Constructionline
a Once For All company

Building Safety Act Assessments

Guidance on completing the Building Safety Act Assessment Questions

Process

While completing the verification/assessment of the Building Safety Act Assessments, the minimum standard our customers must meet before we can approve the requirement is below.

Standard Construction VS Higher-Risk Buildings (HRBs)

Within the Building Safety Assessments scheme, there are two question sets:

- ✓ Standard Construction:
  1. Fire Precautions
- ✓ Higher-Risk Buildings (HRBs)
  1. Fire Precautions
  2. Higher-Risk Buildings Infractions

For each of the requirements above and their related questions we have identified the level of evidence which meets the verification assessment criteria for the Building Safety Assessments.

REF: 7382 Please describe how you communicate technical information to non-technical audiences such as a client, a member of the public or a site visitor

What does this mean?

Communicating technical information to non-technical audiences in construction carries several risks due to the complexity of the subject matter, industry-specific jargon, and safety-critical implications. One major risk is misunderstanding safety protocols, which can lead to serious accidents or legal non-compliance if non-technical individuals fail to grasp essential procedures. Additionally, stakeholders who lack technical knowledge may form inaccurate expectations about budgets or timelines, resulting in frustration and potential disputes when unforeseen delays or costs arise.

Another challenge is non-technical individuals' difficulty interpreting technical drawings or specifications, potentially causing confusion about project scope and leading to errors or rework. Conversely, oversimplifying technical concepts to make them more digestible can result in omitting vital information, risking non-compliance with standards and references.

Failing to communicate technical information clearly and accurately can also damage a company's credibility, as stakeholders may perceive the information as unprofessional or unreliable. Miscommunication about legal and regulatory requirements can lead to costly non-compliance, including fines or project delays. Furthermore, non-technical staff or clients may misinterpret technical needs, disrupting procurement and coordination, creating inefficiencies or on-site errors.

Cultural and language differences add another layer of complexity, increasing the likelihood of confusion or mistrust if technical information isn't conveyed in an accessible and inclusive way. Finally, clients or stakeholders may resist technical recommendations simply due to a lack of understanding, which can delay decision-making and compromise the quality or effectiveness of project outcomes.

How Can I Mitigate Against These Risks?

- ✓ **Use Clear and Simple Language:** Avoid jargon and overly technical terms. Use simple, straightforward language when explaining complex concepts.
- ✓ **Visual Aids and Diagrams:** Use visual tools like blueprints, flowcharts, 3D models, and diagrams to illustrate complex ideas and systems. This helps bridge the gap between technical and non-technical perspectives.
- ✓ **Analogies and Examples:** Relate technical concepts to everyday scenarios or common experiences that non-technical stakeholders can easily understand.
- ✓ **Provide Context:** Always explain the "why" behind decisions or actions, especially when those decisions involve safety, compliance, or risk management.
- ✓ **Offer Training and Workshops:** For key stakeholders or team members who need to better understand technical aspects, consider providing training or workshops that focus on the basics of construction processes, safety protocols, or regulations.
- ✓ **Feedback and Clarification:** Encourage feedback and provide opportunities for non-technical stakeholders to ask questions, ensuring they understand and feel comfortable with the information.
- ✓ **Summarise Key Takeaways:** After communicating complex information, summarise the main points to ensure clarity and retention.

What is the Constructionline's Acceptance Criteria for this question?

The assessor will require evidence that the company has thoroughly considered the risks associated with communicating to different parties and provide evidence that can demonstrate this being achieved. This could include the contents of a safety briefing, accompanied by an acknowledgement sheet and knowledge check quiz results.

REF: 10443 Please provide an example of how you have contributed to the design, enabling safe use and occupancy of a building.

What does this mean?

This includes several critical aspects of building design aimed at ensuring safety, accessibility, and occupant well-being. It involves complying with the Approved Documents, Codes of Practice, and relevant codes, standards, and references to create spaces that are legally compliant and safe for all users. Structural safety is a key component, focusing on designing buildings that can endure various stressors like weather or seismic activity. Fire safety measures are also essential, with designs incorporating fire-resistant materials, alarms, sprinkler systems, and safe evacuation routes. Accessibility is another priority, ensuring that features like ramps and elevators accommodate individuals with disabilities. Safety is further supported through integrated systems such as alarms, smoke control, and emergency lighting. Additionally, the design considers health and well-being by promoting good air quality, ventilation, natural light, and sound control to create a comfortable and safe environment for occupants.

What is Constructionline's Acceptance Criteria for this question?

The assessor will need you to provide a working example of a project where you have made contributions to the design of a building, with specific reference to your contributions to the safe use and occupancy of that building. You can describe a situation where you have implemented any of the aspects listed above.

PRINCIPAL DESIGNERS ONLY

REF: 7357 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 in the design phase?

REF: 7358 Please upload your arrangements for ensuring the significant risks that may arise to people from fire and explosion during the construction phase are controlled in the design phase.

What does this mean?

Ensuring the safety of people during the Construction Phase, particularly regarding risks from fire and explosion, is a critical responsibility of the PD as the decisions made during the design phase directly impact the Construction Phase and should ideally be designed out before construction begins. The Building Safety Act emphasises the need for clear responsibility and risk management at all stages of the building lifecycle.

