Building Safety Policy

Policy Owner	Paul Butterworth Executive Director Homes and Property
Approval Level	Board
Resident Input	Residents, High Rise Forum, Resident Engagement Groups
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1. What this policy is for?

1.1 This policy sets out how Southway Wythenshawe Homes will meet its obligations under the Building Safety Act 2022, the Regulatory Reform (Fire Safety) Order 2005, the Fire Safety Act, the Social Housing (Regulation) Act 2023 and all associated regulatory requirements.

1.2 The safety of residents, customers, employees, visitors and anyone affected by our activities is our highest priority. We are committed to ensuring our homes and buildings are safe, secure, well-maintained and effectively managed throughout their lifecycle.

1.3 This policy establishes Southway Wythenshawe Homes's approach to:

- Proactive management of building safety risks.
- Protecting residents from fire and structural safety risks.
- Complying with all relevant legislation and regulatory standards.
- Maintaining effective governance and oversight arrangements.
- Engaging residents in decisions affecting the safety of their homes.
- Implementation of effective safety management systems and procedures.
- Ensuring the competence of those responsible for delivering building safety services.
- Preserving and maintaining accurate building information through the Golden Thread of information.

2. Who and where this policy applies to

Customers	• Tenants • Leaseholders • Shared owners • Market rent customers

	• Commercial tenants and 3rd parties occupying space in relevant buildings
Colleagues	• Board Members • Executive Team • Employees
Contractors	• Agency workers • Specialist Contractors • Consultants • Third party service providers
Buildings	• Higher-Risk Buildings (HRBs) as defined by the Building Safety Act 2022 - Buildings over 18 meters or seven storeys with two or more residential units. • Complex residential buildings including extra care and age-friendly accommodation. • Offices, community buildings and commercial premises owned or managed by Southway Wythenshawe Homes where appropriate The list of in scope buildings is provided at Appendix A

3. Regulation and Legal Requirements

3.1 This policy supports compliance with the following regulations and legal requirements:

Law

- Building Safety Act 2022.
- Fire Safety Act 2022.
- Regulatory Reform (Fire Safety) Order 2005.
- Social Housing (Regulation) Act 2023.
- Housing Act 2004.
- Homes (Fitness for Human Habitation) Act 2018.
- Health and Safety at Work Act 1974.

Regulations

- Requirements of the Building Safety Regulator (BSR), National Regulator of Construction Products, and the New Homes Ombudsman.
- Regulator of Social Housing Consumer Standards - Safety and Quality Standard.
- Building Regulations.
- Management of Health and Safety at Work Regulations.
- Gas Safety (Installation and Use) Regulations.
- Dangerous Substances and Explosive Atmospheres Regulations.
- Electrical Equipment (Safety) Regulations.
- Furniture and Furnishings (Fire Safety) Regulations.

4. What we will do

Building Safety

4.1 Under the Building Safety Act 2022, Southway Wythenshawe Homes is an Accountable Person (AP) and, where applicable, Principal Accountable Person (PAP). We will take all reasonable steps to prevent building fire and safety risks occurring and to reduce the severity of any incident should one occur.

4.2 We will:

- Register Higher-Risk Buildings with the BSR.
- Regularly review and maintain suitable, sufficient and current Building Safety Cases and Safety Case Reports.
- Operate effective building management systems.
- Develop, maintain, and apply for Building Assessment Certificates when required by the BSR.
- Operate a mandatory occurrence reporting system for all safety occurrences to the BSR.
- Co-operate with other Accountable Persons, Principal Accountable Persons and Responsible Persons.

- Share information and collaborate with regulators, emergency services, organisation and individuals where required.
- Ensure appropriate oversight and management of fire and structural building safety risks.
- Undertake regular inspections and review of building risk information.

Fire and Structural Safety

4.3 We will:

- Maintain a programme of fire risk assessments and reviews.
- Inspect and maintain communal fire doors and flat entrance doors where required.
- Maintain fire detection, alarm, smoke control and firefighting systems.
- Complete regular inspections of communal areas to mitigate fire hazards.
- Undertake stock condition and structural inspections.
- Identify, prioritise and complete remedial works within appropriate timescales.
- Record all outcomes from above actions, and monitor compliance activity through robust assurance arrangements.

Health and Safety

4.4 Southway Wythenshawe Homes is a Registered Provider of housing and as such must:

- Identify and meet all legal requirement relating to the health and safety of residents in their homes and communal areas.
- Ensure that all required actions arising form legally required health and safety assessments are carried out within appropriate timescales.
- Ensure the safety of residents is considered in the design and delivery of landlord services and take reasonable steps to mitigate any identified risks to residents.6

Golden Thread of Information

4.5 We will maintain Golden Thread of Information principles for all Higher-Risk Buildings and other buildings where appropriate. This includes:

- Keep building safety information digitally whenever possible and ensure it remains the authoritative source of building information.
- Maintain a single source of truth for building safety information throughout the building lifecycle.
- Ensure information is accurate, complete and kept up to date following inspections, maintenance, refurbishment or major works.
- Ensure information is accessible to those who need it, including relevant colleagues, contractors, regulators, emergency services and residents where appropriate.
- Store information securely and protect it from unauthorised access, alteration or loss.
- Present information in a format that is clear, understandable and usable, using plain English wherever possible.
- Maintain appropriate version control and audit trails so that changes to building information can be tracked and verified.
- Maintain building information throughout the entire building lifecycle, including design, construction, occupation, refurbishment and disposal.
- Use the Golden Thread to support the identification, assessment, management and mitigation of building safety risks.
- Ensure building information is transferred appropriately where building ownership, management or accountability changes.

