

Building Safety Policy

INFORMATION

Policy Name	Building Safety Policy
Effective Date(s)	May 2023
Approved By	Risk and Compliance Group
Approval Date	22 nd May 2023
Policy Owner/Dept	Neil Wilmer/Building Safety
Policy Author	Neil Wilmer - Head of Building Safety
Review Date	May 2025
Version Number	1.2

Version Control

Version	Date	Changes	Approver
0.1	21/02/22	Initial Draft	
0.2	01/03/22	Updated to reflect feedback	
0.3	07/03/22	Updated and issued for consultation in line with section 4	
0.4	21/03/22	Updated following GMFRS feedback and feedback from Building and Fire Safety Core Group members	
0.5	01/04/22	Updated to include feedback from the completed EIA	Risk and Compliance Group
0.6	05/05/22	Updated following Royal Assent of The Bill	
1.2	14/05/23	First Review	

Your Housing Group Strategic Priorities			
Safe	<input checked="" type="checkbox"/>	Viability	<input type="checkbox"/>
Landlord	<input checked="" type="checkbox"/>	Growth	<input type="checkbox"/>
People	<input type="checkbox"/>	Technology	<input type="checkbox"/>

Relevant National Standards or Regulation	Please State if the Policy aligns to any of the Regulators Standards: <ul style="list-style-type: none"> • Home Standard • Tenancy Standard • Neighbourhood and Community Standard • Tenant Involvement and Empowerment Standard
Relevant Legislation	Building Safety Act 2022 Fire Safety Act 2021 Fire Safety (England) Regulations 2022 Regulatory Reform (Fire Safety) Order 2005

	Housing Act 2004 Approved Document B (Building Regulations) Social Housing White Paper
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1. Purpose of the Policy

The safety of everyone who live and work in or around our buildings, owned or managed by Your Housing Group (YHG), is the Groups number one priority.

This policy sets out our approach to meet this priority and comply with the requirements of legislation such as the Building Safety Act 2022, the Fire Safety Act 2021 and other legislative and regulatory changes introduced and proposed following the Grenfell tragedy such as the Fire Safety (England) Regulations 2022 that came into effect in January 2023.

This policy will be supported by individual policies and procedures as necessary that will provide the detailed approach such as;

- Building Safety Management Plan
- External Wall Assessment policy
- Fire Safety and Health & Safety policies are already implemented which also support this policy.

The objectives of this policy are to:

- Effectively manage all risks and hazards 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
- Develop and introduce effective policies and procedures to help manage and mitigate these risks to ensure the Group complies with its legal requirements and the requirements of the Regulator and the Building Safety Regulator
- Effectively engage with all customers via a Customer Safety Engagement Strategy (Your Voice in Customer Safety Framework) and ensure this engagement considers individual needs across all age groups and diversities which will be delivered in a number of ways (for example face to face, letters, website information)
- Provide clear lines of responsibility across the Group for the effective management of Resident and Building Safety in our 12 high rise blocks
- Demonstrate that Your Housing Group is at the forefront of industry with regards to Resident and Building Safety

2. Scope of the Policy

This Policy applies to all employees of YHG and is applicable to all high-rise blocks as defined in the Building Safety Act 2022 (The Act) which currently defines high-rise (also referred to as higher-risk) buildings as those of 18m+ in height, or 7 storeys and above. This includes all tenures including leasehold, shared ownership, social, affordable, market rent and privately rented accommodation.

Based on the current requirements of The Act, the buildings this policy applies to are:

- | | |
|---------------------|---------------------|
| 1. Brompton House | 7. River View |
| 2. Buckingham House | 8. Park View |
| 3. York House | 9. Thorngrove House |
| 4. Sydenham House | 10. Canal Court |
| 5. Rutland House | 11. Princess Court |
| 6. Adlington House | 12. Stanlo House |

In addition to these buildings, this policy will apply to the three additional six storey buildings that were initially within the scope of the original *draft* Building Safety Bill (North Point House, Faulkner Court and Aytoun Court). Whilst The Act will not apply in its current form to these buildings, we will include these properties within, for example, the engagement strategy and applicable projects to ensure consistency in how we manage building safety across all of our taller buildings.

