

Building Safety Act Assessments

Guidance



An Introduction to the Building Safety Act

In our commitment to collaborating and supporting the Construction Industry, we are creating two new question sets to help meet the requirements set by the Building Safety Act.



Background

Following a review of the Building Safety Act 2022, we have focused our efforts on the secondary legislation and the following guidance documents, alongside engagement with customers and industry bodies:



BSI 8670 Flex Versions 3
Core criteria for building competence frameworks



BSI 8671
Competence Requirements for Principal Designers



BSI 8672
Competence Requirements for Principal Contractor

BSI 8670 relates to organisational competence which is what we currently verify/assess through our Constructionline and Acclaim platforms, as well as through additional schemes such as Social Value.

Here are some answers to common questions about BSI 8670 to help clarify why the proposed new question set is focused on this requirement:

What does BSI Flex 8670 cover?

BSI Flex 8670 v3.0 sets out core building safety competence criteria, including fire safety, structural safety and public health, to be included in sector-specific frameworks for individuals working in the built environment. It is applicable to buildings of all types and scales.

Why is it needed?

This BSI Flex is intended to support wider industry reform with the ultimate objective of minimizing safety risks and improving protection to consumers and occupants, including residents, in and about buildings. It will facilitate the progressive development of a more consistent approach in the development and use of competence frameworks across the built environment.

Who is it for?

This BSI Flex is intended for use by those with responsibility for the development, maintenance or application of sector-specific competence frameworks for roles, functions, activities or tasks undertaken by individuals where these are critical to and directly influence safety in and around buildings. This includes competence frameworks for technical and non-technical roles, and for individuals working under their own authority as well as under the supervision of other competent individuals.

It should also be of interest to:

- ✓ Principal Designers
- ✓ Principal Contractors
- ✓ Designers
- ✓ Contractors
- ✓ Persons managing safety in residential buildings
- ✓ Building control professionals
- ✓ Responsible persons for buildings in occupation
- ✓ Persons with accountability for building safety or acting as clients for building work

BSA Full Guidance

Building Safety - Policies and Procedures

This module will require you to evidence your culture and best practise within Building Safety.

Examples of required evidence could include:

- ✓ Building Safety Policy
- ✓ Anti Bribery and Corruption Policy
- ✓ Whistle Blowing Policy
- ✓ Communication Processes for company Policies and Procedures

<p>In relation to the work you undertake, do you agree to comply with all relevant provisions of building regulations or applicable codes/standards for public health and public safety?</p>	<p><i>Please answer Yes or No.</i> Answering No will mean you have not met the BSA Assessment.</p>
<p>Do you have a policy that supports the directives of the Building Safety Act? <i>Please provide a copy of your Building Safety Policy.</i></p>	<p><i>Please answer Yes or No.</i> You should have and implement a Building Safety Policy, dated within the last 12 months and signed off by a Managing Director or Equivalent. The Building Safety Policy must cover as a minimum:</p> <ul style="list-style-type: none"> How you intend to support the BSA. Ensure employees are competent, experienced. Ensuring employees source and use the correct materials for the job. Correct processes in place to ensure quality of work carried out is to an acceptable standard.
<p><i>(If yes to Building Safety Policy)</i> Do you communicate your Building Safety Policy to staff?</p>	<p><i>Please answer Yes or No.</i> Question applicable if you have answered YES to holding a Building Safety Policy. Answering No will mean you have not met the BSA Assessment.</p>
<p>2 additional follow up questions if yes: - Please provide details. - Please upload evidence.</p>	<p><i>Please answer Yes or No.</i> Standard Construction: This is not a mandatory requirement for Micro and Small companies. High Risk Buildings: This question is mandatory for all company sizes. <i>Please provide a copy of your Whistle Blowing Policy.</i> The Whistle Blowing Policy must cover, as a minimum:</p> <ul style="list-style-type: none"> Identification of the types of concerns to which the policy relates. Encourage employees to report any concerns. Provide clear instruction how and where to raise concerns. Clear statement that whistle blowers are protected from victimisation.
<p><i>(If Yes to whistleblowing policy)</i> Do you communicate your Whistleblowing policy to staff?</p>	<p><i>Please answer Yes or No.</i> Question applicable if you have answered YES to holding a Whistle Blowing Policy. Answering No will mean you have not met the BSA Assessment.</p>
<p><i>(If No to whistleblowing policy)</i> Do you intend to implement a Whistleblowing policy?</p>	<p><i>Please answer Yes or No.</i> Standard Construction: This is not a mandatory requirement for Micro and Small companies. High Risk Buildings: This question is mandatory for all company sizes.</p>
<p><i>(If Yes to implementing a whistleblowing policy)</i> When do you intend to implement a Whistleblowing policy?</p>	<p>Please select a date that you aim to implement your Whistleblowing Policy.</p>
<p>Do you have an Anti-Bribery and Corruption Policy?</p>	<p><i>Please answer Yes or No.</i> Answering No will mean you have not met the BSA Assessment. You must provide evidence of your Anti- Bribery and Corruption Policy. As a minimum, the policy should meet the following requirements:</p> <ul style="list-style-type: none"> Reviewed every 36 months by an appropriate director. Organisation processes for controlling fraud and malpractice. How organisation reviews processes against Bribery Act 2010. How potential acts of Bribery/ Corruption are reported and investigated. Ensuring compliance with Bribery and Corruption Laws. Whether they have a designated person to contact with concerns of Bribery or Corruption. Ensuring compliance with Competition Law. Arrangements to detect and avoid anti- competitive behaviour.
<p><i>(If Yes to Bribery Policy)</i> Question now has both an upload button and text box. Text Box: 'Please describe the process that the organisation has in place to communicate your anti-bribery and corruption policy to employees' Upload button: Please upload evidence that demonstrates you have communicated your anti-bribery and corruption policy to employees'.</p>	<p><i>Please answer Yes or No.</i> Answering No will mean you have not met the BSA Assessment. Please evidence your company procedure for communicating your anti- bribery and corruption policy throughout the organisation including others that may perform services for your company.</p>
<p><i>(If No to Bribery Policy)</i> Do you intend to implement an anti-Bribery and corruption policy?</p>	<p><i>Please answer Yes or No.</i> Standard Construction: This is not a mandatory requirement for Micro and Small companies. High Risk Buildings: This question is mandatory for all company sizes.</p>
<p><i>(If Yes to implementing Bribery Policy)</i> When do you intend to implement an anti-bribery and corruption policy?</p>	<p><i>Please select a date that you aim to implement your Anti-Bribery and Corruption Policy.</i></p>

