

Document Name	Building Safety Policy
Effective Date	February 2025
Date for Review	February 2027
Version Number	2
Approved By and Date	Cabinet TBC
Responsible Business Manager	Business Manager - Housing Maintenance & Asset Management

1.0	Purpose
1.1	The safety of everyone who lives and works in or around our buildings, owned and managed by Newark and Sherwood District Council (NSDC) is priority.
1.2	The purpose of this document is to set out how NSDC meets the requirements of the Building Safety Act 2022, the Fire Safety Act 2021 and other legislative and regulatory changes introduced and proposed following the Grenfell tragedy and how it discharges its duties to residents and other stakeholders to keep residents and buildings safe.
1.3	For tenants and residents, there is a separate policy “Safety in the Home” that sets out how the Council manage their health and building safety responsibilities.
1.4	In implementing this policy, we are compliant with the Building Safety Act, which introduces wide-scale reforms to support building safety for residential blocks classed as Higher Risk Buildings (HRBs), defined as residential buildings at least 18 metres or seven stories high and containing two or more residential units.
1.5	<p>This policy relates to the following National Standards or Regulation:</p> <p>Regulatory Standards</p> <ul style="list-style-type: none"> • Safety and Quality Standard • Tenancy Standard • Neighbourhood and Community Standard • Transparency, Influence and Accountability (inc. TSMs) Standard <p>Relevant Legislation:</p> <ul style="list-style-type: none"> • Building Safety Act 2022 • Fire Safety Act 2021 • Regulatory Reform (Fire Safety) Order 2005 • Housing Act 2004 • Approved Document B (Building Regulations) • Legal influences on this policy • Part 1 of the Housing Act 2004 - Housing Health and Safety Rating System (HHSRS) • Fire Safety Act 2021 • Gas Safety (Installation and Use) Regulations 1994. • Electrical Engineers Wiring Regulations, BS7671 • Building (Amended) Regulations Part P 2016 • Electricity at Work Regulations 1989 • Health & Safety at Work Act 1974 • 18th Edition of the IEE Wiring Regulations (2018) • Lifting Operations and Lifting Equipment Regulations 1998 • The Control of Asbestos Regulations 2012 • The Construction Design and Management (CDM) Regulations 2015 • The Control of Substances Hazardous to Health Regulations 2002 (COSHH) • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

2.0	Objectives
2.1	Effectively manage all risks identified and to ensure effective action plans are in place to mitigate those risks as soon as reasonably practicable for all residents living in these buildings, employees and contractors who will work in and around these buildings and members of the public.
2.2	Set out necessary policies and procedures to help mitigate risks to ensure that NSDC complies with its legal requirements to the satisfaction of the Social Housing Regulator and Building Regulator.
2.3	Ensure effective arrangements are in place to engage with all residents through the Council's Tenant Engagement Strategy with a specific focus around safety, ensuring individual needs across all age groups and diversities through multiple engagement methods are considered.
2.4	<p>Responsibilities under this Policy</p> <p>The roles and responsibilities for key stakeholders across NSDC:</p> <p>Cabinet will review reports that provide progress updates to ensure that NSDC is meeting the requirements of this policy.</p> <p>Senior Leadership Team will ensure adequate resources are made available to ensure NSDC can comply with the requirements of legislation.</p> <p>Director of Housing, Health and Wellbeing will work closely with the Business Manager – Housing Maintenance and Asset Management and the Health and Safety Team to ensure the Council is compliant with legislation.</p> <p>Business Manager Housing Maintenance & Asset Management is responsible for the overall implementation of this policy and the development and delivery of the policy detailed within including scrutiny of performance reports generated for the senior leadership team.</p> <p>Compliance Manager is responsible for managing all compliance activities and informing the Business Manager and Director of any compliance related issues which may affect the safety of buildings in scope.</p> <p>Compliance Surveyors (Gas/Electrical/Fire Safety/Asbestos) are responsible for the management of all buildings in-scope of this policy. They will also be responsible for the management and programming of works required to meet compliance and undertake the day-to-day contract management requirements.</p> <p>Data Coordinators will support the Compliance Manager and Surveyors with general administration, contract management and ensuring access is in place. They will also maintain the asset database.</p>

