building is kept, updated and available, as required for life of building.
3	Ensure a reporting system is in operation to report certain fire and structural issues or incidents
4	<p>Ensure there is effective measures in place to engage with residents about each building's safety including:</p> <ul style="list-style-type: none"> <li>• operating a complaints system to investigate concerns about the building's safety risks or the performance of an accountable person</li> <li>• displaying required information and documentation clearly within the building</li> <li>• preparing and updating a residents' engagement strategy so that residents and owners can participate in making building safety decisions</li> </ul>
5	<p>Notify the Building Safety Regulator if:</p> <ul style="list-style-type: none"> <li>• there is a change to the single point of contact for the BSR</li> <li>• building's safety risks</li> <li>• there are any changes to registration information, including copies of any updated certificates, within 14 days of becoming aware of the change safety case report</li> </ul>
6	<p>Register the building with the Building Safety Regulator between April 2023 and October 2023. As part of the registration process:</p> <ul style="list-style-type: none"> <li>• submit structure and safety information about the building</li> <li>• notify the Building Safety Regulator of any changes to the information submitted at registration</li> <li>• register all new buildings before occupation.</li> </ul>
7	Ensure BSR is provided with further key building information (KBI) as required by the Higher-Risk Buildings (Key Building Information etc.) (England) Regulations 2023 within 28 days of applying for registration.
8	<p>Prepare a safety case report for the building. This should show that:</p> <ul style="list-style-type: none"> <li>• all building safety risks (fire and structural) have been assessed and that all reasonable steps to control them have been taken</li> </ul>
9	Give the safety case report to BSR on request – BSR will examine it during the building assessment
10	Apply for a building assessment certificate when directed by BSR



Accountable Person Summary		
1	Fire Risk Assessment	Has a suitable and sufficient FRA been completed for each building(s) in the housing stock?
2	Fire Risk Assessment	Can competency of the fire risk assessor(s) be demonstrated?
3	Fire Risk Assessment	Have the actions arising from the FRA's been addressed or are they in progress? (As far as is reasonably practicable)
4	Fire Risk Assessment	Has the progression of the FRA actions been documented?
5	Fire Risk Assessment	Was the review of the last FRA within the acceptable timeframe? (If no, detail why not)
6	Fire Plans & Evacuation Strategy	Is there a suitable fire plan and evacuation strategy in place for each building(s) and has this been shared with: <ul style="list-style-type: none"> <li>• Residents</li> <li>• The local fire and rescue service (by electronic means e.g., email)</li> </ul>
7	Fire Plans & Evacuation Strategy	Is a copy of the fire plan and evacuation strategy held on location in a suitable place (i.e., premises information/secure information box to prevent it being moved, tampered with and protected from damage).
8	Fire Plans & Evacuation Strategy	Have checks been completed to ensure that fire safety instructions are displayed in obvious parts of the building(s)?
9	Fire Plans & Evacuation Strategy	Is there a secure information box (Premises information box) in place and does it contain the following information: <ul style="list-style-type: none"> <li>• Name, address and telephone number of the PAP/AP</li> <li>• Name and contact information for the other persons who are permitted and able to access the building(s) on behalf of the PAP/AP</li> <li>• Copies of the floor and building(s) plans</li> </ul>

10	Fire Plans & Evacuation Strategy	<p>Is the secure information box (Premises information box);</p> <ul style="list-style-type: none"> <li>• Maintained in a readily accessible location in or on the building(s)?</li> <li>• Inspected at least annually, to ensure it remains secure, accessible and that the information therein is accurate and up to date?</li> </ul>
11	Fire Plans & Evacuation Strategy	Has the local fire and rescue service been given the necessary details to gain access to the secure information box?



## Building Safety Assurance

