

Appendix 2

Building Safety Policy

(Higher-Risk Residential Buildings)

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Document Control

Governance

Table 1 – Policy information

Item	Response
Title	Building Safety Policy (Higher-Risk Residential Buildings)
Responsible officer	Head of Assets and Building Safety
Author	Building Safety Technical Officer
Approved by	TBC
Version approval date	TBC
Next review date	TBC
Review responsibility	Head of Assets and Building Safety
Applicable to	Kirklees Homes and Neighbourhoods staff and subcontractors Kirklees Komes and Neighbourhoods tenants and leaseholders
DPIA date	Not applicable
IIA date	12/05/2026
Regulatory framework	Social Housing (Regulation) Act 2023 and associated RSH Regulatory Standards . The Building Safety Act 2022 The Fire Safety (England) Regulations 2022 The Higher-Risk Buildings (Management of Safety Risks etc) (England) Regulations 2023 The Building (Higher-Risk Buildings Procedures) (England) Regulations 2023 The Higher-Risk Buildings (Keeping and Provision of Information etc.) (England) Regulations 2024 The Fire Safety (Residential Evacuation Plans) (England) Regulations 2025

Revision history

Table 2 – Revision details

Date	Version	Author	Authorised by	Revision details
XX/XX/2026	1.0	Sarah Nash	TBC	First publication

1 Introduction

1.1 Purposes of this policy

- 1.1.1 Kirklees Council's primary objective is to ensure the safety of residents, contractors, staff and all visitors in their homes.
- 1.1.2 This policy sets out how Kirklees Council will meet the statutory, legislative and regulatory requirements in relation to Building Safety for in scope higher-risk residential buildings, as defined in the Building Safety Act 2022.
- 1.1.3 This policy will be supported by a Building Safety Management Plan and individual policies for related building safety and compliance areas (e.g. fire, asbestos, electrical, lifts, gas, water), which will form our Building Safety Management System. More detailed information on how we manage Building Safety and the individual compliance areas can be found in the corresponding management plans.

1.2 Legal context

- 1.2.1 This policy responds to the [Social Housing \(Regulation\) Act 2023](#) and the associated [Regulatory Standards](#) by addressing the following requirements:
 - Safety and Quality Standard**
 - When acting as landlords, registered providers must take all reasonable steps to ensure the health and safety of tenants in their homes and associated communal areas.
- 1.2.2 The Building Safety Act 2022 includes provisions intended to secure the safety of people in or about buildings and to improve the standard of buildings.
- 1.2.3 This policy also aims to ensure compliance with the following legislation:
 - The Higher-Risk Buildings (Management of Safety Risks etc) (England) Regulations 2023;
 - The Building (Higher-Risk Buildings Procedures) (England) Regulations 2023;
 - The Higher-Risk Buildings (Keeping and Provision of Information etc.) (England) Regulations 2024;
 - The Fire Safety (England) Regulations 2022;
 - The Fire Safety (Residential Evacuation Plans) (England) Regulations 2025.

1.3 Definitions

1.3.1 For the purposes of this policy, the following definitions apply:

Table 3 – List of definitions used in this policy

Term	Definition
Higher-Risk Residential Building (HRRB)	As defined within the Building Safety Act 2022, a higher risk building either 7 stories or 18 metres high, and containing 2 or more residential units.
Principal Accountable Person	Kirklees Council as owner of the high-rise residential building, with responsibility for ongoing repair and maintenance of common parts and firefighting equipment.
Resident	A person living in any high-rise residential building where Kirklees Council is the Principal Accountable Person, including tenants, leaseholders and other household members.
‘we’ or ‘us’ or ‘our’	Kirklees Council
Building Safety Team	A specialist building safety team within Kirklees Council Homes & Neighbourhoods
Staff/Employee	A person that works for Kirklees Council.
Contractor	A company or person that works on behalf of Kirklees Council.
Risk condition	A specific circumstance or situation that increases the likelihood of a negative outcome
Building Safety Regulator	The regulator for higher-risk buildings, responsible for implementing regulation and overseeing the safety and standards of all in scope buildings
Building Safety Case	A mandatory, comprehensive document for high-rise residential buildings in England and Wales, demonstrating how the Principal Accountable Person (PAP) manages fire and structural safety risks