3.0	Scope																																								
3.1	NSDC does not own or manage any high-rise blocks as defined in the Building Safety Act (BSA) which currently defines Higher Risk Buildings. It is anticipated that in future years buildings that are within the scope of the BSA may change (for example to include buildings over 11m+ in height).																																								
3.2	The following properties are considered by the Council to require additional activity to ensure buildings are safe and tenants are engaged in their building safety.																																								
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3.4	There are also several other important sources that NSDC uses to determine the legislative environment within which it works in respect of health and safety, which are:																																								
3.4.1	<p><u>The Housing Health and Safety Ratings System (HHSRS)</u></p> <p>The condition of all housing is subject to Part 1 of the Housing Act 2004 and the Housing Health and Safety Rating System (HHSRS) evidence-based risk assessment process of the on which local authorities now base enforcement decisions Government are seeking to review how HHSRS will be further used to improve and maintain good property condition.</p> <p>This system assesses twenty-nine categories of housing hazard - addressing first the likelihood of an occurrence and then the range of probable harm outcomes. These factors combined give a score in respect of each hazard. HHSRS does not provide a single score for the dwelling or building a whole.</p> <p>All stock condition surveys, and day-to-day surveys carried out by either NSDC staff or specialist contractors, consider the HHSRS assessment and identify risks and action required accordingly.</p>																																								

3.4.2	<p><u>Local Government Regulation Housing - Fire Safety Guidance</u></p> <p>This area of law is covered by both the Housing Act 2004 and the Regulatory Reform (Fire Safety) Order 2005.</p> <p>This guidance offers advice and assistance to enforcers, landlords, managing agents and tenants, on ways to make residential buildings safe from fire. At its core, this guidance relies on the landlord carrying out a fire risk assessment to ensure that a property has adequate and appropriate fire safety measures in place.</p>
3.4.3	<p><u>RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013</u></p> <p>RIDDOR puts duties on employers, and people in control of work premises (the Responsible Person) to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses).</p> <p>As an employer, it is a legal requirement to report all incidents, no matter how big or small. To be legally compliant, a record must be kept of all incidents. Keeping RIDDOR records includes:</p> <ul style="list-style-type: none"> • Recording all reportable accidents, injuries, illnesses, dangerous occurrences, work- related deaths and specific injuries lasting more than seven days • Keeping all records in a file, accident book, on a computer or a written log • Ensure RIDDOR reporting is done through the online reporting system via the HSE website • Understanding and patterns in injuries and/or accidents to be considered when undertaking risk assessments • Keeping all records organised and up to date. • Incidents must be reported within a 10-day timeframe after the occurrence <p>The specific information that needs to be recorded for RIDDOR purposes is:</p> <ul style="list-style-type: none"> • The date of reporting • The date, time and location of the incident • Personal details (name, job title etc) of the person(s) involved • A description of the injury, illness or occurrence <p>The kind of incidents that require you to complete an online RIDDOR report is:</p> <ul style="list-style-type: none"> • Work-related death • Serious injuries • Over-7-day injuries (where the person is unable to work for at least a week) • Work-related diseases • Injuries to members of the public (i.e. not employees) • Dangerous occurrences – when an accident almost happens • Dangerous gas fittings in a workplace (Gas Safe registered gas fitters must report this)

4.	<u>Policy</u>
4.1	To ensure NSDC is adequately prepared to meet likely future changes to the BSA (to include 11M+ buildings), and the requirements of the Fire Safety Act an 'Accountable Person' is in place and information updated on our website.
4.2	<p>In addition, NSDC will:</p> <ul style="list-style-type: none"> • Monitor building and fire safety via Quarterly Assurance and Compliance Reports to senior leadership and members. • Develop a residents group for Building Safety as part of the Tenant Engagement Framework • Ensure general precautions are undertaken, such as the regular inspection of communal areas and all fire doors throughout all buildings in line with legislation with all teams taking an "eyes wide open" approach • Develop and retain specific building information to be "digital by default" and further ensure this meets the "golden thread" of information requirements • Ensure that all staff who work in or around the buildings applicable to this policy are competent to do the work require • Ensure all records relating to inspection, tests and remedial works are recorded on a suitable compliance system to enable accurate and timely reporting of performance.
4.3	<p><u>Gas Safety</u></p> <p>The annual testing and inspection of all gas appliances and installations (cookers (visual only), gas heaters, gas fires, hot water and heating boilers and associated pipe work) is set out within a regulatory framework. All properties are tested annually for gas safety purposes in accordance with the Gas Safety (Installation and Use) Regulations 1998.</p> <p>Gas works must only be undertaken by appropriately qualified Gas Safe Registered engineers. To be Gas Safe registered engineers must have completed as a minimum an ACS initial assessment. NSDC will ensure processes are in place to verify appropriately qualified Gas Safe engineers and businesses are carrying out all works to properties.</p> <p>For quality assurance, certificates are logged with our gas audit consultants who carry out agreed percentage of desktop checks and onsite inspections of work carried out by our contractor and in house team.</p>
4.4	<p><u>Electrical Safety</u></p> <p>Best practice is a five-year mains installation inspection programme.</p>
4.4.1	NSDC ensures that electrical safety within its property portfolio is maintained in several ways:

