



Bristol City Council Housing and Landlord Services

Building Safety Policy

Version 1

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Contents

Definition of words or phrases used in the policy	2
1. Purpose	4
2. Scope	4
3. Aims and objectives	4
4. Roles and Responsibilities and Authority	4
5. The Policy	6
5.1 Legal Context and Consumer Standards	6
5.1.1 Golden Thread	7
5.2 Tenants Rights	7
5.3 Fire Risk Assessments	8
5.4 Mandatory Reporting	8
5.4.1 Remedial Actions	8
5.4.2 Reporting of Fire Incidents	8
5.5 Vulnerable Residents	8
5.6 Fire Door Survey and Management	9
5.7 Secure Information Boxes	9
5.8 Avon Fire and Rescue Service (AFRS) Liaison	10
5.9 Fire Signage / Wayfinding Signage	10
5.10 Contractor Management	10
5.11 Resident Communication	11
5.12 Resident Engagement Strategy	11
5.13 Resident Obligations	12
5.14 External Wall Assessment	12
5.15 Building Safety Case	12
5.16 Refurbishments	13
5.17 Remediation	13
5.18 New Build Development of Buildings over 18m	14
5.19 Emergency Evacuation Alarms	14
5.20 Equality and Diversity	15
5.21 Complaints	15
6. Quality Assurance	15
6.1 Publishing	15

6.2 Review	16
6.3 Monitoring and Reporting Requirements.....	16
7. Appendices	16
Appendix A – List of Buildings in Scope.....	16
Appendix B – Roles and Responsibilities.....	18
Appendix C – Legal and Regulatory Context and Guidance Documents.....	23
Appendix D – Golden Thread.....	24

Definition of words or phrases used in the policy

Accountable Person (AP) / Principal Accountable Person (PAP)

The duty holder legally responsible for a higher-risk building’s compliance with the Building Safety Act (BSA), or for the part of the building they oversee. The PAP’s main duty is to prevent and reduce the severity of building safety incidents related to fire or structural failure.

Building Safety Act (BSA)

Became law in April 2022 following the independent review commissioned after the Grenfell Tower tragedy in 2017. It introduces major reforms to improve building safety through design, construction, and management of higher-risk residential buildings.

Building Safety Case (BSC)

A set of evidence showing that fire and structural risks in a higher-risk building are identified, escalated, resolved, or effectively managed. A Building Safety Manager (BSM) oversees the safety case on behalf of the principal accountable person. A safety case report may be submitted to the Building Safety Regulator in specific circumstances.

Building Safety Manager (BSM)

Not a mandatory requirement of the BSA, but an important role that supports the principal accountable person. They help develop building safety cases, manage safety risks, and oversee processes for managing higher-risk buildings.

Building Safety Regulator (BSR)

Part of the Health and Safety Executive (HSE). Introduced by the BSA to oversee building safety across design, construction, and occupation. The BSR monitors industry performance, sets direction, improves competence, and influences standards.

DLUHC

Department for Levelling Up, Housing and Communities.

Duty Holder(s)

A person appointed to maintain standards and quality that support good health, safety, and quality of work in relation to a higher-risk building.

Fire Safety Act (FSA)

The Fire Safety Act 2021 clarifies how the Fire Safety Order 2005 applies to the structure, external walls (including cladding and balconies), and flat entrance doors in multi-occupied residential buildings. The BSA's requirements are in addition to the FSA and the Fire Safety (England) Regulations 2022.

There is some overlap—for example, roles of the 'responsible person' and 'duty holders' broadly align with the principal accountable person and relevant accountable person.

Gateways

Three submission and approval stages overseen by the Building Safety Regulator for the design and construction of higher-risk buildings:

- Gateway 1: planning approval (in force since August 2021)
- Gateway 2: planning-to-construction handover (in force since October 2023)
- Gateway 3: completion of construction (in force since October 2023)

Golden Thread (Building Information)

A set of detailed standards, structural information, and safety information about an individual building to support risk assessment.

The information must:

- Be kept digitally
- Be kept securely
- Provide a single source of truth
- Be available to people who need it
- Be available when needed
- Be presented in an easy-to-use format

Higher-Risk Buildings (HRB)

Defined as residential buildings that are at least 18 metres or more than six storeys high and contain two or more residential units. Further definitions came into force on 6 April 2023. All HRBs must be registered with the Building Safety Regulator by the

principal accountable person, have an engagement strategy, maintain a building safety case, and follow the Golden Thread principles.