2 Objectives and scope

2.1 Policy objectives

2.1.1 The aims of this policy are to:

- Ensure Kirklees Council is compliant with statutory legislation relating to Building Safety within all in scope council homes managed through the Housing Revenue Account;

- Provide clarity on the council's overall approach to Building Safety, assuring tenants and other stakeholders that our approach to Building Safety is robust and effective; and
- Seek to minimise the potential of the 'risk condition' being met.

2.2 Policy scope

- 2.2.1 This policy only applies to HRRBs under the control of Kirklees Council as the Principal Accountable Person, while the building is occupied by residents.
- 2.2.2 This policy does not generally apply to the Principal Accountable Person during any period of construction, or during major refurbishment works. However, the policy will be relevant if the building is still occupied during these works.

3 Policy statement

3.1 Registration and Building Safety Cases

- 3.1.1 All in-scope HRRBs will be registered with the Building Safety Regulator ('BSR'). All registrations will be kept up-to-date by the Building Safety Team, following any material changes to the HRRB.
- 3.1.2 We will maintain and manage Building Safety Cases ('BSC') for all HRRBs, acknowledging they are not static documents and always remain live. Formal reviews will take place as stipulated in the BSC.

3.2 Mandatory Occurrence Reporting

- 3.2.1 We will operate a Mandatory Occurrence Reporting Policy. All reports of a suspected safety occurrence will be recorded on the Mandatory Occurrence Reporting Log, even if ultimately it is not reportable and documented in the BSC.
- 3.2.2 If a safety occurrence is deemed reportable to the BSR, in line with the policy and the Building Safety Act 2022, this will be done as soon as is reasonably practicable. Following notification to the BSR, a full report must be submitted within 10 calendar days.

3.3 Golden Thread

- 3.3.1 We will seek to develop and maintain a robust 'Golden Thread' of information for all building related activity, assets (our systems within the building) and components (the individual parts making up the asset) in HRRBs.

- 3.3.2 We will ensure all data is held digitally, maintained and kept up to date with controls in place to manage security, reconciliation and validation, for the lifecycle of the data.
- 3.3.3 Building information will be managed in line with the Golden Thread Policy.

3.4 Risk Assessments

- 3.4.1 As detailed in the Fire Safety Management Plan, we will commission a Fire Safety Risk Assessment for all HRRBs annually, to be carried out by a third-party company accredited to the Life Safety Fire Risk Assessment Scheme, BAFE SP205-1.
- 3.4.2 Structural Risk Assessment for all HRRBs will be commissioned and reviewed as set out in the report. This assessment will be completed by a competent person/business with technical structural engineering competence – validated via UK²SPEC HRB.
- 3.4.3 As detailed in our BSC, we have a Hazard and Risk Register for each individual HRRB, and this will be reviewed annually or after any significant event that may have occurred.
- 3.4.4 We will also work to the prescribed principles for the management of building safety risks as outlined in Regulation 4 of The Higher-Risk Buildings (Management of Safety Risks etc) (England) Regulations 2023.

3.5 Servicing, Maintenance, Remedial Actions

- 3.5.1 We are committed to managing all risks through programmes of servicing and maintenance. Detail of specific programmes can be found in the relevant management plans.
- 3.5.2 Any remedial actions identified through servicing and maintenance will be completed to a timescale identified in line with the risk rating. All remedial actions will be documented and completion of works evidenced.
- 3.5.3 If there are any proposed changes to the risk rating and/or completion date, these need to be agreed by a competent person and proposed to the Head of Assets and Building Safety for approval. Any changes will need to be documented and evidenced alongside the relevant record.
- 3.5.4 If we propose to accept any of the risks identified, by putting mitigations in place to minimise them as far as reasonably practicable, this needs to be agreed by a competent person and put forward to the Head of Assets and Building Safety for approval. Any risks that are to be managed must be documented and evidenced alongside the relevant record.