Designs will affect the considerations on site, so it is vital to consider them in the Design Phase.

What should I include in my arrangements?

To ensure the safe use and occupancy of a building during the construction phase and in compliance with the Building Safety Act 2022, here are key arrangements you may include to control significant risks of fire and explosion:

1. **Fire Risk Assessments:**
   - ✓ Ensure that a comprehensive fire risk assessment is conducted by a competent person at the start of the construction phase and reviewed and updated at regular intervals. The fire risk assessment must identify all potential fire and explosion hazards. For example, assess the storage and use of flammable materials (e.g., paints, solvents, fuels) and ensure that these materials are kept away from heat sources or open flames.
   - ✓ Review the risks associated with temporary electrical systems, such as extension cords, temporary lighting, or generators that might increase the chance of electrical fires.
2. **Fire Safety Plan:**
   - ✓ Develop a construction-phase fire safety plan with the PC that outlines specific fire prevention and control measures. This could include the temporary installation of fire alarms, fire extinguishers, and emergency exit signs to ensure adequate protection during the construction phase, even before the final fire safety systems are in place.
   - ✓ Define clear fire safety zones for the storage of flammable materials, away from areas where hot work or electrical systems are in use.
3. **Emergency Response Plan:**
   - ✓ Develop a clear emergency response plan with the PC that includes detailed evacuation procedures, the location of emergency exits, and assembly points. The plan should also cover the proper use of fire safety equipment such as extinguishers and emergency lighting.
   - ✓ Include protocols for fire drills and evacuation simulations, ensuring all personnel are familiar with emergency procedures.
4. **Training and Awareness:**
   - ✓ Conduct fire safety training for all workers, subcontractors, and anyone on the site, ensuring they understand the fire risks, how to use fire extinguishers, and the emergency evacuation process. For instance, provide training on safe handling of hazardous materials and the importance of good housekeeping to prevent fire hazards.

- ✓ Provide specific training for workers involved in hot work or those handling flammable substances, making sure they understand the hot work permit system and safe work practices.

5. **Coordination of Safety Measures Across Contractors:**
   - ✓ You should be satisfied that the PC will ensure that all subcontractors are informed of fire safety procedures and that their activities are coordinated to prevent cross-contamination of risks. For example, if one contractor is performing welding work, the Principal Contractor should ensure that the hot work area is clear of flammable materials being used by other contractors.
6. **Regular Inspections and Monitoring:**
   - ✓ Schedule regular fire safety inspections throughout the construction phase to ensure compliance with the fire safety plan. Inspections should cover everything from the integrity of temporary fire barriers to the proper storage of materials.
   - ✓ Maintain a fire logbook that tracks the completion of fire drills, hot work permits, and inspections, and document any adjustments made to fire safety procedures during construction.
7. **Fire Safety Documentation:**
   - ✓ Ensure detailed documentation is kept of all fire safety procedures, risk assessments, and actions taken during construction, including hot work permits, fire extinguisher inspections, and fire safety training records. These documents should be available for review by regulatory authorities, such as the Building Safety Regulator, HSE, or Fire and Rescue Service.
   - ✓ Ensure that the fire safety plans and risk assessments are updated regularly, especially if new hazards are identified as construction progresses.
8. **Arson:**
   - ✓ Any fire planning and precautions must consider measures to minimise the risk of arson.

Example of How These Arrangements Could Be Implemented:

- ✓ **Hot Work Permit:** Before any hot works are carried out, a hot work permit is issued, and the area is cleared of flammable materials. A fire watch would be assigned to ensure that any sparks or heat sources are closely monitored.
- ✓ **Flammable Materials Storage:** Materials like paint and solvents would be stored in a fire-resistant storage container in a designated flammable materials zone far from hot work and electrical systems.
- ✓ **Emergency Response:** An evacuation map would be displayed in key areas, and a fire drill would be conducted to practice the evacuation plan. The fire alarms and extinguishers would be tested regularly to ensure functionality.

What is Constructionline's Acceptance Criteria for this question?

You would be required to upload either a policy or procedure that addresses the elements listed above with an option to also provide a working document that shows how they are implemented This could be documented arrangements or an operational procedure which covers the control of fire/explosion risks and should include the risks to people both on site and around adjacent buildings. During the construction phase, individuals involved within the project may be exposed to the risk of fire or explosion during their work activities or who are in proximity to the construction site. You must be able to provide the documented protocols you have in place which manage the risk of fire or explosion to individuals during this construction phase. This may be part of your health & safety manual or a standalone procedure.

DESIGNERS ONLY

REF: 7359 How do you consider the risk of fire when designing the construction project, including choice of building materials and process of build?

What does this mean?

When designing a construction project, considering the risk of fire is essential to ensuring the safety of both the construction workers and future occupants of the building. This involves a holistic approach that integrates fire safety regulations, building material selection, construction processes, and safety management protocols throughout the design and construction phases.