3. Definitions

The Act (The Building Safety Act 2022): became law in April 2022. The Act was developed following Dame Judith Hackitt’s independent review of building regulations and fire safety, commissioned after the Grenfell Tower tragedy in 2017. It introduces wide scale reforms to support building safety across the industry through design, construction, and management of residential blocks classed as higher risk buildings.

Accountable person (AP) or Principal accountable person (PAP): The dutyholder legally responsible for a higher risk building’s compliance with the Act, or the part of the building that they are responsible for. Their key duty is to prevent and reduce the severity of building safety incidents relating to fire or structural failure in such buildings.

Building Safety Case (BSC) and Safety Case Report: The BSC is the body of evidence required to demonstrate that we are meeting the requirements of The Act and that we are actively managing fire and structural risks within a higher risk building. The Safety Case Report summarises the detailed information contained in the BSC and will be managed our building safety manager (BSM), working with the Head of Building Safety. They will ensure the information detailed is accurate and kept up to date and submitted to the BSR on behalf of the principal accountable person. A summary of the BSC in the form of a safety case report will be submitted to the Building Safety Regulator under specific conditions.

Building Safety Regulator (BSR): The regulatory arm of the Health and Safety Executive (HSE) responsible for the requirements of the Building Safety Act 2022. The BSR will have three main functions:

- overseeing the safety and standards of all buildings

- helping and encouraging the built environment industry and building control professionals to improve their competence
- leading implementation of the new regulatory framework for high-rise buildings

The building safety reforms introduce a new regulatory framework for high-rise buildings. These include:

- HSE is a statutory consultee for planning applications
- BSR will become the building control authority for high-rise buildings
- decision points during design and construction
- giving dutyholders clear accountability and statutory responsibilities as buildings are designed, built, refurbished and occupied
- a golden thread of building information - identified, stored and updated throughout the building's life cycle
- mandatory reporting of prescribed fire and structural safety occurrences to BSR

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 which will require access equipment to safely reach these areas.

Fire Risk Assessment (FRA) - A building assessment that identifies any fire hazards, evaluates the risk of those hazards, and recommends action that should be taken to remove, reduce or manage the risk.

The Plan (Building Safety Management Plan): The Plan provides the detail to support this policy. It details the key projects (summarised below) that will be delivered to ensure we meet the objectives of this policy.

4. Consultation

Consultation has taken place with the following, with feedback reviewed and the policy updated to reflect this:

- Equality Impact Assessors Group,
- Director of Asset & Building Safety,
- Members of Building and Fire Safety Core Group (including Fire Safety Manager and Head of Compliance)
- Externally with our Primary Authority Partners at Greater Manchester Fire Rescue Service.

5. Background and Context

The Act takes forward the Government's commitment to the fundamental reform of the building safety system. The Act gives effect to policies set out in the Building a Safer Future consultation response, published in April 2020. This detailed how the Government intended to deliver the principles and recommendations of Dame Judith Hackitt's Independent Review of Building Regulations and Fire Safety, published in May 2018. The Act contains 143 individual clauses that are spread across 6 parts.

The Act establishes a new building safety regime in England with the introduction of a new Building Safety Regulator (the BSR) and also sets out a new legislative framework for the design and construction of new buildings and those undergoing significant refurbishment. In addition, The Act introduces new roles, such as the Accountable Person (AP) and require that landlords apply for building registration and licensing via the submission of Building Safety Cases for all in-scope buildings.

The Act requires the creation of a Resident Engagement strategy and will place a legal obligation on the Accountable Person to ensure residents are involved in the decisions that concern the safety of their building. They will be required to:

- Produce and implement a residents engagement strategy that promotes resident's engagement and involvement in decision-making about safety issues
- Establish a complaints system that ensures residents' safety concerns are heard and dealt with.
- Residents will also have the ability to escalate complaints to the Building Safety Regulator.

In addition, residents will be under an obligation to:

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

6. Policy Detail

This policy details how YHG will meet the requirements of the Fire Safety Act (FSA) and the Building Safety Act (The Act). This is further supported by the Building Safety Management Plan and other policies and procedures.