1. Purpose

Bristol City Council (BCC) are committed to providing a safe place to live for residents and a safe place to work for staff and contractors. To ensure this we will implement all aspects of The Building Safety Act 2022 (BSA) and deliver a “Best Practice” approach to the management of our buildings and fire safety assets that are critical to managing the buildings.

2. Scope

The BSA clearly defines the scope of buildings it applies to, 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, BCC are aware that the BSA is enabling legislation and at some point, in the future, the Department for Levelling Up, Housing and Communities (DLUHC) are likely to lower the height of buildings to be included within scope of the BSA (expected to be 11m). Medium Rise, between 11-18m, buildings are included on our NROSH quarterly return.

3. Aims and objectives

The main aims and objectives of this policy are to:

- Effectively manage all risks identified and to ensure effective action plans are in place to reduce the risks as soon as reasonably practicable for all residents living in our residential buildings, employees who will work in and around these buildings and members of the public.
- Make sure we are compliant with legislation and government policy on building safety; as well as ensuring we meet the standards set out in Regulatory Framework for Social Housing.
- Make sure we effectively engage with residents via a Resident Engagement Strategy and that this engagement considers individual needs across all ages and equalities groups and is communicated using a variety of approaches (face to face, letters, website information).
- Provide clear lines of responsibility across BCC for the effective management of resident and building safety in our high-rise blocks.

4. Roles and responsibilities and authority

The BSA identifies duty holders, who will be known as “Accountable Persons”.

Principal Accountable Person (PAP) / Accountable Person (AP) for this policy and the implementation of the BSA, is the Body-Corporate, Bristol City Council. This is held Corporately by the Chief Executive with duties and responsibilities delegated to Executive Director for Housing and their respective Directors and Teams as follows. (See [Role and responsibilities of accountable persons for HRBs](#) for more information about Principle/ Accountable Person)

Director of Property:

- Will need to ensure that adequate resources are made available to comply with the requirements of legislation.
- Define the programme of general building safety precautions to be installed in BCC HLS properties.
- Ensure that the programmes of general building safety precautions installed are regularly maintained.
- Ensure that BCC Housing Landlord Services (HLS) staff are sufficiently trained to deliver their individual building safety duties.
- Respond timely and appropriately to any regulatory interventions in relation to building safety.
- Provide assurance on BCC's HLS building safety management framework.

Divisional Management Team (DMT):

- Will review and record a consolidated report that provides progress updates to ensure that BCC is meeting the requirements of the BSA, Fire Safety Act 2021, Fire Safety (England) Regulations 2022, this policy and the BCC Fire Safety Policy.

Head of Landlord Compliance and Building Safety:

- Is responsible for the overall implementation of this policy and the development and delivery of associated procedures. They will monitor and track performance to ensure BCC remains compliant with current legislative requirements, future legislation and best practice guidance.

Housing Service Leads:

- Will work closely with the Head of Landlord Compliance and Building Safety, and others to design and implement suitable procedures within their respective service responsibilities to ensure BCC is compliant with legislation.

Senior Building Safety Manager:

- Is responsible for ensuring all operational activities conform to legislative and regulatory requirements.

Fire Safety Manager:

- Is responsible for ensuring that all fire safety activities are carried out. They will work closely with all departments across BCC to ensure buildings within the scope of the BSA remain safe. Along with the H&S, Fire Safety and other compliance duty holders they will ensure that all day-to-day operations are completed and provide regular comprehensive updates to DMT, the Building Safety Board and any other sub-groups.

5. The Policy

5.1 Legal Context and Consumer Standards

BCC has a legal obligation to provide homes that are safe, healthy and free from serious hazards. This is covered in the Homes (Fitness for Human Habitation) Act 2018, the Landlord and Tenant Act 1985, and the BSA. (Full list of relevant legislation is at [Appendix B](#))

The Consumer Standard, Safety and Quality Standard, states that social housing landlords must provide safe and well-maintained homes by identifying and meeting all legal health and safety requirements. This framework is reinforced by the Social Housing (Regulation) Act 2023, which gives the Regulator of Social Housing enforcement powers if BCC doesn't provide this.