Key Points in Your Answer:

- ✓ Emphasise adherence to fire safety legislation and technical standards. Describe the choice of non-combustible materials and fire-resistant construction elements.
- ✓ Address fire compartmentation and escape routes to prevent fire spread and ensure safe evacuation.
- ✓ Highlight fire safety systems like sprinklers, alarms, and ventilation as part of the design.
- ✓ Incorporate Construction Phase including Building Work, safety through proper management of hot work and fire prevention.
- ✓ Discuss maintenance and ongoing safety checks.

By detailing these measures, you demonstrate your commitment to fire safety throughout the construction process, ensuring that the building is designed for safe use and occupancy, in full compliance with the Building Safety Act 2022.

What kind of evidence could I provide?

To effectively demonstrate that fire safety has been integrated into the design and construction of a building project, it is essential to provide a range of evidence that spans compliance, design, construction, and ongoing maintenance. First, compliance documentation should be in place to confirm adherence to fire safety regulations such as Part B to Schedule 1 of the Building Regulations 2010. This includes building control approvals, fire risk assessments, identifying hazards and mitigation measures, and certification for materials like fire-rated doors and cladding.

Design plans and specifications must clearly show how fire safety has been considered. These should illustrate fire compartments, escape routes, fire suppression systems, and the use of fire-resistant materials. Detailed zoning layouts also help demonstrate how the spread of fire is managed through compartmentation.

Documentation related to fire safety systems is crucial. This includes design and installation records for sprinkler systems, smoke control and ventilation, and fire alarm systems. These documents ensure that both passive and active fire safety measures have been integrated effectively into the building.

During construction, it is vital to maintain records that show fire safety was actively managed. This might include hot work permit logs, fire watch documentation, site safety records, and reports from regular fire safety audits. Such evidence confirms that risks were managed properly throughout the building process.

Post-construction, ongoing maintenance and inspection are key to ensuring that fire safety systems continue to function correctly. Maintenance schedules, inspection logs, and servicing records support the commitment to long-term fire safety compliance.

Finally, training and awareness form an important part of fire safety integration. Providing evidence of fire safety training for staff and contractors, along with documented emergency evacuation plans and drills, ensures that everyone involved understands how to respond appropriately in case of a fire.

Altogether, this comprehensive approach not only demonstrates legal compliance but also supports the broader safety goals of the Building Safety Act by ensuring that fire safety is embedded at every stage of a building's life.

What is Constructionline's Acceptance Criteria for this question?

You should make informed decisions to minimise fire risks when a building is designed. Your statement should outline how, when designing a construction project, you systematically address fire risk through these decisions. Evidence of Project Fire Risks considered in material selection and installation with specific examples of when you have done this in the past.

DESIGNER ONLY

REF: 7360 Please detail your design phase methodology for identifying and controlling fire risks outside of the main site boundary including the impact on neighbouring properties and their emergency escape routes.

What does this mean?

When evaluating off-site fire risks, it's important to consider how external factors could impact not only the building itself but also surrounding properties and their emergency evacuation plans. Off-site fire risks typically involve hazards originating from adjacent buildings, commercial properties, or industrial processes, such as external fires, flammable materials on nearby structures, limited space for fire service access, or the layout of neighbouring properties, which could hinder firefighting operations.

The Building Safety Act and related fire safety regulations highlight the need to limit fire spread beyond a building's boundaries. To meet these requirements, attention must be given to the fire resistance of external walls, the use of compartmentation methods to contain fire, and the potential for falling debris to affect nearby structures.

Emergency escape routes are another critical aspect. Fires or structural issues can block access, while smoke and toxic fumes can reduce visibility and compromise safety. In high-density areas, shared or adjacent escape routes may become unusable if not properly managed. Firefighting access is also essential, as restricted entry points could delay response times and increase danger to both the building in question and its neighbours.

Under the Building Safety Act 2022, Duty holders, such as developers, building owners, or accountable persons, must ensure that address these external threats. Fire strategies must incorporate the possibility of fire spreading between buildings and the potential disruption to emergency access. Collaboration with local Fire and Rescue Services can help identify and resolve access challenges and improve overall preparedness.

To reduce off-site fire risks, practical measures should include the use of non-combustible materials on building exteriors, maintaining safe distances between structures, keeping escape routes unobstructed and well-marked, and considering additional fire suppression systems like external sprinklers. Fire safety plans should be revisited regularly to reflect any changes in the environment or neighbouring buildings, ensuring long-term safety for all occupants and nearby residents.

What kind of evidence could I provide?

Below are key types of things to consider when formulating your answer:

1. **Fire Risk Assessments (FRA)**
   - ✓ A comprehensive Fire Risk Assessment that specifically evaluates:
     - ✓ External fire spread risks from/to neighbouring properties.
     - ✓ Potential impacts on emergency escape routes.
     - ✓ Off-site risks, such as adjacent buildings with hazardous materials.
   - ✓ Evidence of third-party FRA reviews by a competent fire risk assessor.

2. Site Plans & Drawings

- ✓ Site layout plans showing:
  - ✓ Location of fire escape routes for both your building and neighbouring properties.
  - ✓ Firefighting access points and hydrants.
  - ✓ Separation distances between buildings to assess fire spread risk.
  - ✓ Fire strategy plans demonstrating mitigation of external fire spread.