General Fire Precautions

This module will require you to evidence your culture and best practise within General Fire Precautions. This will include topics such as communications, training, and potential breaches in relation to General Fire Precautions.

Examples of required evidence could include:

- ✓ Construction Phase Plan or Hot Works Procedure
- ✓ Fire Training and precaution Documentation / Communication of Fire Evacuation Processes
- ✓ Behavioural Safety Programme/ Safety Observation
- ✓ Process for Clear Communication
- ✓ BAFE SP205, NSI Gold, FIA or any other Accreditation

In line with the work you conduct, do you ensure general fire precautions are considered and are in place whilst working on projects, taking into account the size of the site, the number of people present, and the nature of the work being done?

Please answer Yes or No.

Answering **No** will mean you have not met the BSA Assessment.

(If Yes to the above)

In line with the work activity you conduct, do you ensure your arrangements for fire precautions are regularly reviewed?

Please answer Yes or No.

Answering **No** will mean you have not met the BSA Assessment.

(If Yes to reviewing general fire precautions)

Please provide evidence that demonstrates you have reviewed your general fire precautions during a project undertaken within the last 12 months.

You must evidence that the companies Fire Precaution methods are regularly reviewed and updated where necessary.

This may be in the form of:

- Construction phase plans.
- Documented Hot Works Procedure.
- Hot Works Permit (referencing Fire Precautions on site).

Do you ensure that general fire precautions are communicated to your employees, also including anyone else that may be affected by your undertaking e.g. Occupants, sub-contractors etc.

Please answer Yes or No.

Answering **No** will mean you have not met the BSA Assessment.

Please provide an example that demonstrates how you communicate general fire precautions, dated within the last 12 months.

Please provide examples of your up to date communications to employees regarding general fire precautions.

This could be evidenced through:

- Fire Training documentation.
- Communication of the company fire evacuation process.
- Induction paperwork referencing general fire precautions.

The evidence provided must show clear communications, and have been reviewed within the last 12 months.

Please describe the process you have in place which allows your employees to report breaches to any fire requirements, such as inadequate general fire precautions whilst working on a project?

You must provide your process for ensuring any breaches are reported.

Your organisation may have a behavioural safety programme in place. Safety observation cards or an alternative way of reporting unsafe behaviour.

Please describe how you communicate technical information to non-technical audiences such as a client, a member of the public or a site visitor?