Under the Consumer Standards, BCC must also have a resident engagement strategy and make sure that we provide clear safety information and manage complaints appropriately. This is also a requirement within the Building Safety Act 2022.

In addition to reputational damage, failure to discharge our responsibilities and obligations properly could lead to sanctions, including:

- Prosecution by the Health and Safety Executive under Health and Safety at Work Act 1974.
- Prosecution by the Fire and Rescue Service under RRFSO and/or Fire Safety Act 2021.
- Prosecution by the Building Safety Regulator under the Building Safety Act 2022.
- Prosecution under Corporate Manslaughter and Corporate Homicide Act 2007.
- A judgement of serious detriment by the Regulator of Social Housing.

5.1.1 Golden Thread

The BSA, 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 D](#).

5.2 Tenants rights

Under the legislation mentioned residents have a number of rights relating to building safety. Many of these are covered in separate policies. (A list of relevant law and policy is at [Appendix C](#))

Residents have a right to:

- A safe and habitable home.
- Necessary Repairs.
- Fire safety measures.
- Gas and Electric checks.
- Information and engagement.
- To be protected from retaliatory eviction, which means that a resident cannot be evicted because they complained about safety.

Leaseholder Protections:

Leaseholder protections have been introduced in the BSA to ensure qualifying leaseholders are protected from remediation costs associated with building safety defects for relevant buildings (multi-occupancy buildings which are at least 11 meters in height or five storeys and above).

Where BCC undertakes building safety defect remediation on cladding for relevant buildings this cannot be re-charged to leaseholders. However, building safety improvements may be re-charged and in some circumstances, depending on the leaseholder agreement, can be capped.

Leaseholder protections are further supported through secondary legislation in The Building Safety (Leaseholder Protections) (England) Regulations 2022, relating to the leaseholder deed of certificates and landlord certificates.

5.3 Fire Risk Assessments

Fire Risk Assessments (FRAs) will be conducted at the following times: -

- High-Rise Buildings – annually.
- Aged Conversions – over 4 storey – annually.
- Medium Rise Buildings – every two years.
- Aged conversions – under and up to 4 storey – every two years.
- Low Rise – every three years.

High-Rise Buildings will be inspected annually. The Building Safety Team will work with the appointed contractor to make sure they can access the building. The contractor will raise urgent issues making sure they are recorded and shared with the Building Safety Programme Manager and Head of Landlord Compliance and Building Safety, who will ensure mitigation or remedial actions are implemented. Any issues of concern will also be raised through formal processes and escalated as required.

5.4 Mandatory Reporting

We acknowledge our responsibility under the BSA to give prescribed information that relates to building safety to the Building Safety Regulator. This will be within the set times and in the way specified. An effective reporting system is in operation which complies with legislation.

5.4.1 Remedial Actions

BCC will ensure robust processes are in place to implement all mandatory fire precaution measures identified by FRAs, in accordance with the following priorities and timescales identified in the fire safety policy.

5.4.2 Reporting of Fire Incidents

Any incidents of fire, regardless of how minor, must be reported. Incidents must be investigated, and lessons learnt to prevent them happening again. BCC will liaise with external emergency services, where required, to keep potential risks to a minimum.

5.5 Vulnerable Residents

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). After this, if needed a Residential Personal Emergency Evacuation Plan (rPEEP) will be done with the residents. PCFRAs and rPEEPs 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:

- An increased fire risk.
- Ability to react to a fire or fire alarm.
- 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 those residents.

5.6 Fire Door Survey and Management

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 we conduct quarterly inspections on all Fire Doors in common parts and an annual inspection of Flat Entrance Doors in buildings over 11 metres in height. Inspections will be carried out by BCC Fire Door Inspectors, who have completed the relevant competence training, or we will employ a suitably qualified contractor. The BSA gives us legal measures to get access to a door for a safety inspection. If we can't get access to inspect a flat entrance door we will follow our Gain Access procedure.

The Fire Door Inspector will do an initial survey and install a RFID tag and give each door a unique reference number. The date and inspection outcome will be stored on BCC's digital compliance system. If repairs are needed for the door to be compliant then this will be arranged. However, if it is not possible to repair, a replacement will be fitted.