	<p>a) All new electrical installations are certified as safe by a professionally competent electrician, one that is registered with NICEIC. An Electrical Installation Certificate (compliant with BS 7671) is handed over by the contractor or developer for property and landlord supply within 4 weeks of the building being completed. The certificates are kept electronically.</p> <p>b) For existing installations, a periodic electrical testing and inspection regime is carried out for each dwelling and landlord supply. A report is issued by a professionally competent electrician who provides an overall summary of the electrical fixed wiring systems compliance with relevant regulations and an assessment that the installation is satisfactory and, if unsatisfactory, outlines what work is required (Cat 1&2 are corrected on site at the time of inspection). Test Result certificates for every property are kept electronically in NSDC asset system.</p> <p>c) Minor Works take place frequently within the portfolio. Following certain minor alterations or additions to existing electrical wiring systems within the property portfolio.</p> <p>d) The 18th Edition of the IEE Wiring Regulations (BS 7671:2018). All new commercial, domestic and industrial wiring installations after that date must be designed, constructed, inspected, tested and certificated to meet the requirements of BS 7671: 2018. In some cases, where certain alterations are made to an electrical installation, that installation may need upgrading to meet the 18th Edition standard.</p>
4.4.2	<p><u>Portable Appliance Testing (PAT)</u></p> <p>NSDC undertake annual portable appliance testing in its portfolio for electrical white goods that it has supplied and is responsible for maintaining (i.e. not gifted), including appliances and equipment in any of HRA communal areas and community rooms.</p>
4.5	<p><u>Fire Safety</u></p> <p>The current standards NSDC uses for its properties are based on Local Government Regulation (LGR) Housing - Fire Safety Guidance on fire safety provisions for certain types of existing housing which covers obligations under both the Housing Act 2004 and the Fire Safety Act 2021.</p> <p>This guidance offers advice and assistance to enforcers, landlords, managing agents and tenants, on ways to make residential buildings safe from fire. At its core, this guidance relies on the landlord carrying out a fire risk assessment to ensure that a property has adequate and appropriate fire safety measures in place.</p>
4.5.1	<p><u>Fire Risk Assessments</u></p> <p>NSDC carries out a specified risk assessment (Type 1 Fire Risk Assessments) on all common parts of sub-divided buildings (usually buildings divided into flats) including HRA community centres.</p>

	<p>The purpose of these fire risk assessments is to:</p> <ul style="list-style-type: none"> • identify the fire hazards • reduce the risk of those hazards causing harm to as low as reasonably practicable • decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in the premises if a fire does start. <p>All risk assessments are reviewed by NSDC Compliance Surveyor (Fire Safety and Asbestos) or equivalent with higher risks properties over 11 meters (5 storey) completed annually and every 2 years for all other relevant properties.</p>
4.5.2	<p><u>External Wall Assessments (EWI)</u></p> <p>In total Newark and Sherwood District Council has a total of 754 properties in blocks that have external cladding called SPS Envirowall including Gladstone House and Broadleaves and the blocks at Chatham Court and Vale View. These systems are fundamentally different to ACM cladding systems that have been installed on other high-rise blocks.</p> <p>SPS Envirowall external wall insulation systems have undergone full scale fire tests, and the system has a classification of class O, having been tested for flame spread and potential spread to adjacent properties of which the risk is classified as low risk.</p>
4.5.3	<p><u>Fire Doors</u></p> <p>Regular inspections of fire doors are completed by a competent and qualified contractor and any issues identified are logged and action taken to remedy them either on-site or as part of a planned programme.</p> <p>The testing regime by a competent person is:</p> <ul style="list-style-type: none"> • Annual for all flat entrance doors leading onto a communal area • Quarterly for all communal doors, including Community Centres. <p>Inspections need to ensure a working self-closing device is present and that doors are free from damage and fully closes.</p>
4.5.4	<p><u>Fire Safety and General Precautions</u></p> <p>Fire safety is achieved by a combination of detection systems, layout design and tenant education. The integrity of these fire systems is then maintained by a structured testing and monitoring regime.</p> <p>All properties that have a fire system are tested annually to comply with BS 5839. This involves testing every detector, battery back-ups and the general functioning of the system annually. Blocks with a 'Stay Put' policy in place are no longer required to have an alarm system in the communal areas.</p>

