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**BUILDING SAFETY CASE REPORT**

**[PROJECT ROAD]**

**[PROJECT TOWN]**

**[BUILDING UPRN]**

[BUILDING IMAGE]

|  |  |
| --- | --- |
| LOGO | vemco logo_Final.jpg |
| **[COMPANY NAME]**  [Address 1] [Address 2] [Address 3] [Address 4] | **VEMCO CONSULTING**  20 William James House  Cowley Road  CAMBRIDGE  CB4 0WX |
|  | Copy No:- 1 *of* |

**Report Produced For:** [Company Name]

**Report Produced By:** Vemco Consulting Ltd

**Report Date: [**Month and Year]

**Review date: [**Date report was generated dd/mm/yyyy]

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Signature | Date |
| Assessed by | B.J. |  | **[**Date report was generated dd/mm/yyyy] |
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1.0 PURPOSE AND SCOPE OF REPORT

1.1 Purpose

1.1.1 Over the last 10 years, there have been a number of significant fires involving cladding on building façades. All have caused major damage to property, and many involved loss of life. Recent building safety reforms introduce a new regulatory framework for high-rise buildings, including but not limited to:

* The Health and Safety Executive (HSE) being established as the Building Safety Regulator (BSR) and becoming a statutory consultee for planning applications;
* The BSR has become the building control authority for high-rise buildings;
* Dutyholders, known as Accountable Persons (AP), now have clear accountability and statutory responsibilities during the design, construction, refurbishment and occupation of high-rise buildings;
* A duty to register high-rise buildings with the BSR;
* golden thread of building information must be identified, stored and updated throughout the building's life cycle;
* mandatory reporting of prescribed fire and structural safety occurrences to the BSR.

1.1.2 [AP Company name] recognises its responsibility in meeting these, and other, requirements placed on it. As such, this Building Safety Case report demonstrates that [AP Company name] has identified and assessed the safety risks in our building, which are defined in legislation as the spread of fire and structural failure. This report also demonstrates how [AP Company name] has taken all reasonable steps to prevent any building safety incidents, along with measures taken to reduce the severity of any incidents if they occur.

2.0 BUILDING DESCRIPTION

2.1 General Details

2.1.1 The property is located at [Name and address of building].

**Table 2.1 Summary of Key Responsible Persons**

|  |  |
| --- | --- |
| **Designation** | **Details** |
| Accountable/Principal Accountable Person | [AP/PAP name] |
| AP contact details | [email address]  [telephone number]  [postal address] |
| Building owner | [Name] |
| Other Accountable Person (if relevant) | [Name] |
| Responsible person(s) under the FSO | [Name] |

**2.2** **Building Description**

2.1.1 [Property name] comprises [number of blocks] blocks. [The block names and their respective heights to uppermost finished floor level are shown in Table 2.2 below].

**Table 2.1 Summary of block heights**

|  |  |
| --- | --- |
| Block name | Height (m) |
| xxxxx | xxxxx |
| xxxxxx | xxxxx |

2.1.2 Figure 2.1 illustrates the general arrangement of the building(s) at [ site, with annotations.

**Figure 2.1: General Arrangement Plan**

[Insert GA plan]

©Google

**Table 2.2 Key Building Statistics**

|  |  |
| --- | --- |
| **Building Statistics** | **Detail** |
| Construction completion date |  |
| Relevant standard in force at time of design submission to building control |  |
| Number of storeys |  |
| Summary of building design and construction (external walls and utilities) |  |
| Relevant building work that has taken place since the building was first occupied |  |
| Number of flats |  |
| Type of flats |  |
| Resident profile – approximate number of residents, and whether any residents need extra assistance to evacuate in an emergency |  |

2.1.3 The building is a residential apartment block of [no.] storeys (lower ground to fourth floor). The height to top storey is [building height] above ground level on the lowest side of the building. It has [No.] stairwells.A ‘stay-put’ strategy is in place at this building. Floor plans are detailed below.

**Figure 2.2: Ground Floor Plan**

[Insert plan]

**Figure 2.3: Third Floor Plan**

[Insert plan]

**Figure 2.4: Fifth Floor Plan**

2.1.4 Plans for keeping [Building name] safe are still ongoing. Based on the risk assessment and quality score for the building (the process for which is described in Sections 3.1 and 3.2 of this report), an action plan has been produced by the [AP name]. These have been prioritised and given target dates. Where it is not possible to address the issue, a mitigation has been put in place.