5.7 Secure Information Boxes

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

- Summary front sheet.
- Current 3D CAD Floor Plans for each floor, with key information clearly identified.
- Asbestos information.
- Building Emergency Evacuation Plan

A SIB will be installed at each high-rise residential building comprising of two or more flats. The [National Fire Chiefs Code of Practice](#) will be referred to with respect to installation, contents, maintenance and review. We will regularly review and update the information stored within the boxes.

5.8 Avon Fire and Rescue Service (AFRS) Liaison

We will support all site visits from various AFRS staff to give a clear understanding of the building layout and how AFRS would manage any emergency.

There is a requirement to notify AFRS if a fire safety asset is or will be out of service for more than 24 hours. Fire safety assets include Fire Fighting Equipment or Fire Fighters Lifts for example. This is to ensure that AFRS can make alternative arrangements in the provision of equipment or for BCC to carry out additional mitigation measures, until the equipment is back in service.

The AFRS will be invited to attend BCC's Building and Resident Safety Group meetings, and BCC operate a reporting mechanism with the AFRS to advise of any asset issues, along with a clear timeline to bring that asset back into operational performance.

5.9 Fire Signage / Wayfinding Signage

To support the implementation of the BSA, 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 AFR in identifying which floor they are on, if the stairwell is engulfed in smoke as per the Fire Safety (England) Regulations.

5.10 Contractor Management

The Act specifies that only "Competent Contractors" can work in or on buildings within the scope of the BSA.

The Building Safety Team and BCC contract managers will ensure that all contractors and operatives are competent to carry out specified works on our buildings.

Major Works may trigger a need for a revised FRA and or need to notify the regulator. The Building Safety Team will ensure that notifiable works are carried out under supervision of Building Control and / or notified to the Building Safety Regulator.

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 to 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.

5.11 Resident Communication

We must display 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 BCC 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.

BCC 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 BCC if a Fire Safety Asset is not working.

Once a year, BCC 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.

5.12 Resident Engagement Strategy

The BSA requires BCC 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 "Bristol City Council" to ensure residents are involved in all "Building Safety Decisions".

A building safety decision is a decision made by BCC 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, BCC has:-

- Implemented a [resident engagement strategy](#) that promotes residents' engagement and involvement in decision making about safety issues.
- An established 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.

5.13 Resident obligations

The BSA not only introduces duties on BCC 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 this, we will take action including a written notification that specifies how we believe they have interfered, tells them what they should do and gives them a reasonable time to do so. It will also tell them what they must do in the future and 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. The cost we charge will not exceed the reasonable cost of repairing or replacing the relevant safety item.

If we need to enter part of the building to check or manage a safety risk, or to see whether anyone has interfered with safety equipment, we will ask for access in writing.

Our request will explain why we need to enter, what we need to do, and when we would like to visit. We will choose a reasonable time and give you 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.

5.14 External Wall Assessment

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. BCC appointed specialist external consultants to carry these out on our behalf.

Remedial actions arising have either been completed or are programmed in BCC's cladding remediation programme, and any additional outputs from these surveys will be used to support our Building Safety Case for each of our HRRBs.

5.15 Building Safety Case

Under the BSA, BCC need to provide a Building Safety Case for each of our HRRBs. The Safety Case will evidence how BCC have ensured that the building is safe and is required before the Building Safety Regulator will issue a Building Assessment Certificate, which is renewed every 5 years.

Whilst this certificate is needed to occupy the building, BCC can continue tenancies within an already occupied block, whilst the certificate 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, when we add further steps to our management of building safety risks, and where the building structure is subjected to any remedial works.

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

5.16 Refurbishments

The Building Safety Act (BSA) sets rules for refurbishment and major works carried out in highrisk buildings. These rules say that there is now a stricter system for big pieces of work such as structural changes, major refurbishments, or safety remediation that can affect the whole building. Certain types of work (called Schedule 3 and Schedule 3A works) must follow specific, formal safety schemes and approval processes.

These works get closer scrutiny and stronger oversight. If the Building Safety Regulator (BSR) is acting as the building control authority for that project, the process will be similar to the Gateway system. This means the BSR checks plans, safety risks, and how the work will be carried out before, during, and after the project ensuring the work is safe at every stage.