4.5.5	<p>Premises Information Boxes (PIB) are installed in our 11m+ blocks and in housing with care schemes where there are known vulnerabilities within the occupants.</p> <p>These securely hold information regarding the building, its facilities, pertinent details relating to occupants reside and are used by the Fire and Rescue Service in the event of a fire.</p> <p>NSDC also provide information to residents in blocks annually to refresh on fire safety and evacuation procedures and other important information.</p>
4.5.6	<p><u>Person Centred Fire Risk Assessments (PCFRA)</u></p> <p>Where we are informed that a resident may have difficulty in safely evacuating their home, we have completed PCFRAs. PCFRAs help to identify residents who are at higher risk from fire in their own home, whether this is due to their behaviours or their ability to respond and escape from a fire for example residents with disabilities. The PCFRA focuses on three key areas:</p> <ol style="list-style-type: none"> 1. An increased fire risk 2. Ability to react to a fire or alarm 3. Ability to respond and escape a fire <p>PCFRA's have been conducted across our Housing with Care and Supported buildings and in our General Needs blocks as residents make us aware, following receipt of the emergency plan information, of any concerns they have in self-evacuating in the event of an emergency and are reviewed annually.</p> <p>Currently NSDC is carrying compartmentation surveys in blocks to assess fire stopping and has where necessary relocated bin storage for residents in blocks. Condition of signage in buildings and the management of combustibles is observed through monthly block inspections carried out by Housing Services.</p>
4.5.7	<p><u>Layout/Fire Integrity</u></p> <p>All NSDC properties are designed or converted to ensure that the layout, fire integrity and signage of the building is coordinated with the overall fire strategy of the property to ensure a safe exit from the property in the event of a fire or where our blocks have a 'Stay Put Policy', a safe refuge from fire which will maintain its integrity long enough to allow the fire to burn out or for the automatic detection system to activate so that the fire service can be called to assist.</p>
4.5.8	<p><u>Emergency Lighting</u></p> <p>Emergency lighting is a self-descriptive term and is lighting for an emergency when the main power supply fails. In larger buildings the provision of emergency lighting is an integral part of the safety regime of the building and is fitted at the time of construction or conversion.</p>

	Emergency lighting systems are inspected in line with statutory compliance and testing in accordance with recommendations made in BS 5266 and following Lacors guidance (Local Government Regulation).
4.6	<p><u>Lifts</u></p> <p>The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) contains the requirements for the safe provision and use of lifting equipment. Regulation 9 of LOLER requires that all lifts provided for use in work activities are thoroughly examined by a competent person at regular intervals. In the case of NSDC lifts, all of whom carry people, the requirement is that the lifts are examined at least twice a year.</p> <p>As the duty holder of the lift(s) NSDC is legally responsible for ensuring that the lift is safe to use and that it is thoroughly examined. These responsibilities include:</p> <ul style="list-style-type: none"> • maintaining the lift so that it is safe to use • selecting and instructing the competent person. • ensuring that the lift is examined at statutory intervals (every 6 or months) by a competent person; • keeping the competent person informed of any changes in the lift operating conditions which may affect the risk assessment • making relevant documentation available to the competent person, e.g. manufacturer's instructions and maintenance records • acting promptly to remedy any defects; • ensuring that all documentation complies with the Regulations • record keeping. <p>To ensure the examination is sufficiently independent, a separate company performs routine maintenance. Examination reports are used to arrange remedial works. It is a legal requirement that reports of thorough examination are kept available for at least two years.</p>
4.7	<p><u>Windows</u></p> <p>When replacing windows and doors, NSDC complies with current thermal performance standards and ensure a certificate is obtained from FENSA or Local Authority Building Control. FENSA enables companies that install replacement windows and doors to self-certify compliance under these Building Regulations without the need for a separate assessment from Building Control.</p> <p>NSDC only use FENSA registered window fitters where window replacement is undertaken. Where full property refurbishment takes place, applications are likely to be made with Building Control and as such FENSA certification is not essential.</p> <p>The FENSA scheme does not cover the following and work should be notified to the local authority:</p> <ul style="list-style-type: none"> • New build dwellings • New domestic extensions • Any glazing work in commercial and industrial buildings