3. Building Materials & Design Compliance

- ✓ Specifications proving use of fire-resistant external materials (e.g., non-combustible cladding, fire-rated insulation).
- ✓ Test certificates and compliance documentation (e.g., BS 8414 Fire performance of external cladding systems test results for façade fire performance).
- ✓ Reports confirming the fire rating of external walls and compartmentation measures.

4. Consultation & Engagement Records

- ✓ Minutes from meetings with local fire authorities, demonstrating that emergency access and off-site risks were considered.
- ✓ Correspondence with neighbouring property owners regarding fire safety coordination.
- ✓ Engagement with local planning authorities showing compliance with fire safety regulations in high-risk areas.

5. Emergency Planning & Evacuation Procedures

- ✓ Copies of fire evacuation plans, showing how external risks are accounted for.
- ✓ Evidence of regular fire drills, including considerations for neighbouring properties.
- ✓ Documentation of firefighting strategies addressing external risks (e.g., use of water curtains or fire-resistant barriers).

6. Fire Safety Management & Training

- ✓ Records of fire safety training for staff and responsible persons.
- ✓ Evidence of ongoing fire safety maintenance (e.g., inspection logs for fire doors, alarms, and suppression systems).
- ✓ Risk mitigation procedures, such as policies for managing external fire hazards.

7. Compliance with Regulatory Standards

- ✓ The Building Safety Act 2022.
- ✓ The Regulatory Reform (Fire Safety) Order 2005 (as amended).
- ✓ Relevant British Standards (e.g., BS 9991, BS 9999).
- ✓ Local authority requirements and Approved Document B Fire Safety.

What is Constructionline's Acceptance Criteria for this question?

Please provide a clear and detailed account of the processes and approaches you follow to identify and then control fire risks that affect areas outside of the main construction site boundary. This could include flammable materials and other ignition sources, such as fuels or work processes. The Construction Phase Plan with Traffic Management Plan, scheduled deliveries and contact details for senior site personnel to neighbours could also be included.

CONTRACTOR ONLY

REF: 7367 Do you have documented arrangements to assess and manage fire safety risks when working on projects and other sites, such as the use of solvents or the risk of fire spread?

REF: 7368 Please provide a copy of your documented arrangements for managing fire safety risks dated within the last 12 months.

What does this mean?

Under the Building Safety Act 2022, those responsible for buildings (e.g., duty holders, accountable persons) must assess and manage fire risks, including those arising from work processes. This includes the use of flammable materials like solvents and the risk of fire spread.

What kind of evidence could I provide?

To demonstrate that you assess and manage work process fire safety risks (such as the use of solvents and fire spread risks) in compliance with the Building Safety Act 2022, you should provide documented evidence.

1. Fire Risk Assessments (FRA) & Hazard Reports

- ✓ A formal Fire Risk Assessment (FRA) that identifies work process risks (e.g., solvent use, hot work) and control measures.
- ✓ Hazard Identification (HAZID) reports for flammable substances and high-risk activities.
- ✓ Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) assessment for workplaces handling dangerous substances or where an explosive atmosphere may be formed.

Example:
A completed Fire Risk Assessment report showing how solvent storage and fire spread risks are managed.

2. Fire Safety Policies & Procedures

- ✓ A documented fire safety policy outlining control measures for work processes.
- ✓ Safe work procedures for handling and storing flammable substances.
- ✓ Hot Work Permit System to ensure fire prevention measures are in place before work starts.
- ✓ Safety Data Sheets (SDS) or Technical Data Sheets for solvents and hazardous materials used on-site.

Example:
A copy of your Hot Work Permit procedure, showing fire safety checks before hot works are undertaken.

3. Fire Protection & Control Measures

- ✓ Records of fire-resistant storage cabinets (e.g., BS EN 14470-1 compliant storage for solvents).
- ✓ Inspection logs showing regular checks on fire doors, extinguishers, and suppression systems.
- ✓ Fire detection system maintenance logs (e.g., fire alarms, smoke detectors, heat sensors).
- ✓ Photographic evidence of fire safety measures in place (e.g., fire-rated barriers, storage compliance).

Example:
An inspection checklist showing that fire-resistant solvent storage is checked monthly.

4. Training Records & Safety Drills

- ✓ Employee fire safety training records, covering handling of flammable substances and emergency procedures.
- ✓ Evacuation drill records, proving that emergency routes are tested regularly.
- ✓ Fire training certificates for responsible persons managing fire safety.

Example:
A training attendance sheet confirming that employees have received fire risk awareness training.

5. Incident Reports & Lessons Learned

- ✓ Records of fire incidents or near misses, with actions taken to prevent recurrence.
- ✓ Post-incident investigation reports, showing analysis of fire hazards and corrective measures.
- ✓ Records of proactive engagement with the Fire and Rescue Service.
- ✓ Records of proactive engagement with the HSE.
- ✓ Any reports carried out under a Mandatory Occurrence Reporting (MOR) system.

Example:
A near-miss report showing a fire hazard was identified, corrective action was taken, and staff were trained to prevent future incidents.

