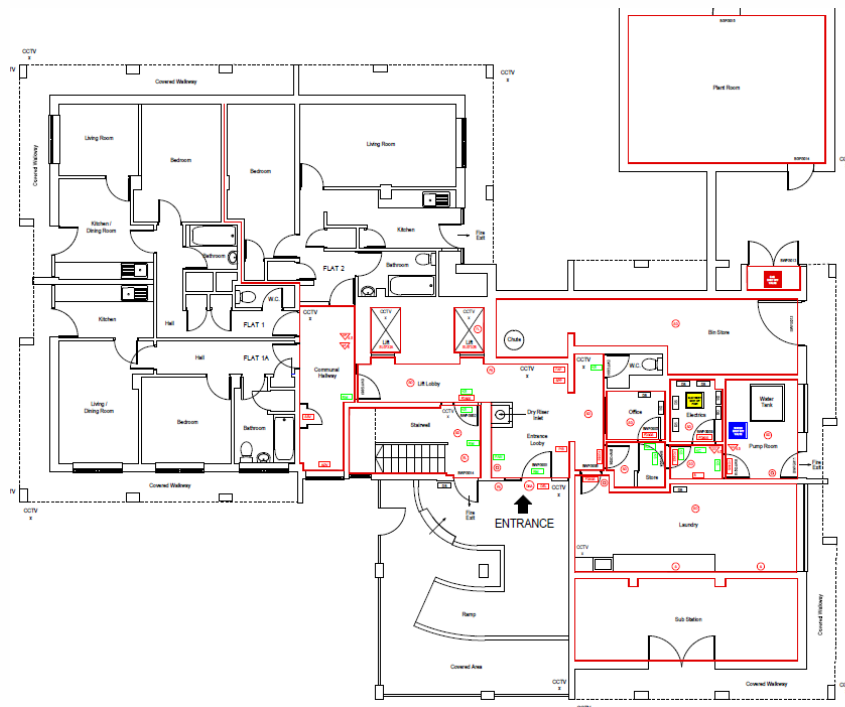




Wythenshawe
Community Housing Group

Building Safety Management System working document



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1.0 Aim of this document

This document has been developed to detail the Building Safety Management System used by Wythenshawe Community Housing Group (WCHG) with defining roles and responsibilities in line with BS:9997: 2019

There is a legal requirement under the Building Safety Act (part 4, Section 84) to have arrangements in place to manage building safety risks and to ensure effective planning, organisation, control, monitoring and review. The system also embraces the requirements of the Regulatory Reform (Fire Safety) Order 2005, Fire Safety Act 2021, the LGS Fire Safety in Purpose Built Block of Flats, and Building Regulations part B with government supplementary guidance.

This process is utilised for Building Safety Management of the higher risk buildings as defined under the Building Safety Act as named below:

Property	Address	Height	Storeys	Tenure
Brookway Court	Bideford Drive, M23 0GL	44	17	General needs
Bagnall Court	Greenway, M22 4LT	32	14	General needs
West View Court	West View Road, M22 4LQ	25	9	General needs
Moorcot Court	Bideford Drive, M23 0QW	22	9	General needs
Benchill Court	Benchill Court Road, M22 4QL	33	12	General needs
Brownley Court	Brownley Court Road, M22 8UG	33	12	General needs
Hollyhedge Court	Hollyhedge Court Road, M22 4ZP	33	12	General needs
Edwards Court	Rowlandsway, M22 5SF	25	8	General needs
Birch Tree Court	Rowlandsway, M22 5RY	25	8	General needs
Village 135	200 Hollyhedge Road, M22 4ZP/4QN	22.5	8	Extra care

The system also takes into consideration the inspection of fire doors and provision of evacuation and fire safety information, where there are 2 or more residential units with doors leading onto communal areas

2.0 Policies and Procedures

The buildings named are designed to support a 'Stay Put' policy. This will allow the resident to remain within their flat should a fire break out elsewhere within the building with the exception of the fire occurring within the flat itself or if the resident is within a communal area where they can reach a protected staircase to exit externally. This is with the exception of any buildings where there is a temporary simultaneous evacuation procedure in place following liaison with the fire risk assessors (refer to section 4) and the local fire department. Where a temporary evacuation procedure is in place, this is communicated to all residents for the period of time it is required and they will be advised when the evacuation procedure reverts back to the original.

Currently Village 135 has a temporary evacuation procedure in place whilst external wall remediation work and the fitting of a sprinkler system is underway.

The emergency evacuation procedures for each block has been communicated to all tenants and leaseholders, and is available on the internet building safety webpage.

This management system works in conjunction with the Fire and Building Safety Management Policy, Tenancy Management Policy, Hoarding Policy, ASB Policy, Gas Management Policy, Scooter Strategy and the Asset and Investment Policy and Development Strategy.