**Table 2.3 Action Plan for [Building name]**

[Insert item from tables “Risk Assessment”, “Resident Engagement”, “Safety Management System” and “Systems and Facilities” with a score of 2, 3, 4 or 5 into the flowing table. Score of 4 and 5 is high priority. Score of 3 is medium priority. Score 2 is low priority:]

| **HIGH PRIORITY WORK ITEMS** | | | | |
| --- | --- | --- | --- | --- |
| **Description** | **Likelihood score** | **Action(s)** | **Target Date** | **Date of Completion**  **s** |
| [Enter description from table here] | [Enter score here] | [Enter risk control measure text here] |  |  |
| [Enter description from table here] | [Enter score here] | [Enter risk control measure text here] |  |  |

| **MEDIUM PRIORITY WORK ITEMS** | | | | |
| --- | --- | --- | --- | --- |
| **Description** | **Likelihood score** | **Action(s)** | **Target Date** | **Date of Completion**  **s** |
| [Enter description from table here] | [Enter score here] | [Enter risk control measure text here] |  |  |
| [Enter description from table here] | [Enter score here] | [Enter risk control measure text here] |  |  |

| **LOW PRIORITY WORK ITEMS** | | | | |
| --- | --- | --- | --- | --- |
| **Description** | **Likelihood score** | **Action(s)** | **Target Date** | **Date of Completion**  **s** |
| [Enter description from table here] | [Enter score here] | [Enter risk control measure text here] |  |  |
| [Enter description from table here] | [Enter score here] | [Enter risk control measure text here] |  |  |

3.0 RISK ASSESSMENT AND CONTROL MEASURES

3.1 Risk Assessment - General

3.1.1 The overall process for assessing and controlling risk at the building is summarised in the schematic in Figure 3.1 overleaf. It is circular process based on continual improvement and utilises the Health and Safety Executive’s (HSE) model for safety monitoring systems:

* Plan: determine the policy / plan for implementation
* Do: profile risks / implement your plan
* Check: measure performance
* Act: review performance / act on lessons learned

3.1.2 The risk assessment process used for [Building name] has two components; namely impact and likelihood. Impact relates to the scale of the incident when it occurs and is affected by characteristics of the building, such as its height, the number of flats, the number of stair cores etc. Unless an aspect of the building’s fabric is changed (such as the cladding) the impact score for the building remains statistic. In contrast, likelihood is the probability with which an incident might occur and is affected by how well the building is being managed, monitored and maintained. Thus, likelihood provides a dynamic score, which changes whenever the building fails to be managed as it should e.g. when annual checks on smoke extraction systems and fire risk assessments etc fail to be carried out. Furthermore, the total score for “resident engagement [hyperlink]”, “safety monitoring systems [hyperlink]” and “systems facilities testing [hyperlink]” at the building gives what is known as the Quality Score for the building. Both the risk score and the building’s quality score appear on [AP Name]’s dashboard along with notifications of any changes to the building’s score [hyperlink to dashboard].

**Figure 3.1 Flow Diagram of Building Safety Case Development, Risk Assessment, Monitoring and Resident Engagement**

A diagram of a diagram

Description automatically generated

3.2 Identification and Assessment of Risks

3.2.1 Risk identification starts with a review of the information held about the building to compare it with information golden thread information that would be available in a complaint building [hyperlink to golden thread information – orange table].

3.2.2 A Gap Analysis aims to reveal areas for improvement. It involves determining, documenting and addressing the difference between what is required and what is currently in place at the building [hyperlink gap analysis – yellow table]. Missing/unknown information is presumed to represent risk since (by definition) aspects of the building’s golden thread information are not clearly understood. For example, if a fire strategy does not exist for a building, there is a lack of understanding in precisely how the building is meant to perform in the event of a fire. Similarly, where fire risk assessments and systems testing have not been undertaken on a regular basis, there is a lack of understanding about key aspects of the building’s performance. All of this represents a risk to those who use the building and, without being remedied, ultimately increases the likelihood of an incident occurring.