5. Incident Reports & Lessons Learned

- ✓ Documentation showing compliance with:
  - ✓ Building Safety Act 2022
  - ✓ The Regulatory Reform (Fire Safety) Order 2005 DSEAR 2002 (if using dangerous substances)
  - ✓ Relevant British Standards (BS 9999, BS 7974, BS EN 14470-1, etc.)
- ✓ Correspondence with fire authorities or regulators, confirming compliance.

Example:
A letter from a fire risk assessor confirming your fire risk management plan meets legal requirements.

What is Constructionline's Acceptance Criteria for this question?

This could be documented arrangements or an operational procedure which covers fire process safety risks listed above or individual examples of a selection of these items.

PRINCIPAL CONTRACTOR ONLY

REF: 7363 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?

REF: 7364 Please provide an example of a site specific fire risk assessment for a project undertaken by your organisation.

What does this mean?

Under The Regulatory Reform (Fire Safety) Order 2005 the responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions required.

This assessment, usually a Fire Risk Assessment (FRA), is critical for identifying, controlling, and reviewing fire risks throughout the project to ensure the safety of workers, the public, and the building itself.

The Construction (Design and Management) Regulations 2015 (CDM 2015) require suitable and sufficient steps to prevent the risk of injury due to fire or explosion, and that emergency procedures and suitable emergency routes and exits are in place.

The general fire precautions required and, if identified, the process fire precautions can be detailed in the Construction Phase Plan (CPP) or a standalone document. These documents and the FRA are to be communicated, available when requested, reviewed regularly, and updated as required.

Failing to have a site-specific FRA or neglecting the review process can lead to severe consequences, including legal enforcement, work stoppages, fines, and increased fire risk. Without an up-to-date FRA, evolving hazards may not be identified, endangering lives and assets. Compliance with legislation is essential for maintaining safety standards throughout the construction process.

What should be included in a Fire Risk Assessment?

A site-specific Fire Risk Assessment (FRA) is crucial for ensuring fire safety during the Construction Phase, in compliance with the Building Safety Act and other relevant legislation. This assessment should cover several key areas to protect workers, residents, and the public.

The FRA begins with a detailed description of the site and the construction work. This includes outlining the site layout, access points, emergency exits, and surrounding buildings. It also specifies the scope of work, such as new builds, refurbishments, or demolitions, and identifies any specific materials or processes that could introduce fire risks. The assessment should address the various phases of the construction project, each of which may present different fire hazards, such as hot works, electrical installations, or material handling.

The next step is identifying fire hazards, including potential ignition sources like welding, cutting, electrical equipment, heating machinery, and other tools. The FRA should list flammable materials present on-site, such as solvents, timber, insulation, paints, and adhesives, as well as tasks like hot work that generate sparks or heat. Electrical hazards from installations or temporary power supplies must also be considered, ensuring they are inspected and maintained.

In terms of risk to people, the FRA should identify who may be at risk, including workers, subcontractors, and visitors, and assess how construction activities may affect residents or occupants of nearby buildings. Special consideration should be given to vulnerable individuals, such as the elderly or disabled, who may face heightened risks during a fire.

The assessment must also outline control measures to prevent fires. These include proper storage and handling of flammable materials, safe work practices, and controlling ignition sources. A hot work permit system should be in place, along with fire watches, fire extinguishers, and fire-resistant barriers. The use of fire-resistant materials for compartmentalization and fire detection systems should be documented, especially if temporary adjustments are needed.

Emergency procedures and response plans should be detailed in the FRA, ensuring that evacuation routes, emergency exits, and muster points are clearly marked and accessible. Firefighting equipment must be readily available, and communication protocols for fire emergencies should be established, such as alarms or radios. Fire safety training is essential for all personnel, including specific training for hot work tasks and induction programs for new workers, subcontractors, and visitors.

The FRA should include provisions for monitoring and review, with regular inspections and audits during construction. Record-keeping is essential, with documentation of fire risk assessments, safety checks, training, fire drills, and any fire-related incidents or near misses. The assessment must be reviewed and updated regularly, especially when changes occur on-site.

Coordination with the building safety management team and compliance with regulatory requirements, including the Regulatory Reform (Fire Safety) Order 2005 and the Building Safety Act, is critical. The FRA should also involve coordination with local fire services, providing them with building layouts, access points, and evacuation plans. Regular updates should be communicated to emergency services about changes to the fire risk profile during construction.

Finally, after construction, a smooth handover of fire safety management to the building management team is necessary. Ongoing fire safety measures, including fire detection systems and fire exit markings, should be maintained to ensure compliance with the Building Safety Act throughout the building's lifecycle.

What is Constructionline's Acceptance Criteria for this question?

Please provide a suitable and sufficient Fire Risk Assessment (FRA) People at risk should be identified within the assessment. The assessment should also ascertain potential fire hazards, make a suitable evaluation of the risks, and ensure that adequate fire safety measures are implemented. Evidence must be dated within the last 12 months. We are looking for a working document, not a policy or procedure.

PRINCIPAL CONTRACTOR ONLY

REF: 7365 Do you inform and consult with employees, subcontractors and other parties working on site and their safety representatives regarding fire safety and strategy?

REF: 7366 Please provide an example of consultation you have conducted regarding fire safety and strategy on a project in the last 12 months

What does this mean?