5.17 Remediation

The key role of the Principal Accountable Person is to prevent and reduce the severity of building safety incidents relating to fire or structural failure in higher risk buildings. This is actively overseen by our Building Safety team through an ongoing programme to identify and remediate building safety defects. When a building safety defect has been identified, BCC will consult with our fire engineers and specialist consultants to understand whether temporary mitigation measures are required while we put in place relevant remediation works.

If mitigation is required, these need fire engineer approval and are likely to temporarily change the evacuation strategy from stay put to simultaneous evacuation and may require personnel (known as a waking watch) to be installed to alert residents should an evacuation be needed.

We will keep residents informed about identified building safety risks during remediation. Once work is complete, we will assess the suitability to consider whether a return to a stay put evacuation strategy in self-contained blocks is sufficient.

The BSA also introduces the concept of remediation orders, which require those responsible for managing repairs in a building to remediate building safety defects in 'relevant buildings' by a specific time where they are not actively doing so. 'Relevant buildings' in this instance refer to buildings in England that are at least 11 meters in height or five storeys and above that contain at least two dwellings. Remediation orders can be made through First Tier Tribunal on the application of an 'interested person' such as the regulator, local authorities, local fire and rescue services, leaseholders or any other person prescribed by law.

Like remediation orders, the BSA also introduces the concept of remediation contribution orders which require responsible landlords or developers or those associated with them, to make payments to a specified person in order to meet costs incurred in remedying relevant defects in relevant buildings. These are made through First Tier Tribunal under the same criteria with the addition that the Secretary of State can also apply for a remediation contribution order.

BCC will work to ensure defect remediation costs must first be applied to those responsible for defects, and that leaseholder protections against building safety remediation costs are applied.

5.18 New Build Development of Buildings over 18m

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 this 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. BCC 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.

5.19 Emergency Evacuation Alarms

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 the

local fire service to manage an evacuation of a property, in the event of an emergency, in phases according to floors or call a full evacuation.

BCC 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 Mechanical and Electrical 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.

5.20 Equality and Diversity

We will act sensitively towards the diverse needs of individuals and communities, and we will take positive action to reduce discrimination and harassment.

An Equalities Impact Assessment (EqIA) exists for this policy has been reviewed and agreed by the Equalities Team.

The information within the assessment shows that it is more likely to have an impact on older people, Disabled people, those living in more socio-economically deprived areas and those for whom English may not be a first language. BCC have carried out surveys with residents and living in relevant buildings and created the resident engagement strategy.

Residents who have told us that they have difficulty evacuating a high rise building, through targeted engagement work or general communication with a BCC representative, are referred for a Person Centred Fire Risk Assessment and potentially on to have a Residential Personal Emergency Evacuation Plan as set out above. There is a positive impact for these residents and others as needs change.

There is an overall positive impact for all residents including those with protected characteristics as it promotes greater building and fire safety for residents living in our higher risk buildings (18+ metres) or multi-storey buildings.

5.21 Complaints

If residents are unhappy with the services provided by BCC or how their concerns have been handled, they're encouraged to use the official complaints procedure.

[Complaints and feedback](#)

6. Quality assurance

6.1 Publishing

This policy will be published on the BCC Website and communicated to relevant operational teams via policy briefings and other appropriate communications.

6.2 Review

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, will review this policy on an annual basis.

6.3 Monitoring and Reporting Requirements

Service delivery and performance is measured against the Housing and Landlord Services Performance Framework. BCC uses performance management to enhance service standards and to improve tenant experience. In relation to this Policy BCC will deliver:

- Regular reporting to the regulator re: compliance and KPI reporting against our programme.
- Quarterly NROSH reports.
- Audit updates for Avon Fire and Rescue Service in the form of information exchange and follow up actions.

Services need to meet the KPI's set and other reporting responsibilities to the regulator as required.