3.0 Resources and Authority- Article 5

The Head of Assets and Executive Director of Assets (Refer to **Appendix C**) will ensure that there is adequate financial and labour resource provided to meet the legislative requirements with the aid of the Building Safety Manager and Senior Contract Manager for facilities in assessing the requirements. (Refer to **Appendix C - Roles and Responsibilities**) There is a board of non-executive members responsible for governance and policy approvals. Performance of compliance is incorporated within a monthly Corporate Performance meeting by senior management across all services on a monthly basis.

4.0 Fire Safety Training- (Regulatory Reform Order)

Contractor Competency

Qualifications and competency records for all maintenance and servicing contract personnel for fire-fighting equipment both passive and active are retained and reviewed annually or with a change of contractor or design, by the Senior Contracts Manager over facilities and copies are retained by the Building Safety Team. Senior managers will review the competencies of contractors they engage specific to the work they intend to carry out or ensure they undertake specific training and understand the key fire and building safety requirements.

Employee Training

The Health and Safety Manager is responsible for the Fire Safety training of Employees and will ensure that new employees to the business complete safety awareness training within the first month of engagement as part of the induction process. All staff are required to complete safety awareness training, which is a module available on the 'WorkRite' e-learning system and refresher training is required every three years.

In depth Inspection fire door training has been provided to some front facing staff and managers. Further fire door inspection training is to be provided and front-line staff fire door awareness training. All associated training records will be logged and maintained by the training and development manager. The Building Safety Manager has provided Building Safety Presentations to operational teams showing how the Building and Fire legislation will affect them and what is required of them.

Leadership and Governance.

Fire Safety has been presented to the Audit and Risk Committee, The Great Places Panel and Customer Experience committee including further discussions with executive members to continue to liaise with those in leadership on the legislation requirements and WCHG status.

5.0 Fire Risk Assessments (in line with articles 8, 9 & 11 of the FSO)

General type 3 Fire Risk Assessments are undertaken by accredited and competent external assessors on an annual basis to the Higher Risk Blocks mentioned within this document. The lower blocks also have Fire Risk Assessments undertaken on a lesser frequency according to the build type/height and use. The current Fire Risk Assessors are: **Total Fire Ltd, Suite 312, Waters Meeting Business Park, Britannia Way, Bolton, BL2 2HH. (BAFE / FIA / UKAS / IFSM)**

Type 3 risk assessments are undertaken in liaison with the assessors which are prioritised dependant on risk and managed via **Total Fire Group's portal 'Aurora'** where actions and evidence of rectification work with commentary is logged. The actions are assigned to the responsible person within the various teams in the business and the relevant Directors for the assignees have sight of completed actions prior to sign off. The actions will generally sit within Facilities, Investment, Repairs, Development or housing teams where the managers or senior managers are assigned the tasks which may include fire doors, compartmentation, items left in communal areas or damage.

Further material/ external wall assessments are undertaken where advised on the FRA and recommended actions carried out by the Investment team.

The FRA recommendations are distributed by a compliance coordinator to the appropriate managers for completion in a timely manner.

Each assignee will update the compliance coordinator on timescales or completion of items and update notes within the Fire Risk Assessors system 'Aurora' for the critical sharing of information.

Directors of the services are required to then satisfy themselves of the completed action prior to final sign off by reviewing evidence submitted into the system or a statement on the completed task.

The Health and Safety Committee will discuss any addressable risks for building safety, assigning the relevant manager and regularly reporting on progress.

6.0 Repairs and Maintenance

For work in communal areas of the high-risk blocks, the senior contract managers will ensure any internal operatives are suitably competent and qualified to carry out the specified work which will include checking their previous experience and knowledge of the work or qualifications specific to the task to consider maintaining fire integrity within blocks of flats and pass details of work that affects compartmentation (fire break walls, doors, risers, ceilings, new materials within common areas etc) or materials used for repair/replacement work will be forwarded to the building safety inbox for inclusion within the safety cases and accurate records retained by the repairs manager.

Any repairs using external contractors will only be ordered with contractors that the Senior contract manager for facilities has records for to prove they are competent and insured.

The Building Safety Officer carries out monthly audits for jobs raised in communal areas further to Fire Risk Assessment action allocation to managers and will liaise closely with managers/team leaders on work that may affect the safety of the buildings. Ad hoc checks will also be made on raised repairs to communal areas to check that jobs affecting compartmentation are being reported to the Building Safety Inbox in the required way.

7.0 Voids and M&E Teams

The Senior Contract Manager over the voids and M&E teams, will ensure the void manager considers building safety in any work undertaken within void properties. Although works which affect compartmentation is not commonplace by the in-house voids team, any such works are discussed at team meetings where the advice of the Fire Risk Assessors may be sought.