Under the Regulatory Reform (Fire Safety) Order 2005 the responsible person must provide their employees, other employers, and the self-employed with comprehensible and relevant information on measures identified by the Fire Risk Assessment (FRA) and the preventive and protective measures that have been put into place to mitigate the risks identified.

Where a dangerous substance is present in or on the premises, the responsible person must, provide their employees, other employers, and the self-employed with details of the substance and the risk it presents, access to any relevant safety data sheet or technical information and the significant findings of the risk assessment.

Consultation regarding fire safety and strategy can also be covered under the Principal Contractor's duties to consult and engage with workers. Consultation about fire safety and strategy must be an open, two-way process. Feedback must be sought, considered, and, if necessary, acted on.

Any records related to consultation are to be kept in legible form and accessible to employees, other duty holders, enforcement bodies, and other interested parties upon request.

Evidence Link to BSA:

- ✓ Toolbox talks, safety briefings, and fire drills ensure workers understand their fire safety responsibilities.
- ✓ Records of worker consultations and fire safety meetings show compliance with engagement duties.

Compliance with Fire Safety (England) Regulations 2022 (Under the BSA)

The Fire Safety (England) Regulations 2022 (enacted under the BSA) require:

- ✓ Clear fire safety instructions to be provided to those working in or on a building.
- ✓ Escape routes and emergency procedures to be communicated to all occupants and workers.

Evidence Link to BSA:

- ✓ Fire safety signage and evacuation plans are displayed on-site.
- ✓ Fire drills and training records proving workers have been informed of emergency procedures.

Failure to comply with these duties can result in:

- ✓ Enforcement action from the Building Safety Regulator (BSR).
- ✓ Fines or penalties under The Regulatory Reform (Fire Safety) Order 2005 (as amended by the BSA).
- ✓ Request for alterations, enforcement, improvement, and prohibition notices. Prohibition or site shutdowns from the HSE or the Fire and Rescue Service.

What kind of evidence could I provide?

Think about which type of evidence is most relevant to the work you do. If you are only running fire drills in your head office, rather than a site under your control then this is NOT appropriate evidence here.

1. **Fire Safety Induction for Workers**

   Evidence to Provide:

   - ✓ Site induction records confirming that every worker receives fire safety training before starting work.
   - ✓ Fire safety briefing materials explaining the fire strategy, escape routes, and procedures.
   - ✓ Signed attendance registers showing that workers participated in induction training.

Example:
A fire safety induction checklist with workers' signatures confirming they have been informed of fire risks and evacuation procedures.

2. **Regular Toolbox Talks & Briefings**

   Evidence to Provide:

   - ✓ Toolbox talk logs showing regular discussions on fire safety topics (e.g., hot work risks, fire exits).
   - ✓ Meeting minutes from fire safety briefings held on-site.
   - ✓ Daily pre-start safety briefings covering site-specific fire hazards.

Example:
A recorded toolbox talk on safe handling of flammable materials, attended by all workers.

3. Safety Representatives & Worker Consultation

Evidence to Provide:

- ✓ Fire safety consultation records with worker safety representatives.
- ✓ Meeting notes from discussions about fire safety concerns raised by workers.
- ✓ Actions taken in response to worker feedback on fire risks.

Example:
A fire safety committee meeting report showing that workers' concerns were discussed and addressed.

4. Fire Warden & Responsible Person Appointments

Evidence to Provide:

- ✓ List of appointed Fire Wardens and their responsibilities on a project.
- ✓ Training certificates for Fire Wardens and safety reps.
- ✓ Fire drill attendance records showing participation of workers and safety reps.

Example:
A Fire Warden appointment record, ensuring there are trained personnel to lead evacuations.

5. Fire Strategy Communication

Evidence to Provide:

- ✓ Fire safety signage & site plans clearly displayed for all workers on-site.
- ✓ Emergency contact lists and reporting procedures are available on-site.
- ✓ Communication logs showing updates about fire safety changes.

Example:
Photos of fire action notices and escape route plans are posted in key locations.

6. Fire Drills & Emergency Response Training

Evidence to Provide:

- ✓ On-site fire drill schedules and participation logs proving that workers practice evacuations.
- ✓ Lessons learned reports from fire drills, showing improvements made.

Example:
A fire drill report showing how workers performed and areas for improvement.

7. Incident & Near-Miss Reporting

Evidence to Provide:

- ✓ Records of reported fire safety concerns raised by workers.
- ✓ Corrective actions taken in response to fire safety incidents.
- ✓ Feedback loop evidence, showing workers are updated on fire safety changes.
- ✓ Any reports carried out under a Mandatory Occurrence Reporting (MOR) system.

Example:
A corrective action report showing how a worker-raised fire safety concern was resolved.

What is Constructionline's Acceptance Criteria for this question?

We need to see your own active consultation process with other parties involved in a project or activity. 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 at a site under your control, not your head office etc.

DESIGNER AND PRINCIPAL DESIGNER ONLY

REF: 7374 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?

What does this mean?