7. Appendices

Appendix A – List of buildings in Scope

- Armada House Bk 1-86
- Ashmead House Bk 1-82
- Barlands House Bk 1-87
- Barton House Bk 1-98
- Barwick House Bk 1-51
- Baynton House Bk 1-51
- Beaufort House Bk 1-87
- Brandon House Bk 1-90
- Brookridge House Bk 1-85
- Broughton House Bk 1-108
- Butler House Bk 3-62
- Carolina House Bk 1-85
- Castlegate House Bk 1-61
- Chalcroft House Bk 1-102
- Chestnut House Bk 1-64
- Corbett House Bk 2-87

- Croydon House Bk 1-130
- Danby House Bk 5-28
- Eccleston House Bk 1-74
- Francombe House Bk 1-74
- Fremantle House Bk 1-83
- Gaywood House Bk 2-67
- Gilton House Bk 2-47
- Harwood House Bk 1-87
- Haviland House Bk 1-44
- Hayleigh House Bk 1-62
- Holroyd House Bk 1-59
- John Cozens House Bk 1-44
- Kingsmarsh House Bk 1-109
- Lansdowne Court Bk 1-131
- Littlecross House Bk 1-148
- Longlands House Bk 1-86
- Middleford House Bk 1-60
- Millmead House Bk 1-62
- Moorfields House Bk 1-40
- Northfield House Bk 1-102
- Oak House Bk 1-64
- Patterson House Bk 1-54
- Phoenix House Bk 1-55
- Polden House Bk 1-57
- Proctor House Bk 1-54
- Rawnsley House Bk 1-131
- Redwood House Bk 1-64
- Roegate House Bk 1-83
- Rowan House Bk 1-61
- Sedgewick House Bk 1-51
- Southbow House Bk 1 -63
- Spencer House Bk 1-88
- St Peters House Bk 1-62
- Twinnell House Bk 1-132
- Underdown House Bk 1-23
- Waring House Bk 12-90
- Whitemead House Bk 1-63
- Willow House Bk 2-64
- Winterstoke House Bk 1-61
- Yeamans House Bk 1-108

Appendix B – roles and responsibilities

Director of Housing Property

- Has overall control of BCC's Housing stock.
- Defining the programme of general building safety precautions to be installed in BCC HLS properties.
- Ensuring that the programmes of general fire and building safety precautions installed are regularly maintained.
- Ensuring that BCC HLS staff are sufficiently trained to deliver their individual fire and building safety duties.
- Fostering and maintaining good working relationships with BCCs partners and contractors to help ensure the ongoing safety of our residents.
- Responding timely and appropriately to any regulatory interventions in relation to fire or building safety.
- Providing assurance on BCC's HLS building safety management framework.

Service Managers

- To ensure that defined programmes of general fire precautions have been applied and maintained in all areas of responsibility.
- Responsible for ensuring the safety of all staff and contractors under their control, when working in, or visiting premises, as part of their employment.
- Responsible for ensuring that the safe escape routes policy is applied to all multi-occupied buildings owned by BCC to which the Regulatory Reform (Fire Safety) Order, 2005 (FSO) applies.
- Responsible for ensuring that all staff under their control have sufficient information and training to enable them to evacuate premises in the event of a fire, and to reach a place of safety, and to assist others where necessary.
- Responsible for ensuring that all contractors under their control have sufficient information to enable them to maintain, repair, or improve premises safely, and to evacuate premises safely in the event of a fire.
- To ensure that tenants and leaseholders are provided with sufficient information in relation to fire safety within their accommodation.
- Responsible for the appointment of Competent persons to meet the requirements of the FSO.
- Responsible for ensuring a programme of providing Emergency Plans to comply with the requirements of Fire Risk Assessments.

- Responsible for providing all necessary training and resources to staff under their control, to meet the duties and requirements of the FSO.

Building Safety Team (BST)

- Responsible for the management of fire safety within all BCC properties where the FSO and Building Safety Act (BSA) applies.
- Responsible for the provision of a suitable fire risk assessment programme for properties within the scope of the FSO.
- Responsible for appointing Competent Persons to carry out Fire Risk Assessments (FRAs) to the communal parts of Landlord-controlled premises.
- Responsible for implementing a programme of work to implement the Action Plans arising from the FRAs.
- Responsible for the delivery of fire strategies for all BCC residential properties.
- Responsible for liaising and co-operating with the Avon Fire and Rescue Service.
- Responsible for developing Fire Safety policies and guidance.
- Responsible for providing guidance to managers in the provision of appropriate information and training for Staff.
- Responsible for keeping records of reported fire safety failures, safety inspections, assessments and works to comply with Fire Risk Assessments.
- Responsible for ensuring compliance of all premises to which the FSO applies.
- Responsible for recording all reported fire incidents.