The M&E manager has written building safety considerations into the emergency lighting tender which also features in the fire and Building Safety policy.

Both teams, under the Fire and Building Safety policy are obliged to ensure any work undertaken that affects compartmentation, is brought to the attention of the building safety team by sending through an email to the Building Safety Inbox so information can be requested for inclusion in the building safety file and accurate records are retained by the voids manager which feeds into a digital performance monitoring platform.

8.0 Surveying and Adaptations Team

The Adaptations Team

The Senior Contract manager for the Adaptations Team has an oversight of work within these teams and will ensure that external providers/ Contractors used for Adaptation work consider fire safety implications and maintaining compartmentation where it may be affected and so has included this as an item on their pre-start meeting agenda for any such work. The contractor's competence will be reviewed before any such work, and the adaptation surveyor will liaise with the Building Safety Team and provide information via the building safety inbox that may be required for safety cases prior to work and accurate records retained by the adaptation manager.

The Building Surveying Team

Receive 'Customer alteration requests' forms that have been provided to customers for requesting permission to carry out DIY work and prior to providing approval will ensure compartmentation is maintained and the work doesn't oppose current fire legislation, regulations and good practice and will liaise with the Building Safety team where compartmentation maybe affected for advice. To ensure this happens, the customer alteration request form has been altered to serve as reminder to surveyors and customers alike, what will not be allowed to preserve building safety.

9.0 Facilities Team. Maintenance and Servicing and Inspections

The Facilities Team are responsible for passive and reactive fire-fighting equipment, the main servicing frequencies are shown below. A full list of service contractors and frequencies is held on the Asset Maintenance System which is reviewed by the facilities manager.

- Communal fire alarm and panel - 6 month cycle
- Electrical installations - 5 year cycle
- Scooter room combi boilers - annual cycle
- Dry riser checks (no wet risers present) - annual cycle
- Lightening protection - annual cycle
- smoke vents and override switch - 6 month cycle
- Emergency lighting - annual cycle
- Fire Signage - monthly cycle
- Smoke Detectors - annual cycle
- Sprinkler control panel - 3 month cycle
- 'fire fighters' lift - monthly cycle
- lift generators - 6-month cycle

The maintenance work is logged on the asset management system 'Promaster' where documents are uploaded and maintenance frequencies logged. These records then allow reports to be produced on Power BI, providing an overview dashboard for the facilities manager to review service standards and ensure compliance dates are met.

The Facilities Manager will review the contracts and agreements with contractors every 12 months and will arrange a face to face meeting to discuss any changes by WCHG or issues with the process by the contractor.

All essential fire-fighting equipment is Inspected monthly in addition to the servicing regime to ensure they are operating effectively, within the timescales set out in the Regulatory Reform (Fire Safety) Order 2005 and other relevant guidance on the maintenance of safety equipment. The equipment inspected is:

- Fire Alarms and door deactivation
- sprinkler system in high risk areas
- dry riser inlets and outlets
- lifts
- emergency lighting
- fire extinguishers

Where essential fire fighting equipment is likely to be out of order for more than 24 Hours, The facilities Department must be notified and notify the fire service as per the procedure in **APPENDIX B**.

The Building Safety Officer (BSO) will undertake quarterly checks to the Communal fire doors within HRB's under the Facilities remit, unless organised by the Senior contract manager for Facilities for a contractor to carry out the inspections. Village 135 will be inspected, by the Caretaking Supervisor. The BSO will also undertake a review of the contents of all HRB Secure information boxes 6 monthly or upon a change of the information provided. Any concerns or considerations upon these inspections will be reviewed with the Facilities manager/ Village 135 manager or Housing managers for action.

The communal fire door quarterly Inspections are logged on a WCHG cloud-based website '**WCHG Audit Safe**' where leading questions regarding each door is to be completed When the door information is completed it will produce a CSV file which will be uploaded by the Building Safety Team to the asset register which in turn provides a Power Bi dashboard view of inspections undertaken.

10.0 Investment and Programmed work

Investment team activity is overseen by the Head of Assets and the Investment Project Managers. Any programmed and Investment projects to HRB's are logged on the Orchard system and where compartmentation will be affected, the Project Managers will ensure the correct materials are used by reviewing specifications beforehand and a log of fire stopping areas along with photographs and a third party sign off is provided for the safety case via the Building Safety Inbox. As Built plans/ elevations must be produced at handover to the Building Safety Team where there has been a material alteration to common internal/external areas.

Where material or structural alterations take place further structural assessments will be arranged by the Building Safety Team.

11.0 Housing Management/ Resident activity

For Customer alteration request, see surveying teams above.