	<ul style="list-style-type: none"> • Listed buildings or those in conservation areas • Doors with less than 50% glazing • New loft conversions • Communal areas for flats <p>These requirements are not applicable when repairing existing windows, for example, repairing handles, replacing broken or damaged glazing or fitting or adjusting hinges.</p>
4.8	<p><u>Water Hygiene and Legionella Testing</u></p> <p>The Control of Substances Hazardous to Health Regulations 2002 (COSHH) provides a framework of actions to control the risk from a range of hazardous substances, including biological agents (e.g. Legionella).</p> <p>The Health & Safety Executive (HSE) advises that Legionella testing (or sampling) is generally not required in domestic hot and cold-water systems and then only in exceptional circumstances. There is a requirement for landlords of both domestic and business premises to assess the risks from exposure to Legionella to their tenants.</p>
4.9	<p><u>Asbestos Policy</u></p> <p>The Control of Asbestos Regulations 2012 states that asbestos must be properly managed, and that as a body responsible for maintenance and repair of buildings, NSDC has a duty to manage any asbestos that is, or may be, present in NSDC properties.</p> <p>Under the Regulations, all non-domestic buildings are included, whatever the type of business; as well as the common areas of residential rented buildings (e.g. hallways, staircases, lift shafts, roof spaces). This means that any NSDC property with common areas (e.g. sub-divided buildings with a shared entrance and staircase) will require an asbestos record to be kept, regardless of the need or intention to carry out any maintenance works for properties built before 2000.</p>
4.10	<p><u>Energy Performance Certification</u></p> <p>NSDC ensures it meets its obligations in respect of making Energy Performance Certification available to tenants and those seeking to rent NSDC's housing. At time of letting, certification is checked and if expired, a new inspection is commissioned prior to letting a property and following installation of components that directly impact the thermal efficiency and energy performance of the property.</p>
4.11	<p><u>Construction (Design and Management) Regulations 2015</u></p> <p>NSDC has certain responsibilities when undertaking all construction jobs and ensures that suitable management arrangements are in place for construction projects.</p> <p>For small projects of low complexity contractors are appointed directly by NSDC or on a procurement framework which requires them to have demonstrated that they have sufficient competence and resources to undertake the work. NSDC provides</p>

	<p>suitable pre-construction information to contractors by specifying its requirements for the construction project, details of the site and any existing structures or hazards.</p> <p>Where projects are notifiable (those lasting more than 30 days or involving more than 500 person days of construction work) NSDC may appoints a consultant who is a competent CDM Co-Coordinator and as part of that appointment qualifications are requested. The CDM Co-Coordinator co-ordinates the health and safety aspects of design work. This includes:</p> <ul style="list-style-type: none"> • ensuring that the Health and Safety Executive are informed of any notifiable projects • that works do not commence unless a construction phase plan is in place • Facilitating adequate communication between the client, designers and contractors on all matters relating to health and safety. <p>The CDM Co-Coordinator also ensures there are adequate welfare facilities on site and compiles a health and safety file for each project. The Investment Manager keeps a record of all CDM Co-Coordination appointed in respect of each project undertaken by the Operations team.</p>
4.12	<p><u>Balcony Reviews</u></p> <p>A review of all buildings with balconies and walkways across the Council's portfolio was completed in 2024/25. This identified balconies where remedial action may be required and a programme to carry out works is planned in 2025/26.</p> <p>Balconies are included in the fire risk assessment for the block moving forward.</p>
5.0	<p>Linked policies</p> <p>Other documents linked to this policy are:</p> <p>NSDC Housing Asset Management Strategy 2017-2027 Asbestos Management Policy Asbestos Management Plan Electrical Safety Procedure Electrical Safety Policy Fire Safety Policy Fire Safety Procedure Gas Servicing and Safety Policy Gas Servicing Procedure Legionella Risk assessment in Domestic Premises Procedure Water Hygiene Safety Policy Safety in the Home Policy</p>
6.	<p>Equality and Diversity</p> <p>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.</p>

Document Title	Building Safety Policy		
Version Number	2.0	Protective Marking	Official
Lead Director	Housing Health and Wellbeing		
Portfolio	Housing		
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