To ensure structural components are suitable for their environment, able to support loads, and capable of withstanding fire under the Building Safety Act 2022 (BSA), specific steps should be taken during the design stage. First, structural elements must comply with relevant regulations, including Building Regulations, British Standards, and Eurocodes, especially for fire-resistance and load-bearing capacity. Fire safety design should integrate fire-resistance ratings for critical structural elements such as columns, beams, and floors, along with passive fire protection measures like fire barriers and fire-rated materials.

A thorough load-bearing analysis is necessary to ensure materials can withstand both environmental and fire-induced loads, considering the reduction in strength due to fire exposure. A fire strategy and risk assessment should be developed, detailing compartmentation, fire hazards, and the building's resilience to fire, safeguarding structural integrity during a fire. Structural elements should also be designed to support fire protection systems such as sprinklers, alarms, and emergency escape routes.

Material selection is crucial, requiring fire-resistant materials that also meet environmental conditions (e.g., moisture and temperature) to maintain fire performance over time. Collaboration with fire engineers and consultation with fire safety authorities is essential to ensure compliance with fire performance requirements. Lastly, regular design reviews should be conducted to ensure that fire safety measures continue to comply with evolving standards and regulations.

What is Constructionline's Acceptance Criteria for this question?

Evidence to demonstrate this could be design drawings, fire safety strategy reports, material specifications, load-bearing capacity reports, fire risk assessments, and collaboration documentation with fire safety experts.

REF: 7369 Please upload examples of Preventative Fire Safety Training that employees (including subcontractors) have received in relation to the work that they undertake.

What is Constructionline's acceptance criteira for this question?

This could be evidence of courses that you and/or your staff have attended, internal training carried out by a competent person, or training provided by another duty holder.

Evidence of Fire Prevention Instruction/Training

Evidence of Evacuation Procedure, site Induction that covers aspects of fire, communication of Site Fire Safety Plan, either standalone or contained within the Construction Phase Plan (CPP), Communication of Fire Risk Assessment (FRA), and if applicable, communication of Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) Assessment.

Training (Higher Level)

- ✓ RICS Certificate in Fire Safety in the Built Environment
- ✓ RICS Certificate in Building Surveying Practice (2025)
- ✓ FPA Fire Safety Design of Buildings
- ✓ FPA Level 3 Certificate in Fire Safety Training (Is aimed at Fire Trainers - Competent Person)
- ✓ FPA Fire Risk Management in Residential Properties
- ✓ NEBOSH Certificate in Fire Safety
- ✓ CIOB Certificate in Fire Safety in Construction

Training (Lower level)

- ✓ RICS Fire Safety Toolkit

Evidence of ongoing CPD that includes elements of Fire Safety

- ✓ Attendance at conferences or Webinars that include elements of Fire Safety
- ✓ Hot Works Training
- ✓ Fire Awareness training that covers preventive measures (Excluding Fire Warden and Marshall Training)

PRINCIPAL CONTRACTOR ONLY: REF: 10439 Please explain how you prepare and hand over the Building Operation and Maintenance Manual on projects where you act as the Principal Contractor.

What does this mean?

The Building Operation and Maintenance Manual (OMM) is a crucial component of the construction process, ensuring that building systems and components are maintained and managed effectively after the project is completed. As the Principal Contractor, it is essential to collaborate with the design and construction teams to gather necessary information on systems, products, and materials, including specifications, maintenance requirements, and installation details. The manual must include critical elements such as mechanical, electrical, plumbing systems, fire protection, building automation, and energy systems.

The structure of the manual should be clear and comprehensive, including an introduction, asset register, maintenance and operation instructions, system schematics, health and safety information, warranty details, and compliance information. This ensures that those responsible for building operations can easily follow the guidelines for system maintenance, safety protocols, and troubleshooting.

Once compiled, the manual should undergo a review process to verify the accuracy of the information, including cross-checking maintenance schedules and ensuring compliance with relevant regulations and standards. The manual is then formally handed over to the building owner or manager during the project closeout phase, often accompanied by a meeting to explain its contents and provide training, especially for complex systems.

Digital access to the manual should also be provided for easy updates.

Post-handover, the Principal Contractor should offer ongoing support, including addressing any questions, updating the manual as systems change, and ensuring a feedback loop with the building operators to confirm the manual's usefulness and completeness. This process ensures that the building remains compliant with safety standards and legal requirements.

What is Constructionline's Acceptance Criteria for this question?

Your description should consider the above overview and mention the specific systems you will or intend to use.

REF: 10444 Does the work that you undertake involve the alteration or conversion of an existing building through construction activities or design input?

REF: 10445 How do you maintain compartmentation and sustain function of fire protection systems during occupation and when undertaking works to existing buildings?

REF: 10446 Please explain the steps taken to ensure existing structural safety will be maintained during design, construction or maintenance works.

What does this mean?

Compliance with the Building Safety Act 2022 requires that fire protection systems, including compartmentation, remain intact during construction, maintenance, and occupation. Any disruptions in fire protection, such as disabled alarms or sprinklers, can lead to severe legal consequences, including prosecution for negligence.

The primary purpose of compartmentation and fire protection systems is to protect occupants by limiting the spread of smoke and flames, allowing safe evacuation. Compartmentation divides the building into smaller, fire-resistant sections, while fire protection systems like alarms, fire doors, sprinklers, and emergency lighting ensure early detection, warning, and suppression of fires.