4.6 The following records will be maintained:

- Safety case documentation.
- Fire safety information.
- Structural information.
- Building plans.
- Compliance certification.

- Inspection records.
- Survey reports.
- Major works information.
- Resident engagement records.

New Developments and Major Works

4.7 We will:

- Comply with BSR gateway requirements.
- Design safety into new developments.
- Engage appropriately with regulators.
- Specify high standards of fire and structural safety.
- Maintain transparent handovers.
- Secure completion certificates before occupation where required.
- Maintain complete building records from design through occupation.

Resident Engagement

4.8 We recognise residents are central to maintaining building safety. We will:

- Maintain a Resident Engagement Strategy.
- Provide building safety information in accessible formats within the building and through other channels such as a booklet and through the Southway Wythenshawe Homes website.
- Involve residents in relevant building safety decisions.
- Maintain details of residents that need assistance with evacuation in the case of fire in the onsite secure information box.
- Encourage feedback and participation.
- Provide mechanisms for raising safety concerns.
- Operate an accessible complaints process.
- Inform residents about safety-related works.
- Share information regarding fire and structural safety.

4.9 Residents are expected to:

- Act responsibly.
- Avoid creating fire or structural risks.
- Avoid interfering with safety equipment.
- Provide reasonable information when requested.
- Allow access where necessary to maintain safety compliance

5. Risk Management

5.1 The Board has adopted an Averse Risk Appetite for building safety. This means Southway Wythenshawe Homes will prioritise putting compliance, resident safety and robust controls over risk-taking activities.

5.2 The primary strategic risks are:

SR2 - Death, Serious Injury or Harm
Failure to effectively protect customers, colleagues or visitors.

SR3 - Regulatory Standards, Legal Compliance and Governance
Failure to comply with legislation, regulatory standards and statutory obligations.

SR8 - Asset Quality, Repairs and Building Safety
Failure to effectively manage building safety, asset quality, repairs and compliance.

5.3 To mitigate these risks we will:

- Maintain appropriate governance arrangements.
- Monitor performance regularly.
- Conduct audits and assurance reviews.
- Allocate sufficient resources.
- Develop competent colleagues and contractors.
- Escalate significant issues immediately.

6. Mandatory Occurrence Reporting

6.1 We will operate a Mandatory Occurrence Reporting process for Higher-Risk Buildings. This means we will:

- Enable residents, colleagues and contractors to report concerns.
- Record and investigate safety occurrences.
- Assess incidents against Building Safety Regulator requirements.
- Report qualifying incidents within required timescales.
- Identify root causes and lessons learned.
- Support continual improvement

6.2 Where required, reports will be submitted to the Building Safety Regulator in accordance with legislative requirements.

6.3 A safety occurrence may include structural failure, significant structural defects, spread of fire, failure of critical fire safety systems, degradation of key building materials or defective building work which could result in serious injury or loss of life if not addressed. All qualifying safety occurrences will be investigated and reported to the Building Safety Regulator within statutory timescales.

7. Equality, Diversity and Inclusion

7.1 A screening document for this policy has been completed and reviewed by the Equality Impact Assessment (EIA) Panel. Following this review, a full EIA was not found to be necessary.

7.2 We are committed to ensuring building safety services are accessible, fair, equitable and inclusive. We will:

- Make reasonable adjustments where required.
- Provide information in accessible formats.
- Take account of individual needs and vulnerabilities.
- Support residents with disabilities or additional needs.

- Ensure communications are inclusive and understandable.
- Apply this policy fairly and consistently.

8. Who is responsible

8.1 The people responsible for overseeing this policy are listed below

Role	Responsibility
Board	Ultimate accountability for compliance and oversight.
Chief Executive	Overall corporate accountability.
Executive Management Team	Strategic leadership and assurance.
Executive Director of Assets	Policy owner and strategic lead.
Assistant Director Asset Management	Delivery and implementation of policy.
Building Safety and Compliance Manager	Day-to-day compliance management.
Building Safety Manager	Review and oversight of building risks in building safety cases; submission of safety case reports to BSR when required; consultee at all gateways through design and construction; assurance and regulatory compliance checks; resident and stakeholder engagement.
Facilities Manager	Fire and building system maintenance oversight.
Senior Managers	Service-level compliance and assurance.
Employees	Compliance with policy requirements and reporting concerns.
Residents	Meeting resident responsibilities under the Building Safety Act.