Answer may include the following:

- Clear and concise communication.
- Use of Simple Language.
- Avoidance of Jargon or technical terms.
- Use of illustrations.
- Communication through different formats i.e. oral, written, drawn, graphics.

Does the organisation ensure communication is achieved through use of oral, written, drawn, digital or graphic information and in accessible formats to all parties involved in a project including but not limited to Clients, Designers, Contractors etc.?

Please answer Yes or No.

Answering **No** will mean you have not met the BSA Assessment.

Does the work that you undertake relate to mitigation and control functionalities of fire protection technologies and systems?

Please answer Yes or No.

Please provide a copy of your certificate/ accreditation in relation to the work you are undertaking.

Here are some examples of the certificates you may want to provide:

- BAFE SP205
- NSI Gold
- FIA

Please state the expiry date of your certificate.

Please select a date that matches the Expiry displayed on your certificate.

Fire Risk Assessment

This module will require you to evidence your culture and best practise within Fire Risk Assessment.

Examples of required evidence could include:

- ✓ Evidence that demonstrates you have delivered fire training to employees relevant to the work they undertake
- ✓ Evidence that demonstrates you have made your employees aware of site rules and requirements in relation to fire and emergency procedure
 - Site Induction Paperwork
 - Emergency Procedures
 - Method Statement & Risk Assessments including sign off
- ✓ Evidence demonstrating you ensure the safety of others not in your employment
 - Project Safety Reviews
 - Site Inspections
 - Method Statement & Risk Assessments including sign off
 - Emergency Procedures

ALL DUTY HOLDERS

- ✓ Evidence that demonstrates how you have contributed to the fire design safety of a building.

Considering the work you conduct, which of the following duty holder roles does your organisation fulfil, or intend to fulfil under the Building Safety Act?

Please select all relevant duties in which your company undertakes.

Please provide examples of Fire Safety Training that members of staff within your company have received.

Examples of this could include:

- Such as: Fire Marshall/ Warden Training, Fire Safety Awareness courses, NEBOSH Fire, CITB Fire Safety Courses.
- Additionally, Designers and Principal Designers should provide CPD logs that include fire prevention in design and other fire safety related topics as detailed in the Building Safety Act, in lieu of any specific training certificates.
- Internal training carried out by a competent individual.
- Training provided to another CDM 2015 duty holder.
- Evidence of Fire Prevention Instruction/Training.
- Evidence of Evacuation Procedure, Site Plans and Fire Assembly Points (This should be in relation to sites under your control NOT your office / own registered premises).

If you do not have any directly employed staff, a statement will be acceptable.

Please provide examples of Preventative Fire Safety Training that employees (including sub-contractors) have received in relation to the work that they undertake when working on site.

When attending construction sites or places where you conduct work activity, does the organisation ensure that you and your employees (if applicable) are aware of site rules and requirements including fire and emergency procedures prior to commencement of works?

Please answer Yes or No.

Answering **No** will mean you have not met the BSA Assessment.
N/A is an acceptable response if you do not have any employees.

Please provide evidence of how your employees are made aware of the site rules and requirements for Fire and Emergency Procedures.

Evidence of this could include:

- Method statement & Risk Assessments including sign off that specifically reference fire safety measures.
- Site Induction Paperwork (must reference Fire Precaution. Including the site rules for fire and Emergency Procedures that have been signed by employees when attending a site).
- A date and signature within the last 12 months.

If you do not have any employees, a statement will be acceptable.

Please provide evidence to demonstrate that you have made your employees aware of site rules and requirements in relation to fire and emergency procedures at sites other than your own premises.

Does the work that you undertake impact on primary structure, secondary structure and/or fixings?

Please answer Yes or No.

Do you agree to abide by part of the Building Regulations? *(Approved Document A).*

Please answer Yes or No.

Answering **No** will mean you have not met the BSA Assessment.

Please provide an example which demonstrates how the organisation ensures the safety of individuals, not in your employment, who may be affected by the scope of work under your control. (Client, other Contractors, members of the public).

Please provide evidence/examples of how you ensure safety of others outside of your employment.

Evidence of this could include:

- Method Statement & Risk Assessments including sign off that specifically mention BOTH fire safety measures AND concern specific controls for public/ other workers/ third parties.
- Project Safety Reviews referencing controls for public/ other contractors etc.
- Designers and Principal Designers: We can accept designers risk assessment (DRA) provided it considers BOTH fire safety measures AND concerns specific controls for public/ other workers/ third parties.

Please ensure your evidence related to individuals not in your employment.