3.6 Repairs and Maintenance

- 3.6.1 There is a risk that repairs and maintenance work may impact fire and structural safety. Due to the volume and nature of repair works, it is not possible to document every specific job and have a relevant written risk assessment. We will ensure that all internal and external contractors have a general understanding of fire and structural safety to be able to carry out dynamic risk assessments (real-time continuous hazard identification, assessing hazards as they emerge, focusing on immediate practical decisions to stop or alter work to maintain safety).
- 3.6.2 We will ensure all repairs are carried out in accordance with the relevant British Standard, Approved Code of Practice, associated Good Practice Guidance and, where necessary, by third-party accredited contractors.
- 3.6.3 We will follow the relevant procedure in respect of notifying the BSR of any emergency works in a HRRB that meet the definition of 'Building Works' under The Building Regulations 2010, in accordance with The Building (Higher-Risk Buildings Procedures) (England) Regulations 2023.

3.7 Planned Works

- 3.7.1 The Building Safety Act 2022 moved Building Control requirements to the BSR, who introduced 'Gateways' for certain building works. These Gateways ensure building and fire safety is considered and maintained throughout the lifecycle of a HRRB:
- Gateway One relates to proposed new build HRRBs only.
 - Gateway Two is applicable when carrying out certain building work to an existing HRRB, which includes both planned and emergency works.
 - Gateway Three is the final checkpoint to be obtained and confirms the building is built or major works undertaken, are as designed, safely and compliantly.
- 3.7.2 Examples of Gateway Two works include: changes to passive fire protection, including replacement fire doors; changes to external cladding; replacement of fire alarm system.
- 3.7.3 Certain works do not fall under Gateway Two but do still have an impact on building and fire safety; these must be delivered by individuals that fall under the Competent Person Schemes, as detailed in Schedule 3 and Schedule 3a of the Building Regulations 2010.
- 3.7.4 Any and all other works falling outside of the Gateways or Scheme works must still be undertaken by a competent person, as detailed in the relevant management plans.
- 3.7.5 Staff or contractors carrying out planned works will support maintaining our Golden Thread of data, as outlined above.
- 3.7.6 Any fire safety related works must be overseen by the Fire Works General Manager, who must ensure the building is maintained safely throughout.

4 Resident Engagement

4.1 Resident Engagement in Building Safety

- 4.1.1 In line with the Building Safety Act 2022, we will develop and implement a Resident Engagement Strategy for each HRRB. The strategy will consider the needs and preferences of the residents, and the overall aims of the strategy will be:
- to ensure all residents feel safe in their homes;
 - give residents a voice on how building safety is managed in their home; and
 - ensure we are held accountable for building safety decisions.
- 4.1.2 We will promote resident engagement in building safety measures; ensuring they are aware of what information they can request and consulting with them on decisions that affect their homes. We will listen to all feedback, empower residents to raise any building safety concerns through all available channels, and act upon any complaints they may have, in line with our Complaints Policy.

5 Assurance

5.1

- 5.1.1 The Building Safety Team report monthly KPIs on the following being in date and compliant, giving the assurance we are meeting our regulatory obligations:
- Asbestos communal surveys
 - Domestic and communal Electrical Installation Condition Reports
 - Fire risk assessments
 - Domestic and communal gas safety certificates
 - Legionella risk assessments
 - Lift LOLER inspections
- 5.1.2 When called upon, we will submit our BSC to the BSR, who will review it and, if satisfactory, they will issue a Building Assessment Certificate. This gives us and residents the assurance that we are meeting all our regulatory obligations around building and fire safety.

6 Competencies

- 6.1.1 It is not possible to succinctly define competence requirements for all roles and activities outlined in this policy. In many areas, competence will be assessed based on skills, knowledge, experience and behaviours as opposed to a single qualification or standard.

We are developing a system of evaluating competence within the areas of responsibility across the organisation.