Asset Management

- Responsible for arranging the provision of appropriate signs, safety information, and directions for safe escape routes to staff, tenants, contractors, and visitors, to enable the evacuation from premises to a place of safety.
- Responsible for monitoring the regular maintenance of all firefighting and fire detection equipment, installations and ancillary equipment and ensuring that installations are undertaken by competent persons.

Mechanical and Electrical (M&E) Team

- Responsible for appointing Competent Persons to maintain all fire protection, fire warning and firefighting equipment.

- Responsible for the regular inspection and testing, the maintenance and repair, and for keeping in full working order: fire alarms, fire detection installations, sprinkler systems, smoke ventilation systems, emergency lighting, electrical installations, generators, gas installations, water installations, wet and dry risers, and any other Fire Safety equipment or installations.
- Responsible for keeping up-to-date records of their maintenance responsibilities, and for providing that information to the Building Safety Team.
- The M&E team will ensure that their contractors do not compromise the fire safety of the premises where they operate and are fully aware of evacuation procedures in the event of a fire.
- Responsible for completing the Fire Safety Compliance Certificate when commissioning works installing, repairing, or altering services or installations within any communal areas of BCCs residential premises. Communal areas include all corridors, stairs, landings, storage areas, protected shafts, ducts, and the services, pipes, cable trays, and trunking, in those areas.

Planned Programmes, M&E Team, Paint Programme, Maintenance and Capital Works, Construction and Improvement Projects: Managers, Surveyors and Team Leaders

- Responsible for providing Contractors and Operatives with copies of current FRAs and any Health and Safety or other information necessary to ensure the safe completion of all construction, maintenance, improvement or repair works to BCC's premises to which the FSO applies.
- Responsible for ensuring that all works and projects for which they are responsible do not compromise the fire safety of the tenants and the buildings where they are carrying out operations.
- Responsible for ensuring that all fire-stopping works are completed by competent staff or contractors trained in the application of the materials used.
- Responsible for completing the Fire Safety Compliance Certificate at completion of all works for the construction, maintenance, decoration, improvement, repair, or alteration, to any of the communal areas of BCC premises. The Certificate is to be held on each project file and a copy passed to the Building Safety Team.
- Responsible for ensuring that tenants and visitors at BCC premises have safe means of escape from fire during any construction, maintenance, improvement or repair works at BCC premises, and responsible for ensuring that tenants and visitors are fully informed of any alterations to the normal means of evacuation of the premises and are fully aware of evacuation procedures in the event of a fire.

Responsive Repairs and Relets: Operatives, Surveyors, Team Leaders, Managers

- Responsible for ensuring that the Fire Safety of tenants, visitors, or the premises where they are working is not compromised by their actions, or by their neglect.
- Responsible for ensuring that all fire-stopping works are completed by competent staff or contractors trained in the application of the materials used.
- Responsible for ensuring that all repairs to fire doors and other elements protecting the means of escape are carried out by competent operatives or contractors.

Estate Management

- Responsible, so far as is reasonably practicable, for ensuring that tenants at BCC premises keep communal corridors, stairs, doors, emergency exits, and any other means of escape, free from obstructions, or hazardous or combustible materials.
- Where such obstructions or hazardous materials are clearly attributable to a particular tenant, staff must ensure that procedures in the Safe Escape Routes policy are followed to remove them.
- Where the ownership of obstructions/hazards cannot be attributed to a particular tenant, they should be removed from premises with a Caretaking Service, by the Caretakers or other suitable contractor.
- Responsible for reporting the following to the Fire Safety Team, or appropriate Repairs Team:
 - All Fires, even if not requiring attendance by Fire Brigade.
 - Arson, or attempted arson.
 - Broken or damaged Fire Doors, Fire Signs, or Fire Fighting Equipment.
 - Broken or damaged fire alarms, sprinklers, emergency lighting, or any other fire safety equipment.