Where neighbourhood officers are advised of, materials stored in internal or external communal areas, the officer will visit the area within 3 working days to attempt to find out who the items belong to. If the items can be tracked to a particular resident, they will be contacted and request the items to be removed from the common area with immediate effect. If the owner of the items is not immediately contactable, the officer will post a letter advising of the particular clause to the lease/agreement and that the items will be removed after 3 working days and stored in a secure area, and contact details will be on the letter. Should the item/s not be collected after 14 days, the officer should further discuss with their line manager to determine if the items can be discarded. Photos will be taken of the items on finding them and just prior to removing them with date stamps on the photos.

Mobile estate officers also carry out weekly inspections of the communal areas to ensure they remain sterile and free of any combustible materials or residents' personal possessions, and to ensure scooters, bicycles and other possessions are not stored in unallocated areas and will refer any items of concern to the neighbourhood officers.

12.0 Emergency Planning – Article 15 of the FSO

Fire Risk Assessments will provide risk-based recommendations as an initial step towards planning for an emergency situation in which recommendations such as adequate signage, emergency lighting, smoke control, compartmentation and equipment maintenance will be undertaken. If a Fire was to occur, each resident has been provided with fire evacuation procedures relating to their block and the fire service have access to required information via the Secure Information Box.

Should the fire service carry out an evacuation, there are dedicated muster points which have been communicated to all residents and also displayed within the communal areas.

There are contact details within each secure information box of key personnel to be contacted which will include The Building Safety Manager, Senior housing manager and Health and Safety Manager during working hours and the out of Hours Assure 24 team who can monitor the situation, provide on-site aid and contact the duty manager in charge out of hours.

Should an actual fire occur, the out of hours, the duty manager will meet with the fire service to provide help, information and take a copy of the reported incident form to provide to the Building Safety Team.

The Building Safety Manager will, at the earliest time, log the incident, review incident findings, discuss with the Health and Safety Manager and ensure any recommended actions are undertaken that may reduce future risk. If there is a false activation without a manager present, the Building Safety Officer will locate the fire service note the next working day and act upon any recommendations.

The emergency activity links to the wider corporate business continuity plan which is reviewed annually or in the event of an incident by the Risk assurance and compliance manager.

<https://wchg.sharepoint.com/sites/AllWCHG-BCP-BusinessRecoveryTeamLeaders>

13.0 Control of work on site- Article 20

Contractors are used often by our operational teams and wholly by the Investment team.

Contractors used by the repairs/ M&E/ Adaptations and Voids teams are often for one off or low impact reactive work where the relevant manager can easily track the work and ensure that the operatives have received the correct level of training for work being carried out in apartments or communal areas. Evidence of this training or competency will be retained and a copy sent to the Building Safety Inbox.

The Investment team will utilise contractors to deliver major works often with a consultant Clients agent and principal designer familiar with the works being delivered including fire safety work. These large schemes are also registered under the Construction Design Management 2015 regulations and an F10 is in place prior to work commencing. For the larger Investment programmes, the Project Manager for the scheme will attend site at least once a week and a project surveyor fulfilling a clerk of works duty will attend almost daily along with regular visits from the client principal designer where one is utilised.

The Facilities Team are to ensure that any maintenance team/person engaged to carry out work to apartments/ communal areas that may affect the safety of the building are competent to do so and retain training records/ competency evidence and notify the Building Safety team.

There is a permit to work system in place with the Facilities team where access is required to roof areas for servicing and maintenance work and RAMS are provided for inspection prior to providing a permit and keys to control the work to high risk areas.

14.0 Resident Engagement. Article 20 of the FSO

As advised in our Customer Engagement Strategy, we said we will 'Develop a bespoke involvement offer for residents in High-Rise blocks to meet the regulatory requirements under the Building Safety Bill' We now have in place regular High-Rise engagement forum meetings where residents of the high-risk buildings come together with different colleagues each time according to who the residents would like to have feedback from, feed information to or find out information from. Colleagues obtain advice from residents on methods of disseminating information, ideas for further engagement and involvement days.

Under our message of having 'Stronger relationships with local community groups and voluntary organisations and listening to people in their own locality rather than only bringing them into our spaces' we have a Building Safety Officer (BSO) and Building

Safety Manager (BSM) who frequents the blocks to carry out inspections and speak to residents. A 'Safety Case on a Page' is contained within a fire-retardant information display case in each communal area with the direct contact numbers and direct contact email for the BSO and BSM and main reception numbers and e-mail addresses to report any building safety concern. The BSO and BSM address any such concerns, liaising with the resident throughout. The Evacuation information and information supplied by the fire service is also displayed here.

Fire evacuation and fire door information has gone to all residents within blocks of flats (via neighbourhood officers and will be reviewed annually, and more in-depth fire door information has been provided to residents as new fire doors are fitted by the contractor and also will be reviewed annually by the neighbourhood officers and re-issued. There is a contact form on the Internet under the 'Building Safety' section [Building and Fire Safety - WCHG](#) where residents can report any safety incidents for their block and can also remain anonymous if required.