- 6.1.2 In accordance with the prescribed principles for the management of building safety risks in The Higher-Risk Buildings (Management of Safety Risks etc) (England) Regulations 2023 Regulation 4(2) - Management of building safety risks: prescribed principles, we will ensure a person has the relevant competence for HRRBs. Where this is an 'individual' this will be determined by skills, knowledge, experience and behaviours necessary to perform the functions for which they are responsible for, in a satisfactory manner. We will support staff with training to develop competence in accordance with the prescribed principles; these individuals will be supervised by a person with relevant competence when performing the function.
- 6.1.3 In accordance with The Building (Higher-Risk Buildings Procedures) (England) Regulations 2023, we will obtain a "Competence Declaration" statement, in relation to HRRB work i.e. from the Principal Designer, Principal Contractor, or any other person appointed in relation to the work included in the building control application.
- 6.1.4 Specific areas of competence relating to risk assessments, servicing and maintenance and surveys are listed within the relevant management plans.
- 6.1.5 The organisation's Training Matrix refers to various levels of training requirements by role, including mandatory basic level Fire Safety Awareness for all employees and for those involved in alterations in buildings/refurbishments/major works/planned programmes, or delivering compliance related activity.

7 Roles and Responsibilities

7.1 Council responsibilities

- 7.1.1 We are responsible for ensuring we comply with all relevant regulation and guidance for the management of building safety.
- 7.1.2 We are responsible for maintaining and repairing the structure of our properties, for any systems that supply heating, water (baths, sinks and toilets), gas (if applicable) and electricity within the home and any fire safety equipment and protection measures in place.
- 7.1.3 Detailed roles and responsibilities can be found in the relevant management plans.

7.2 Resident responsibilities

- 7.2.1 The Building Safety Act sets out statutory duties on residents to cooperate with us when it comes to building safety. Residents have legal responsibilities to avoid actions that could pose a risk to the fire and/or structural safety of the HRRB and other residents.

- 7.2.2 In line with the Tenancy Agreement, council tenants must allow council staff, contractors or agents access to their homes to carry out maintenance, inspection and servicing including any associated works, to any building or fire safety equipment in their home.

8 Monitoring and review

8.1 Monitoring and improvement

- 8.1.1 The Homes and Neighbourhoods Improvement Board acts on behalf of Cabinet to ensure ongoing compliance with all relevant building safety legislation, including keeping under review the effective management of HRRBs. The board is responsible for implementing an appropriate safety management system, which is compliant with the required building safety standards, and for carrying out an annual review of this system. The board will also encourage a positive building safety culture, leading by example, and taking visible actions.
- 8.1.2 The Building Safety Assurance Board oversees building safety across the council's social housing stock. The board has oversight of all aspects of building safety, particularly ensuring adequate arrangements and accountability for the key areas of building safety risk. It is responsible for monitoring progress against programmes, overall performance, oversight of risk, and offering constructive challenge to ensure council homes are safe and compliant with regulatory building safety standards.

8.2 Policy review

- 8.2.1 This policy will be reviewed at least every year, or in response to any relevant changes in legislation, regulation or organisational structures.
- 8.2.2 This policy will be reviewed following any feedback from the BSR or after a significant safety occurrence.
- 8.2.3 Any significant changes will be consulted on prior to implementation and relevant approvals sought.
- 8.2.4 This policy and future updates will be published on the council's website.

9 Associated Documents

9.1 Policies

- 9.1.1 The following Homes & Neighbourhoods policies are relevant:

- Asbestos Management Policy
- Electrical Safety Management Policy
- Fire Safety Management Policy
- Gas Safety Management Policy
- Golden Thread Policy
- Legionella Management Policy
- Lift Safety Management Policy
- Mandatory Occurrence Reporting Policy
- Repairs and Maintenance Policy
- Safety in Communal Areas Policy
- Construction and Contractor Work Policy
- Mobility Scooter Policy
- Complaints Policy

9.2 Management Plans

9.2.1 The following management plans are relevant:

- Asbestos Management Plan
- Legionella Management Plan
- Lift Safety Management Plan
- Fire Safety Management Plan