Caretaking Services (where a Caretaking Service is provided)

- Responsible, so far as is reasonably practicable, for keeping all communal corridors, stairs, doors, emergency exits, and any other means of escape, free from obstruction.
- Responsible, so far as is reasonably practicable, for ensuring that all communal parts of the building for which they are responsible are clear of combustible materials and fire hazards.
- Responsible for reporting the following to Estate Management, either directly or via Site Coordinators or Area Managers:

- Identifiable tenants who fail to move obstructions or hazardous materials from corridors, stairs, landings, fire doors, safe areas, or other means of escape when requested to do so.
- Responsible for reporting the following to the Fire Safety Team or appropriate Repairs Team:
 - All Fires, even if not requiring attendance by Fire Brigade.
 - Arson, or attempted arson.
 - Broken or damaged Fire Doors, Fire Signs, or Fire Fighting Equipment.
 - Broken or damaged fire alarms, sprinklers, emergency lighting, or any other fire safety equipment.

Supported Housing for Older People (SHOP) Services

- Responsible, so far as is reasonably practicable, for ensuring that tenants keep all communal corridors, stairs, doors, emergency exits, and any other means of escape, free from obstructions, or hazardous, combustible materials. If tenants do not respond to informal requests to remove obstructions or hazardous materials, Estate Management must be informed so that they may take action to enforce the remedies for breach of tenancy.
- In all other cases, the obstructions or hazardous materials may be removed from premises by informing Caretaking Services, where they operate on the premises.
- Responsible for reporting all Fire Incidents and Issues, or fire hazards which they have been unable to resolve, to the Building Safety Team.
- Responsible for reporting the following to the Fire Safety Team or appropriate Repairs Team:
 - All Fires, even if not requiring attendance by Fire Brigade.
 - Arson, or attempted arson.
 - Broken or damaged Fire Doors, Fire Signs, or Fire Fighting Equipment.
 - Broken or damaged fire alarms, sprinklers, emergency lighting, or any other fire safety equipment.

All BCC staff

- All staff are responsible for their own safety, and so far as reasonably practicable, for the safety of others.
- All staff are responsible for reporting the following to the Fire Safety Team: Arson, attempted arson, any fires, damage to fire-fighting equipment, damage to fire doors, sprinklers, or fire alarms, or unresolved Fire Safety issues which constitute breaches of Tenancy.

- All staff are responsible for ensuring that tenants keep all communal areas that are ways of escaping from fire in the premises free from obstructions, combustible materials or fire hazards and reporting any hazards to Caretakers and/or the Estate Management Team.
- Where such obstructions or hazardous materials are clearly attributable to a particular tenant, staff must ensure that appropriate procedures are followed to ensure their removal, beginning with an informal request. If this fails, staff must notify Estate Management so that they may action procedures for breach of tenancy.
- Where the ownership of obstructions/hazards cannot be attributed to a particular tenant, they should be removed from premises with a Caretaking Service, by the Caretakers.
- At BCC premises, including the normal place of work, all staff are responsible for making themselves familiar with the relevant Fire Safety Information. Staff must make sure that they know what to do if a fire starts, where to find a place of safety and how to get to it.

Appendix C – Legal and Regulatory Context and Guidance Documents

- The Building Safety Act 2022
- The Fire Safety (England) Regulations 2022
- The Regulatory Reform (Fire Safety) Order 2005 (as amended)
- Fire Safety Act 2021
- 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 & 2016
- Equality Act 2010
- Building Regulations – Approved Document B
- Health & Safety at Work Act 1974
- Management of Health & Safety at Works Regulations 2006
- Workplace (Health Safety & Welfare) Regulations 1992

Guidance – The principal guidance documents applicable to this policy are:

- LACORS - Housing - Fire Safety: Guidance on fire safety provisions for certain types of existing housing.
- Local Government Association: Fire safety in purpose-built blocks of flats.
- HHSRS Operating Guidance - Housing Act 2004: Guidance about inspections and assessment of hazards given under Section 9.
- HHSRS Operating Guidance – Housing Act 2004: Addendum for the profile for the hazard of fire and in relation to cladding systems on high rise residential buildings.
- Ministry of Housing, Communities & Local Government (MHCLG): Advice for Building Owners of Multi-storey, Multi-occupied Residential Buildings (January 2020).
- National Fire Chief Council’s Guidance (NFCC) - Fire Safety in Specialised Housing – May 2017: Covers sheltered schemes, supported schemes and extra care schemes

Associated policies / strategies

- BCC Landlord Compliance Policies
- Council Tenancy Agreement

Appendix D – 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).

Golden Thread Principles – [Understanding the golden thread - Making Buildings Safer](#)