The Building Safety Team will look to supply digital information screens within the ground floor of each traditional build block to disseminate important information which will be monitored by the 'high rise forum' residents and BSO. This is already being used in the Village 135 complex.

15.0 Development Team

Development managers under the supervision of the Director of Development and Head of Development, will ensure all new build scheme Tenders for blocks of flats regardless of height will include the requirement for consideration of Fire Safety for the design and throughout the build with certification, training records of the contractors and material specifications and final as built annotated drawings retained in secure folders for future reference.

For any new domestic buildings at 18m or above, all tenders should ensure the Regulatory Reform Order/ Fire Safety Act 2021 and Building Safety Act 2022 are referenced along with the requirement for competency evidence and the project planning application will be via the planning Gateways set out by government. For such builds, the Building Safety Manager/ officer and Facilities manager should be invited to the pre-contract meeting, a number of progress meetings and final meeting to ensure the necessary documentation is received.

All breaches through compartmentation should be logged and the areas photographed with specifications of material for fire stopping used to ensure a full audit of works. A pre and post occupation fire strategy will be required and included in the handover of information to the Building Safety Manager.

For Buy Back flats, all compartmentation should be checked and any work undertaken in order to ensure it is effective prior to let. The development Project managers will ensure that any contractors/Consultants utilised are competent to undertake the required work and will obtain any material specifications to be used on compartmentation or within communal areas before work. The competencies/qualifications and material specifications for work affecting compartmentation in high rise buy backs are to be provided to the Building Safety

Team via the inbox for inclusion in the safety case for any flats in high rise blocks. The Project Managers for schemes should ensure full accurate information on fire safety for each block is retained and accessible for future reference.

16.0 Leaseholders

The leasehold team ensures that leaseholders are provided with the information on Fire doors advising what they should and shouldn't do with regard to the door and also with Evacuation information on signing the lease. Thereafter information will be distributed via the High-Rise Living forum/letters / communal area notices/ website, Tenants and Resident Association groups and drop in days aided by the Customer Engagement Manager.

17.0 New Tenancies

Tenancy sign up packs are presented to new tenants within blocks of flats which include fire safety information / Evacuation information and who to contact in the event of a building safety issue.

WCHG also operates a review list for applicants and suitability for a tenancy where applications are suspended due to causing concern with WCHG or partner agencies due to poor conduct, anti-social behaviour, have previously caused wilful damage to property or where legal action against them has commenced for breach of tenancy agreement

18.0 Training and competency

As included in a previous section for each department, training for colleagues on safety is organised by the Health and Safety Manager and records/ certification is to be sent to, and maintained by, the Training and Development manager for inclusion on the HR system.

It is the duty of each section manager to ensure their team members have adequate training and competency to carry out their roles and otherwise, organise training via the Health and Safety Manager, however all new staff will undertake training on induction with the Human Resources department.

A number of colleagues in customer facing roles have received an increased fire safety awareness training to be able to identify safety issues as they arise on site and further mitigate any risks.

The remaining front facing staff will receive bespoke fire safety training where they have a duty to manage building safety within their roles.

The Senior Contract Manager for facilities will ensure that any person(s) undertaking Fire Risk Assessments and Servicing/Maintenance/Testing of the fire prevention and protection equipment are deemed competent and an accredited member of BAFE/FIA

or similar to minimise the potential risk of fire in premises owned or managed by the Organisation.

Any compliance contractor or consultant must be UKAS accredited and must provide evidence as to the competency of any employee they allocate to work on WCHG's behalf.

The Senior Contract Manager also maintains a register of these operatives and their competency

19.0 Reporting of Incidents

There is a Health and Safety Policy and accident/Incident reporting procedure overseen by the Health and safety Manager which includes the requirement under the Reporting of Injuries; Diseases and Dangerous Occurrences (RIDDOR) regulations for the reporting of injuries, diseases and dangerous diseases.

The Health and Safety Manager is the point of contact for all accident, incidents, near misses and dangerous occurrences and all incidents are reported using the online system which can be accessed via the intranet. All serious incidents should be reported verbally to the Health and Safety Manager Immediately. Refer to Appendix A on Mandatory Occurrences.

Where the Health and Safety Manager receives a building safety related report, they will discuss further with the Building Safety Manager so it can be reported, if required, to the Building Safety Regulator.

For Asbestos related incidents, these must be referred to both the Health and Safety Manager and also the Asbestos e-mail inbox for actioning.

20.0 Employees

All employees have a responsibility for their own health and safety and that of others, including members of the public, residents, visitors and Contractors in the event of a fire in a high-rise block. Any hazards noted within blocks of flats that may present a serious risk of fire or compromise the integrity of an area of compartmentation, have a duty to report it to their manager or Building Safety Officer/Manager.