Competence and Training

8.2 We will ensure that colleagues, contractors and partners involved in building safety activities are competent. We will:

- Ensure colleagues receive appropriate training and continuing professional development.
- Verify contractor and consultant competence before appointment and during contract delivery.
- Monitor mandatory training completion and professional qualifications.
- Maintain records of qualifications, competence assessments and training.
- Maintain and review competency frameworks to ensure compliance with legislative and regulatory expectations.
- Allocate sufficient resources to maintain building safety compliance and assurance activities.

8.3 Specifically:

- The Board will receive ongoing training to ensure skill and competency levels are maintained.
- The Executive Director of Assets and senior management team will hold the Chartered Institute of Housing Level 5 Diploma in Housing or equivalent.
- The Building Safety Manager will hold a Fire Safety and Building Safety Management Level 6 qualification.

9. Monitoring and Reporting

9.1 Performance against this policy will be monitored through:

- Compliance dashboards.
- Performance indicators.
- Internal audits.
- Quality assurance reviews.
- Building Safety Case reviews.

- Committee scrutiny.
- Resident feedback.
- Regulatory reporting.

9.2 Performance information will be presented to the relevant governance bodies for regular review. This includes:

- Board
- Executive Team
- Leadership Team
- Health and Safety Committee
- Audit and Risk Committee
- Growth and Assets Committee

10. Quality Assurance and Audit

10.1 Southway Wythenshawe Homes will operate a programme of quality assurance and independent review activity to provide confidence that building safety obligations are being met. This will include:

- Annual review of the Building Safety Management System
- Annual reviews of compliance arrangements.
- Independent audits of building safety processes and controls.
- Monitoring completion of actions arising from inspections, audits and assessments.
- Validation and review of compliance data.
- Building Safety Case reviews.
- Analysis of incidents, complaints and Mandatory Occurrence Reports.
- Reporting outcomes and improvement actions to appropriate governance groups.

10.2 Where weaknesses or areas for improvement are identified, action plans will be developed, assigned and monitored through to completion.

10.3 The Building Safety Policy will be reviewed by our Customer Experience Committee every three years. The Parent Board will receive regular updates through the Asset Update Reports.

10.4 The review will be carried out sooner where any of the following occur:

- Legislation changes.
- Regulatory expectations change.
- Significant incidents occur.
- Business needs require amendment.

10.5 The next review date for this policy is shown on the cover sheet.

11. Glossary

Word	Definition
Accountable Person (AP)	Southway Wythenshawe Homes as building owner is legally responsible for building safety duties under the Building Safety Act 2022. There can be more than one AP.
Principal Accountable Person (PAP)	Where only one AP they or the entity is the PAP The lead Accountable Person with responsibility for registering with the BSR and submitting information and ensuring overall compliance with the Act
Building Safety Regulator (BSR)	The regulator responsible for overseeing the building safety regime.
Building Safety Case	Evidence demonstrating how building safety risks are identified and managed.
Building Safety Case Report	Summary document submitted to the Building Safety Regulator when required.
Building Assessment Certificate	Certificate issued by the Building Safety Regulator following assessment.
Building Safety Manager	Professional responsible for supporting compliance and assurance activities.

Building Safety Management System	Annually reviewed Roles and Responsibilities document that sets out the requirements of each delivery team to deliver building safety actions.
Golden Thread	Accurate, secure and accessible building information maintained throughout a building's lifecycle.
Higher-Risk Building (HRB)	Residential building meeting the thresholds established under the Building Safety Act.
Mandatory Occurrence Reporting (MOR)	Process for reporting prescribed fire or structural safety occurrences.
Responsible Person (RP)	Duty holder under the Regulatory Reform (Fire Safety) Order 2005.
Resident Engagement Strategy	Building-specific approach to involving residents in building safety decisions.

Appendix A

Buildings in scope of policy

Brookway Court
Moorcot Court
Bagnall Court
West View Court
Benchill Court
Hollyhedge Court
Brownley Court
Birch Tree Court
Edwards Court
Village 135 Block B

Grosvenor Gardens
Grove Lane
Holland Court
Brickfield House
Minehead Court
Gorton Mill House
Dahlia House
501 Barlow Moor Road
Hayward Court
White Swan
Talbot Court
Mersey Bank Flates
Alcock Court
Brookside Close
Stamford Arms
York Lodge
Allingham Place (New Street)
Barlow Moor Road Block A
Barlow Moor Road Block B
Higher Rd (Oxfield Meadow)
Lansdowne Road (The Foundry)
Oakmoor
Abnet House
Aura (Hartington Road)
Aura (Manchester Road)
Southern Gate
Rugby Park
Barlow Moor Community Centre
Westcroft Road
Burnage Library
Men in Sheds
Eden Café
Pop up Community Shop
Community Shop/Space
Minehead Café
Gorton Mill House Café
Gorton Mill House Hair Salon
Dahla House Café
Francis Road
Royal Canal Works
Cross Road
Warwick Road South
Didsbury Point