For example:

- Clients
- Customers
- Members of the Public

CONTRACTORS ONLY

- ✓ Evidence that demonstrates you assess and manage fire safety risks under your control, such as but not limited to the use of solvents, or the risk of fire spread
- ✓ Evidence of permit to work (Hot Works)

Do you have documented arrangements to assess and manage fire safety when working on projects and other sites, such as the use of solvents or the risk of fire spread?

Please answer Yes or No.
 Answering **No** will mean you have not met the BSA Assessment.

*We cannot accept evidence of a General Building Risk Assessment/ Fire Risk Assessment.
 Please provide your arrangements for assessing and managing fire safety risks when working on sites other than your own head office/ premises, in the form of a policy or procedure.
 This could be the section of your Health and Safety Policy that discusses how you assess and manage fire safety risks at sites other than your own.
 A very thorough CPP or RAMS you have completed that has full arrangements for fire safety would also be acceptable here.*

Please provide a copy of your documented arrangements for managing fire safety risks dated within the last 12 months.

*You should NOT submit RAMS that only make a small/ passing reference to fire.
 This can be evidenced through a policy or as part of your Health and Safety Policy.
 Your arrangements may also include:*

- Processes to ensure relevant firefighting equipment is within close proximity to works being undertaken.
- Ensuring method statements/ risk assessments are in place.
- Other fire arrangements relevant to work you undertake.

Please ensure your policies have been signed and dated by a Managing Director within the last 12 months.

PRINCIPAL CONTRACTOR

- ✓ Evidence that demonstrates your fire risk assessments are completed on a project
- ✓ Evidence that demonstrates you inform and consult with the workforce working on site and their safety representatives regarding fire safety and strategy
 - You should **NOT** present evidence where others consulted with you, but rather focus on how you actively sought and engaged with others. You must show a proactive approach to collaboration and information sharing. Induction, Evidence of Fire Drill/Evacuation

Do you ensure that a site-specific fire risk assessment has been undertaken to form part of the construction phase plan, together with a review process?

Please answer Yes or No.
 Answering **No** will mean you have not met the BSA Assessment.

*Please provide a Full Fire Risk Assessment for a project under your control as Principal Contractor, that has been incorporated into a CPP that you have produced or contributed to.
 The assessment should also ascertain:*

- Potential fire hazards
- A suitable evaluation of the risks.
- Ensure that adequate fire safety measures are implemented.

Evidence must be dated within the last 12 months. We are looking for a working document here, not a policy or procedure.

Please provide an example of a site-specific fire risk assessment for a project undertaken by your organisation?

Do you inform and consult with employees, subcontractors and other parties working on site and their safety representatives regarding fire safety and strategy?'

Please answer Yes or No.
 Answering **No** will mean you have not met the BSA Assessment.

*You should NOT present evidence where others have consulted you, but rather focus on how you actively sought and engaged with others.
 You must show a proactive approach to collaboration and information sharding. Inductions you have carried out with other contractors working on site, evidence of fire drill/ evacuation being carried out on site under your control (not your head office/ own premises). Toolbox Talks you have run that specifically reference site rules around fire safety.*

Please provide an example of a consultation you have conducted regarding fire safety and strategy on a project in the last 12 months

DESIGNER ONLY

- ✓ Information on how you consider the risk of fire during the design phase
- ✓ Information on your methodology for identifying and controlling fire risks outside of the main site boundary including the impact on neighbouring properties and their emergency escape routes
- ✓ Evidence that demonstrates how you have contributed to the fire design safety of a building.

<p>How do you consider the risk of fire when designing the construction project, including choice of building materials and process of build?</p>	<p><i>Please provide a statement outlining how you systematically address fire risk through making informed decisions to minimise this risk during the design element of a construction project. Evidence of project fire risks considered in material selection and installation?</i></p>
<p><i>Please describe</i> your methodology for identifying and controlling fire risks outside of the main site boundary including the impact on neighbouring properties and their emergency escape routes.</p>	<p><i>Please provide a clear and detailed account of the processes and approaches in the design process you follow to identify and then control fire risks which affect areas outside of the main construction site boundary.</i></p> <p>Answer should consider the impact on neighbouring structures and their emergency escape routes.</p> <ul style="list-style-type: none"> • Site Layout Design • Proximity to other Structures • Access for Fire Appliances • Access to Fire Fighting Hydrants • Location of Car parks and Vehicle Charging Facilities
<p>Does the work that you undertake involve contributing to the fire design safety of a building?</p>	<p><i>Please answer Yes or No.</i></p> <p><i>You must evidence how you have contributed to the fire design safety of a building..</i></p> <p>Examples of this could include:</p> <ul style="list-style-type: none"> • Annotated drawings. • Fire safety strategy reports. • Emails / meeting notes detailing material choices, design choices or fire protection system choices based on fire risk.
<p>What steps are taken at the design stage to ensure structural components are suited to the environment, adequate for loads and adequate in the event of a fire?</p>	<p><i>Please provide details of the steps taken during your design stage.</i></p> <p>This could cover topics such as:</p> <ul style="list-style-type: none"> • Structural Calculations • Material Specifications