Where a major hazard exists or is identified, the building safety manager will liaise with the risk assessors and the fire service to determine if a temporary simultaneous evacuation procedure is necessary or waking watch service and will liaise again once the work to remove the hazard is complete.

21.0 Identifying Risks

Risks to the HRB's can be identified in a number of ways as described below:

Fire Risk Assessments

These are carried out annually and risk are graded in severity. The findings and recommendations on HRB's are reviewed by the Building Safety Manager and Officer monthly via a report sent to all managers for actions to be taken. For

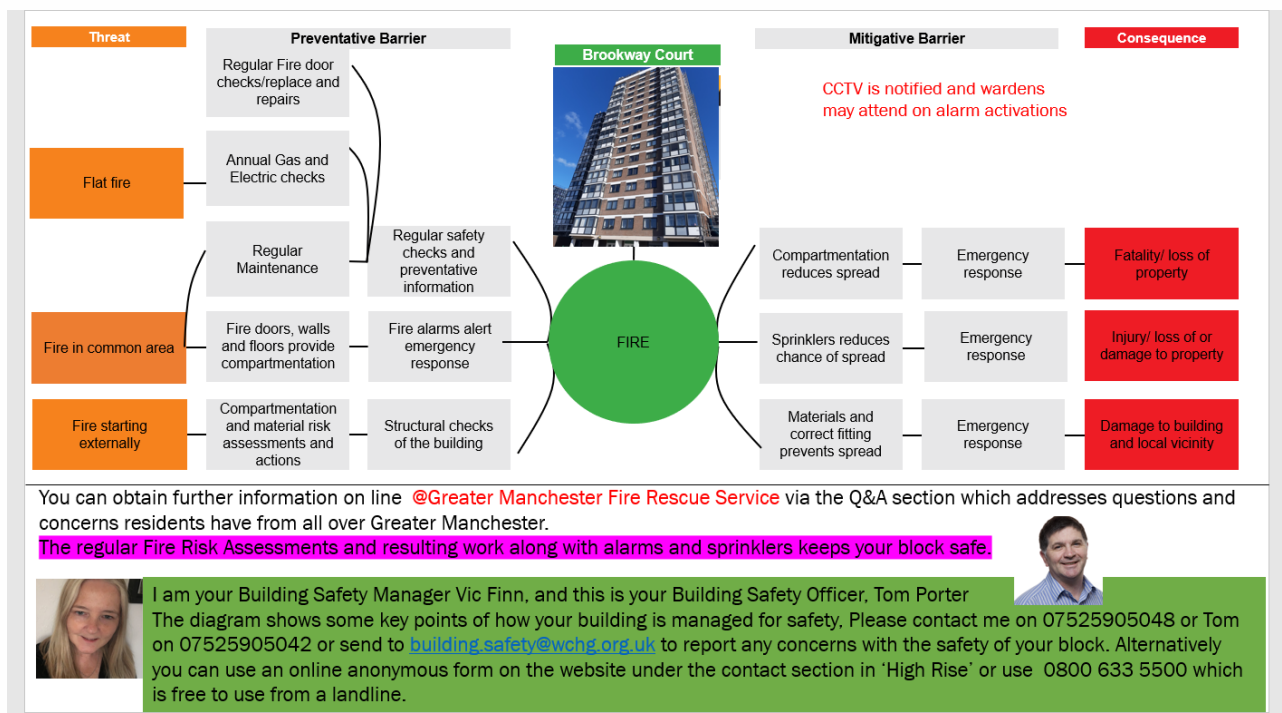
immediate safety risks, the Fire Risk Assessors have been advised to use the system as described above for mandatory reporting however if the numbers cannot be reached for the Health and Safety Manager, to report directly to the Building Safety Manager.

Residents and Visitors to blocks.

Within each foyer area of each HRB, there is a 'Safety Case' page with a simple diagram to show how fire risks are managed with a photograph and direct numbers to the Building Safety Manager and Building Safety Officer for reporting any issues direct and also the freephone general number.

There is a 'High Rise Forum' where residents from high rise blocks can meet to discuss their blocks once every two months and a Building Safety webpage where there is an online contact page where the reporter can remain anonymous. The neighbourhood officers and building safety officers will also be in each block at least once a week.

Residents can also report complaints via the complaints system on line, over the phone or by letter which will be forwarded to the building safety inbox. See below Diagram example of one safety case page from a block.