YHG has already started to deliver on the requirements of legislation to ensure the Group is adequately prepared to deliver on the requirements of the legislation that is anticipated:

- Building Safety Team - The Head of Building Safety is supported by the Building Safety Manager (BSM) and Building Safety Coordinator.
- Implemented the Resident Engagement Strategy (Your Voice on Customer Safety) which has been approved by Customer Services Committee
- Developed and implemented the Risk Prioritisation Matrix (RPM)
- Introduced the External Wall Assessment Policy that details how we will inspect our buildings with cladding

- Developed and implemented the Building Safety Management Plan. This Building Safety Management Plan details how we will meet the requirements of legislation, providing detail to demonstrate compliance with the requirements relating to key areas of Building Safety to support the Building Safety Policy.
- Improved the competency of key colleagues who are undertaking a Level 6 Diploma in Building Safety Management
- Commenced regular reviews of applicable buildings to identify and resolve any hazards by taking corrective action

In addition to the work delivered to date, YHG will, as a minimum ensure that we will:

- Achieve compliance with legislation
- Ensure the Building and Fire Safety Core Group/Working Group monitor performance of this policy and it is tracked via the Service Improvement Plan (SIP) and Building Safety Management Plan
- Ensure our residents' safety is enhanced by undertaking a whole building approach across our buildings of 18m+ (or 7 storeys)
- Develop resident and building safety focused relationships with the Groups Primary Authority Partners
- Ensure general precautions are undertaken, such as the regular inspection of communal areas and all fire doors throughout all buildings
- Carry out effective fire door management to include all fire doors in applicable buildings
- Introduce appropriate arrangements for the effective planning, control, monitoring, and review of building safety which considers each building and resident needs
- Develop and retain specific building information to be "digital by default" and further ensure this meets the "golden thread" of information requirements
- Develop our Building Safety Cases and ensure that applicable, accurate, information is readily available and stored in one central location
- Effectively engage with all customers via the Customer Safety Engagement Strategy and ensure we consider the individual needs across all age groups and diversities which will be delivered in a number of ways (for example face to face, letters, website information)
- Deliver this approach consistently across all tenures in applicable buildings
- Ensure that all staff who work in or around the buildings applicable to this policy maintain their competency
- Consider the impact of all projects where there will be a direct impact on individual residents. In all cases we will ensure that each residents individual needs are considered. For example, reasonable adaptations may be required to help people with disabilities (see section on PCFRAs) stay safe in their home or alternative arrangements may be required to accommodate specific resident's needs (i.e., those who are pregnant) when works directly affect their home.

Effective resident engagement will be key in identifying these needs and working with residents to ensure their needs are considered.

7. Building Safety Management Plan

The Plan provides the detail to support this policy. It details the key projects (summarised below) that will be delivered to ensure we meet the objectives of this policy. This plan will be subject to more frequent reviews to ensure that it remains fit for purpose and meets requirements of new legislation issued to support The Act.

- a. **Building and Fire Safety Core Group/Working Group Meetings** - Meetings are chaired monthly by the Director of Asset Management or Head of Building Safety and attended by key stakeholders from across the Group such as Housing Management, Asset Management, Older Peoples Services, Development and Compliance. Meetings focus on the projects detailed in this policy and the key risks to ensure suitable progress is made on identifying and managing any risk mitigation across our 18m+ buildings.
- b. **Building Safety Cases** - The Plan details how we will meet the requirements of this key part of The Act. RPs will have to provide a Safety Case Report for each 18m+ building every 5 years. The Safety Case will demonstrate how RPs ensure their buildings are safe and will be required before the Regulator issues a licence, this licence is needed for the building to be occupied.
- c. **Resident Engagement** - Engaging with residents is at the heart of everything we do. The Act makes it a requirement to have a specific Building Safety resident engagement strategy, which we have developed and implemented. In addition, resident voice and resident engagement are a key focus of The Act the Social Housing White Paper. The Plan details how we are implementing this engagement strategy.
- d. **Building Reviews** - The Plan outlines how we deliver regular inspections across all of the buildings within the scope of this policy to ensure we record the outcomes of the various different ways that we currently review the performance of our buildings.
 - **Risk Prioritisation Matrix (RPM)** - developed to deliver a greater understanding of our key buildings to provide us with insight into our properties, their construction and overall building safety. The RPM works by identifying key areas of each building and its use that need further exploration or controls, for example, the engagement of a specialist engineer or short-term waking watch.
 - **Fire Risk Assessments (FRAs)** - FRAs are conducted annually across all buildings in the scope of the BSA and this policy. Where possible, the BSM/Head of Building Safety meet and escort assessors on each FRA to ensure suitable access is available, to share feedback and evidence on completed works and to ensure any urgent issues identified are recorded and raised for mitigation immediately.