During building works, particularly retrofits or refurbishments, it can be challenging to maintain these fire safety systems. Temporary fire protection measures should be implemented, and workers need to be aware of fire hazards and emergency procedures. Disruptions, such as removing fire doors or creating openings in fire-resistant walls, must be managed and quickly rectified.

Failing to maintain compartmentation or fire protection systems during works or occupation leads to serious consequences, such as increased risk of fire spread, legal and financial liability, and significant costs for repairs and compensation. Ensuring compliance with fire safety and requirements and managing any disruptions is critical to prevent these outcomes.

Structural safety is a key component, focusing on designing buildings that can endure various stressors like weather or seismic activity. Fire safety measures are also essential, with designs incorporating fire-resistant materials, alarms, sprinkler systems, and safe evacuation routes. Accessibility is another priority, ensuring that features like ramps and elevators accommodate individuals with disabilities. Safety is further supported through integrated systems such as alarms, smoke control, and emergency lighting. Additionally, the design considers health and well-being by promoting good air quality, ventilation, natural light, and sound control to create a comfortable and safe environment for occupants.

What kind of evidence could I provide?

Your answer will be influenced by your interactions with and awareness of the following concepts:

1. **Fire Safety and Compartmentation Plans:**
   - ✓ Fire compartmentation drawings and plans that clearly show the layout of fire-resistant barriers, doors, and fire escape routes.
   - ✓ Updated as-built fire compartmentation plans reflecting any changes made during building works or alterations.
   - ✓ Documentation showing that compartmentation was maintained or reinstated after construction activities.
2. **Fire Safety Risk Assessments (FRA)**
   - ✓ Fire Risk Assessments conducted before, during, and after any works, ensuring compartmentation and fire protection systems remain intact and fully functional.
   - ✓ A fire safety risk assessment for temporary works showing the risks associated with fire protection measures during construction and how they were mitigated (e.g., temporary fire doors, alarms, and sprinkler systems).
   - ✓ Risk assessments that detail any disruption to fire safety measures and the steps taken to address them during building works.
3. **Maintenance and Inspection Records of Fire Protection Systems:**
   - ✓ Fire protection system inspection logs showing regular testing and maintenance of fire alarms, sprinklers, emergency lighting, and fire doors.
   - ✓ Testing certificates for fire alarms, sprinklers, and other fire protection systems, proving they were operational and maintained throughout the works.
   - ✓ Fire door maintenance records indicating that fire doors were checked and their integrity maintained during works.
4. **Temporary Fire Protection Measures During Works:**
   - ✓ Documentation showing that temporary fire protection measures were in place during construction, such as temporary fire barriers, smoke detectors, or fire extinguishers.
   - ✓ Work method statements or risk assessments that demonstrate how fire protection was maintained during alterations or when areas were being worked on.
   - ✓ Photographic evidence or site inspection reports showing temporary fire measures, like fire-resistant barriers or fire watch procedures, were implemented while construction work was ongoing.
5. **Training and Awareness Records for Workers and Occupants:**
   - ✓ Training records showing that workers and occupants were informed about the importance of fire protection systems and compartmentation during works.
   - ✓ Documentation showing that workers were briefed on fire watch procedures and the importance of maintaining fire protection systems during construction.
   - ✓ Toolbox talks or fire safety briefings are conducted before and during work, ensuring that everyone on site understands fire safety responsibilities.
6. **Fire Safety Handover and Commissioning Reports:**
   - ✓ Fire safety handover documentation showing that fire safety measures, including compartmentation and protection systems, were properly handed over to the Responsible Person (RP) or when applicable the Accountable Persons (AP) and the Principal Accountable Person (PAP) once the works are completed.
   - ✓ Commissioning reports indicating that fire protection systems were re-commissioned and fully operational before occupation or after building works were completed.
7. **Post-Work Inspections and Audits:**
   - ✓ Post-construction fire safety audits to ensure that fire protection systems are still functioning, and that compartmentation has not been breached during works.
   - ✓ Fire safety audit reports that demonstrate ongoing compliance with fire safety regulations, ensuring that compartmentation and fire protection systems are not compromised during or after building works.
   - ✓ Records from external fire safety consultants or inspectors who confirmed that fire safety measures were fully reinstated post-construction.

8. **Communication and Consultation Records:**
   - ✓ Communication logs showing that the Responsible Person (RP), fire safety team, or other relevant stakeholders were consulted throughout the construction process regarding fire protection systems and compartmentation.
9. **Incident Logs and Corrective Actions:**
   - ✓ Incident reports showing that any breaches or issues related to fire compartmentation or protection systems were identified, reported, and rectified immediately.
   - ✓ Records of corrective actions taken to restore compartmentation or fire protection functionality after a disruption or failure.

What is Constructionline's Acceptance Criteria for this question?

Your description should include specific reference to your own works and how they can, or could, interact with the concept of compartmentation in existing buildings and the measures you will put in place to ensure these are maintained alongside fire protection systems. You should describe realistic scenarios and quantifiable control measures.