Formal Complaints

WCHG have a robust complaints and praise system which is regularly reviewed via a complaints Quality Network Group with representatives from throughout the organisation.

formal complaints can be made via:

online form

By email – complaints&praise@wchg.org.uk

Via social media – [Wythenshawe Community Housing Group](#)

By telephone – 0800 633 5500 or 0300 111 0000

Write to – Customer Services Manager, 8 Pounds wick Lane, M22 9TA

Any complaints relating to building safety will be sent to the Building Safety Inbox which is always monitored where any issues of significance in line with the regulator's advice will be forwarded to the regulator by the Building Safety Manager who will maintain contact and provide updates as to the mitigation measures. Appendix A shows the formal process.

Contractors and Consultants

Contractors or consultants working on HRB's on a project which involves disturbing the material of the building are to ensure that any significant risk to the building or residents they encounter is reported to the project manager who will advise the Building Safety Team and work with them to reach a resolution. Contractors are encouraged to report any risks that may have also been caused as a result of the work they are undertaking and to work closely with the accountable person in order to reduce the risk. In such cases, where the risk is significant, the Building Safety Manager will liaise with the regulator and the Construction Design Management Coordinator where necessary including WCHG, health and safety Manager.

See Appendix C for Roles and Responsibilities.

APPENDIX A

Mandatory Occurrence Reporting procedure.

part 4, provision 87 of the Building Safety Act 2022

Accountable Person: Wythenshawe Community Housing Group

Building Safety Manager: Vic Finn **Health and Safety Manager:** Tom Jones

Any significant safety risks to the High-Risk Buildings (HRB's) under the ownership of the accountable person will be reported, via the Building Safety Manager, to the regulator in a specified time and way as advised by the regulator. The current procedure is for all reportable instances to be reported by the 'Responsible Person' to the Health and Safety manager initially as with other non-building issues, who will advise the BSM for building related issues.

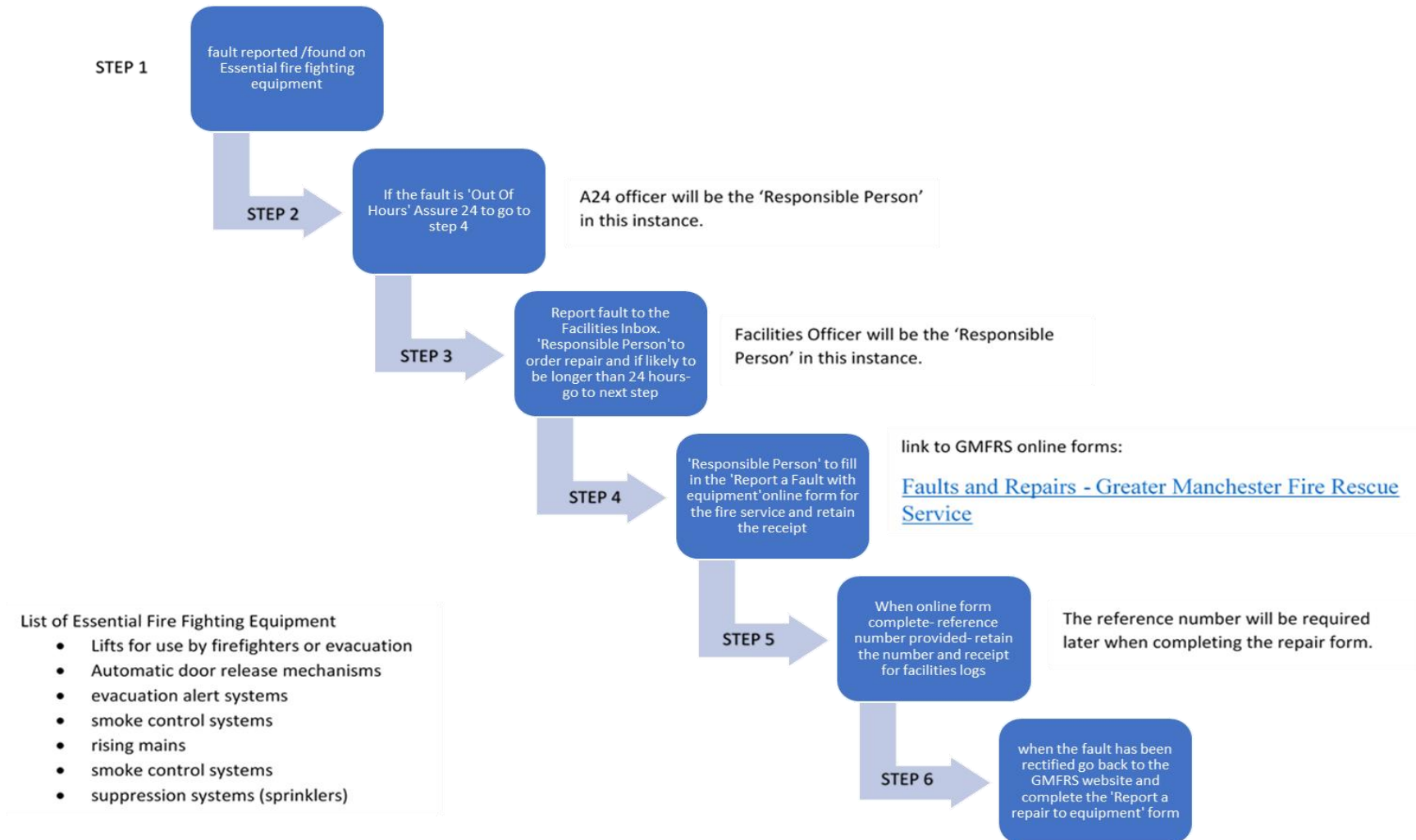
The 'Responsible Person' is any person responsible for carrying out a task within a HRB and a significant risk will be one that the responsible person believes can cause a fire or structural risk to the building. For the reporting such instances, the **Health and Safety Manager, Tom Jones can be contacted on 07580869615 or the Health and Safety Officer, Lauren Pollitt on 07580869767.**