PRINCIPAL DESIGNER

- ✓ Evidence that demonstrates you have arrangements in place to reduce significant risks that may arise through fire or explosion.
- ✓ Evidence that demonstrates how you have contributed to the fire design safety of a building.

<p>Do you have documented arrangements in place to ensure the significant risks that may arise to people from fire and explosion during the construction phase are controlled?</p>	<p><i>Please answer Yes or No.</i></p> <p>Answering No will mean you have not met the BSA Assessment.</p> <p><i>You must provide the companies documented protocols which manage the risk of fire or explosion to individuals during the construction phase.</i></p> <p>This should include:</p> <ul style="list-style-type: none"> • Control of fire/ explosion risks. • Risks to people both on site and those around / occupying adjacent buildings. • Including specific arrangements around fire risks outside of the main site boundary including the impact on neighbouring structures and their emergency escape routes. <ul style="list-style-type: none"> - Site Layout Design - Proximity to other Structures - Access for Fire Appliances - Access to Fire Fighting Hydrants - Location of Car parks and charging facilities • Evidence of Regular reviews every 12 months. <p><i>This can be evidenced as part of your Health and safety manual or a standalone procedure.</i></p>
<p><i>Please provide a copy</i> of your arrangements dated within the last 12 months.</p>	<p><i>Please answer Yes or No.</i></p> <p><i>You must evidence how you have contributed to the fire design safety of a building.</i></p> <p>Examples of this could include:</p> <ul style="list-style-type: none"> • Annotated drawings. • Fire safety strategy reports. • Emails / meeting notes detailing material choices, design choices or fire protection system choices based on fire risk.
<p>Does the work that you undertake involve contributing to the fire design safety of a building?</p>	<p><i>Please answer Yes or No.</i></p> <p><i>You must evidence how you have contributed to the fire design safety of a building.</i></p> <p>Examples of this could include:</p> <ul style="list-style-type: none"> • Annotated drawings. • Fire safety strategy reports. • Emails / meeting notes detailing material choices, design choices or fire protection system choices based on fire risk.
<p>Please provide an example of how you have contributed to the fire design safety of a building.</p>	<p><i>Please provide details of the steps taken during your design stage.</i></p> <p>This could cover topics such as:</p> <ul style="list-style-type: none"> • Structural Calculations • Material Specifications
<p>What steps are taken at the design stage to ensure structural components are suited to the environment, adequate for loads and adequate in the event of a fire?</p>	<p><i>Please provide details of the steps taken during your design stage.</i></p> <p>This could cover topics such as:</p> <ul style="list-style-type: none"> • Structural Calculations • Material Specifications

High Risk Building Infractions

In the last 5 years has your organisation been subject to the issue of a compliance notice in relation to a contravention of part A (Structural Failure) or Part B (Fire Safety) of schedule 1 to the building regulations 2010?

Please answer Yes or No.

Please provide details.

Please provide details of the incident and any remedial actions/ plans in place following the incident, explaining how your procedures and guidance have been improved.

In the last 5 years has your organisation been subject to the issue of a stop notice in relation to a contravention of any requirement of, or imposed under, the building regulations?

Please answer Yes or No.

Please provide details.

Please provide details of the incident and any remedial actions/ plans in place following the incident, explaining how your procedures and guidance have been improved.

In the last 5 years has your organisation been subject to the conviction of an offence under the Health and Safety at Work Act 1974, the Building Safety Act 2022, the Building Act 1984, or the Regulatory Reform (Fire Safety) Order 2005?

Please answer Yes or No.

Please provide details.

Please provide details of the incident and any remedial actions/ plans in place following the incident, explaining how your procedures and guidance have been improved.

In the last 5 years has your organisation been subject to a finding by a formal inquiry of behaviour that directly resulted in loss of life, the deliberate misleading of customers or amounted to the failure to meet regulatory requirements?

Please answer Yes or No.

Please provide details.

Please provide details of the incident and any remedial actions/ plans in place following the incident, explaining how your procedures and guidance have been improved.