- **Building Safety Inspections** - To ensure our buildings are safe to occupy and any changes to the building are quality checked (for example following the completion of works), the BSM will undertake regular visits to all schemes and complete a safety inspection.
- **External Wall Assessments** - The Fire Safety Act makes it a requirement to understand the construction of external walls, where there are attachments to the external wall such as balconies or where there is cladding (including render). The Plan details how we will comply with this requirement, which is further supported by a detailed External Wall Assessment Policy.
- **Balcony reviews** - The Group completed a review of all buildings with balconies and walkways across our portfolio in December 2021. This considered the materials on each balcony and identified balconies where remedial action may be required.
- **Structural Surveys** – The Plan details how we will undertake the review of structural safety across all buildings within the scope of this policy.
- **Fire Door Management** - The Plan details how we will meet the requirements of the Fire Safety (England) 2022 Regulations. Inspections are required to ensure a working self-closing device is present and that the door is free from damage and fully closes. To facilitate the required regular inspections, we have procured a fire door management system which enables inspections to be recorded digitally and ensures consistency and a full history/audit trail for our fire doors.
- **Secure Information Boxes (SIBs)** - A SIB is designed to securely hold information regarding a building, its facilities and where applicable occupants reside and is used by the Fire and Rescue Service in the event of a fire. The plan details how we will ensure the correct information is recorded in our SIBs.
- **Wayfinding signage** - The Plan details how we will procure, review and install new wayfinding signage (a requirement of the Fire Safety Regulations 2022) across the buildings within the scope of this policy.
- **Contractor Management** - We have reviewed and updated the current Contractor Management Procedure specifically focused on building safety. This has included how we will ensure contractors are competent to undertake the specified works and competent to work in 7 storey/18m+ buildings and includes regular reviews of their competence throughout all applicable works. This review also includes the requirements for both a permit to work system and also a hot works process.
- **Customer Evacuation Strategies** - The Plan details how we will meet the annual requirement to ensure residents have:
 - Been informed of the emergency evacuation plan for their home
 - Signed to confirm they have received and understand this
 - Had an opportunity to notify us where they may have difficulty in self-evacuating from their home in the event of an emergency and where

they have made us aware, we will undertake a Person-Centred Fire Risk Assessment

- Had an opportunity to confirm they do understand the emergency plan. Where they advise they do not understand this we will take steps to explain it to them for example by arranging to visit them and to talk through this and answer any queries.
 - **Customer Safety Concerns (CSCs)** – This system has been implemented to enable customers who live in buildings within scope to raise any building safety related concerns using Your Home Hub, or by calling Your Response. The Plan details how we manage this system and any concerns raised by customers.
 - **Building Safety Information** – The Plan details how we will share information on our high-rise buildings as detailed in The Act, which requires us to share specific building information with all relevant persons who reside in our high-rise buildings.
- e. Primary Authority Service (PAS)**
- YHG has been a member of the Primary Authority scheme with Greater Manchester Fire and Rescue since 2014 and this has proved to be an invaluable service. The PAS ensures the Group receives consistent advice across all areas that we operate. This partnership will be even more important as we implement new policies and procedures as new legislation is released.
- f. Engagement with Local FRS**
- In addition to the Primary Authority Service, it is important that we continue to build close working relationships with each FRS that covers the areas where our properties are located. Good relationships are being developed with Merseyside and Greater Manchester FRS'. The Building Safety Act also details that we need to share information in specific formats on our high-rise buildings.