Voluntary occurrences can be reported by both residents and colleagues to the Building Safety e-mail building.safety@wchg.org.uk or by direct telephone numbers: **Building Safety Manager -Vic Finn 07525095048 or Building Safety Officer, Tom Porter 07525905042** or in person when on site or in the office. Residents can also report issues anonymously via the website Building Safety Page.

All mandatory occurrence reports to Building Safety will be investigated by the Building Safety Manager with a view to remedying the situation and then discussed in the quarterly Health and Safety committee forum where processes and learning outcomes can be discussed and altered if necessary.

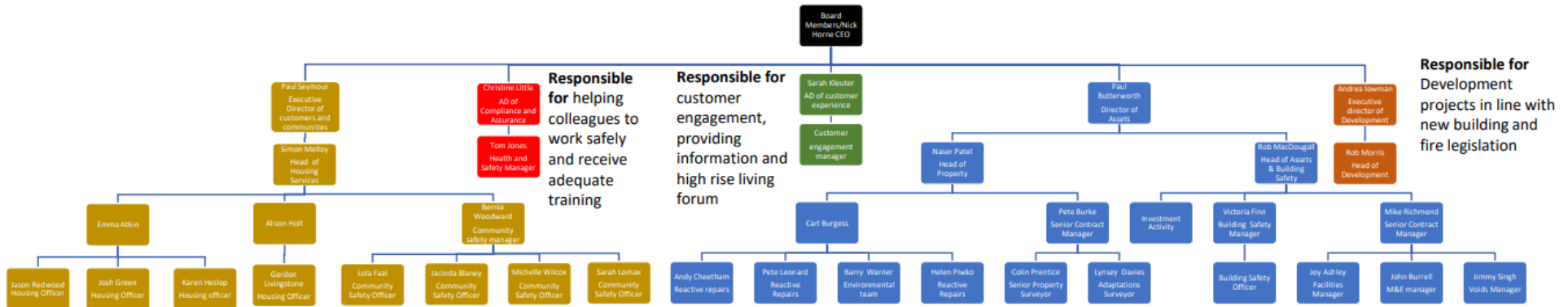
APPENDIX B

Reporting faults on Essential Fire Fighting Equipment out of order for >24 hours. For use by the Facilities department.



APPENDIX C

BUILDING SAFETY MANAGEMENT ROLES AND RESPONSIBILITIES- TRADITIONAL HIGH RISE BUILDINGS



Responsible for tenant activity and change in tenancy affecting PREPS:
Jason Redwood- Moorcot and Brookway courts
Gordon Livingstone- Birch Tree and Edwards courts
Karen Heslop- Benchill, Brownley and Hollyhedge Courts
Joshua Green- Bagnall and West View courts

Responsible for community safety and dealing with antisocial behaviour
 Working in the community and out of hours 'Assure 24' team/ wardens

Responsible for all repair activity
 affecting communal external and internal areas and keeping areas clean and tidy

Responsible for all Surveying and Adaptation activity
 with consideration to building Safety.

Building Safety Team
Responsible for ensuring WCHG as the Principal Accountable Person is working in line with legislation including all Teams activity as well as customer engagement and the contact for the fire service and Regulators.

Responsible for Electrical and Gas work, annual flat entrance door checks and void maintenance activity affecting compartmentation. Facilities- Maintenance and Servicing/ communal door and building Safety equipment.

Building Safety Manager
 Head of Assets & Building Safety
 Head of Property & Maintenance
 Head of Housing Services
 Customer engagement manager
 Senior contract manager (voids/facilities)
 Senior Contract Manager (repairs/env serv)
 Health and Safety Manager
 Head of Development

Vic Finn
 Rob MacDougall
 Naser Patel
 Simon Melloy
 Natalie Hinchcliffe
 Mike Richmond
 Carl Burgess
 Tom Jones
 Rob Morris

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