8. Responsibilities under this Policy

The roles and responsibilities for key stakeholders across YHG is detailed below:

- **Chief Executive** will need to ensure adequate resources are made available to ensure we are able to comply with the requirements of legislation. The Chief Executive will discharge their responsibilities to the Director of Asset and Building Safety and Head of Building Safety.
- **Board Members** will review reports that provide progress updates to ensure that Your Housing Group is meeting the requirements of the Building Safety Act and Fire Safety Act 2021, and this policy.
- **Director of Asset Management** will work closely with the Head of Building Safety to design and implement suitable projects to ensure the Group is compliant with legislation.

- **Head of Building Safety (HoBS)** is responsible for the overall implementation of this policy and the development and delivery of the projects detailed within. The HoBS will monitor and track performance to ensure YHG remains compliant with current legislative requirements and that projects are on track to ensure we are ready for the implementation of future legislation and guidance. The HoBS 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 Act remain safe. The HoBS will work directly with the Building Safety Manager and Building Safety Coordinator to ensure YHG meets these legislative requirements. The HOBs will provide regular progress updates to the Building and Fire Safety Core Group and regular reports on progress to both Customer Services Committee and the Risk and Compliance Group.
- **Head of Compliance** is responsible for managing all compliance activities and informing the HoBS/BSM of any compliance related issues which may affect the safety of buildings in scope
- **Building Safety Manager (BSM)** is responsible for supporting the management of all buildings in-scope of the Building Safety Act focusing on structural and fire. The BSM will check, audit and review all projects completed in high-rise buildings relating to structural and fire safety and feed information into the Building Safety Case process to ensure it the Safety Case remains up to date. The BSM will work with colleagues across the Group such as Compliance to ensure all in-scope buildings remain compliant and that certification is available to share with customers and follow-on works are completed. In addition, the BSM will assist with specific Building Safety projects and the day-to-day contract management requirements.
- **Building Safety Coordinator (BSCo)** will support the BSM with general administration, processes to check, review and audit activities taking place in our high rises and supporting contractors and consultants to access the buildings and relevant information relating to them. They will record completed reports ensuring these are uploaded to Documotive and share with the BSM, Fire Safety Manager and HoBS.

9. Risk Management

The risks of not following this policy are that YHG will not comply with the requirements of The Act and the Fire Safety Act 2021 and other legislation such as the Regulatory Reform (fire Safety) Order 2005 (RRFSO), relevant codes of practice and good practice guidance. This may result in:

- Prosecution by the Health and Safety Executive under Health and Safety at Work Act 1974
- Prosecution by the Fire and Rescue Service under the Building Safety Act 2022, RRFSO and/or Fire Safety Act 2021
- Prosecution by the Local Authority under the Housing Act 2004
- Prosecution under Corporate Manslaughter and Corporate Homicide Act 2007

- A judgement of serious detriment by the Regulator of Social Housing
- Reputational damage
- Loss of confidence by stakeholders in the organisation

10. Data Protection, Record Storage and Retention

The information retained as part of current projects does not refer to individual properties. However, as the golden thread of information is developed this information may refer to individual flats but will not record any personal information on the residents.

Details will be retained of engagement and communication with residents regarding Building Safety and specific information that applies to their building. Individual responses to these communications will be retained.

11. Equality and Diversity

This Policy will be applied in a way which ensures equality of treatment for all customers without discrimination, or victimisation on account of any protected characteristic as defined within the Equality Act 2010. In drafting this policy YHG has had regard to its public sector equality duties under s149 of the Equality Act 2010, namely the need to:

- eliminate discrimination, harassment, victimisation, and any other conduct that is prohibited under the Act.
- advance equality of opportunity between people who share a relevant protected characteristic and persons who do not share it.
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The policy pays regard to diversities around access to and delivery of any services.

An Equality Impact Assessment (EIA) has been undertaken on this policy and copies of the EIAs are available upon request.

On request YHG will provide translations of all its documents, policies and procedures in various languages and formats including computer disc, braille, large print, and tape.

12. Communication and Customer Engagement

This policy will be communicated internally to staff via Youggle. Key stakeholders and key staff where this policy has specific impact will be briefed individually or collectively as required.

This policy will be available to customers on request as part of the information that we will make available to customers as defined in The Act.

13. Learning and Development

A key area of The Act is to ensure that anyone undertaking works is competent to work in buildings that are in-scope of The Act. Therefore, there will be learning and development requirements to ensure that the relevant qualifications, skills, and experience can be demonstrated at all times.

YHG is already supporting colleagues in this regard with the funding of a Level 6 Diploma in Building Safety Management which commenced in 2022. Once completed this will ensure the Head of Building Safety, Building Safety Manager and Quality Improvement Manager all hold this qualification. The Building Safety Coordinator will also be included on this course on a future intake, or suitable alternative training will be provided to aid their development. Further training and qualifications may be required as new guidance and legislation is released.

All staff involved in the management of our buildings in-scope will need to maintain suitable and sufficient system training, e.g., CRM, Orchard etc. Staff in specific roles may require additional training and qualifications – for example those that we determine will be responsible for the inspection of fire doors.

14. Performance Management of this Policy

Performance will be reported to Customer Services Committee and Board to demonstrate the progress against the various projects that are currently being delivered. Regular performance reviews will be undertaken at a team level and is further reviewed in line with the Service Improvement Plan in monthly meetings with the Quality Improvement Manager and progress reported to the Building and Fire Safety Core Group.

15. Review of this Policy

This policy will be reviewed every two years, or sooner if required by statutory, regulatory, best practice, emerging developments, or circumstances arising from reviews of other Group wide policies. Additional secondary legislation will be issued through to 2024 and therefore this policy will need to be reviewed and amended as this is released.

Related Documents

Document Type	Name
Connected Policies and Procedures	External Wall Assessment Policy Fire Safety Policy Fire Safety Standards
Forms and Letters	
Leaflets/Publicity Material	
Training Materials Available	
Intranet/ Website Page	

Checklist

Policy Name: Building Safety Policy	
Version No: 1.2	Effective Date: 22 nd May 2023
Status: Full review	
Previous Policy Name (where appropriate): n/a	
Brief Summary of Changes from Previous Version: Section 1 – Purpose of the Policy – minor amends only Section 2 – Scope of the Policy – minor amends only Section 3 – Definitions – additional definitions added to summarise; <ul style="list-style-type: none"> • The Act • Accountable Person • Building Safety Case and Safety Case Report • Building Safety Regulator • Building Safety Manager • Building Safety Management Plan Section 4 – Consultation - minor amends only Section 5 – Background and Context - minor amends only Section 6 – Policy Detail – minor amends only Section 7 – Building Safety Management Plan – This section replaces the “Building Safety Projects” section from the original Building Safety Policy. This section now summarises the key areas of the Management Plan which provides the full detail of all applicable projects.	
Internal Consultation Group: Building and Fire Safety Core Group	Customer Consultation: <input type="checkbox"/>
	Date of Customer Consultation:
	Customer Consultation Brief Details: n/a
Link to Consultation Document(s):	
Date Initial Equality Impact Assessment Undertaken: n/a	Equality Impact Assessor: n/a
Reason for Decision: No equality impact.	
Date Full Equality Impact Assessment Undertaken: n/a	
Brief Outline of any Changes Recommended from EIA: n/a	
Data Protection/ UK GDPR Implications: <input type="checkbox"/>	
Brief Outline of Data Protection/UK GDPR Implications:	
Legal Implications: <input type="checkbox"/>	Legal Panel Consulted: <input type="checkbox"/> Date:
Risk Implications: <input type="checkbox"/>	Risk Logged on Datix: <input type="checkbox"/> Date:
Resource Implications	People: <input type="checkbox"/> Finance: <input type="checkbox"/> Asset: <input type="checkbox"/> Other: <input type="checkbox"/>
Brief Summary of how Resource Implications have been addressed:	
Communications Template Completed? No	
Training Plan Completed? N/A	
How will communication on this Policy take place: (please delete as appropriate) Intranet	
Policy Owner: (Department) Building Safety	Policy Author: Neil Wilmer
Policy checked by Policy & Research Manager:	Date: 15/05/23
Policy Approved By: Risk and Compliance Group:	Date: 22/05/23