3.2.3 All existing control measures are identified in the following risk matrices:

* “resident engagement [hyperlink]”,
* “safety monitoring systems [hyperlink]”; and
* “systems facilities testing” [hyperlink]”

3.2.4 Once the general expectation of performance for the building is understood, [AP name] procures any missing information, or puts an interim plan in place. How well the control measures are maintained is undertaken by an independent assessor. The assessor identifies any further actions undertaken and/or actions needed, so that [AP name] can clearly see areas for improvement. A score is awarded (1 being good and 5 being poor) to assist in providing a qualitative assessment.

3.2.5 The risk assessment for [Building name] is shown in the image below.

[image of risk matrix from dashboard]

The quality score for [Building name] is [insert quality score]

3.3 Site visits

3.3.1 A number of visits have been carried out in order to identifying building safety risks at [Building name]. These include:

* Fire risk assessments [date of FRA] [hyperlink to FRA]
* Risk assessment of the external wall [date of external wall assessment] [hyperlink to externa wall assessment]
* Other [date] [hyperlink to FRA]

3.3.2 Some of the key risks identified in the site visits undertaken thus far include:

Engineers must look at the assessments so that you can list and describe the specific building safety risks identified by the risk assessment. Focus on identifying:

* how things might go wrong in the building
* other things that might make these worse
* potential consequences
* relevant control measures or other mitigation

Make sure you provide details of the type and frequency of fire risk assessments, and state the reasons for choosing that approach (Type 4 versus Type 1 FRA).

3.4 Structural integrity

3.4.1 A structural assessment of [Building name] was carried out on [date]. Engineers must look at the structural assessment so that you can list and describe the specific risks identified. Focus on identifying:

* identify the structural condition of the building
* how structural integrity is being maintained
* how things might go wrong in the building
* other things that might make these worse
* potential consequences
* relevant control measures or other mitigation

3.5 Systems for Prevention and Protective Measures

3.5.1 As explained in Section 3.1, findings from reports are reflected the risk assessment process as part of the likelihood score, since they relate to how well the building is being managed, monitored and maintained. Defects identified in reports from the various site visits are programmed for remediation. However, it is recognised that the work of contractors needs to be managed to ensure operatives are competent and to ensure that, in the course of their work, they do not adversely affect how other parts of the building operate. For this reason, [Building name] has a documented Contractors' Permit to Work procedure that authorises certain people to carry out specific work within a specified time frame [hyperlink to permit to work – brown table]. Provided that the contractor is authorised and their work is accepted through the quality assurance procedure, the Assessor amends score of relevant parameters in two of the risk matrices; namely: the “safety management system” and “systems and facilities testing”.

* A summary of all the Regulation 38 handover information and golden thread information can be found here [link to orange table]
* A summary of the prevention and protective measures in place in the building can be found here [link to light green “systems facilities testing” table]

4.0 Safety management system

4.1 SMS - General

4.1.1 Key to ensuring the effective working of our Safety Management System is our knowledge of what work goes on in the building, when and by whom. For this reason, data about key personnel of contractors’ staff, their competency, skills, knowledge, experience, and behaviours are all recorded and monitored through scoring. This is the key purpose of the Permit to Work System that is in place at [Building name].

4.2 Contractor’s Permit to Work

4.2.1 We understand that many contractors will carry out work at our building over the course of its life. From window cleaning to retro-fitting sprinkler systems; the jobs are almost endless. Because of the potential to inadvertently make inappropriate changes to the building, the work of contractors needs to be managed. We need to check that operatives are competent and to ensure that, in the course of their work, they don’t adversely affect how other parts of the building operate. Our Contractors' Permit to Work is a documented procedure that authorises certain people to carry out specific work within a specified time frame [hyperlink to Permit to Work].

4.3 Roles and Responsibilities

4.3.1 Key roles of individuals, along with their responsibilities are as follows:

* **The Accountable Person** (AP) [AP name] – responsible for all Building Safety Acy 2022 compliance at [Building name].
* **The building safety manager** [name] – responsible for communicating to the AP any work that has taken place on the building, ensuring the building is meeting the regulator's requirements, and communicating with the building's residents so that they understand all safety requirements.
* **The risk assessor** [name] – responsible for the independent assessment of observed risks at the building.

4.4 Management of Change

4.4.1 The schematic in Figure 3.1 illustrates how, through continuous improvement, risks are monitored, managed and reduced. [AP name] identifies improvement and action plans based on the scores being achieved in each parameter within the SMS risk matrix. These scores are sensitive to what is taking place at the building at any given time. For example, where minor work affects some part of the escape route for a temporary period, the relevant parameter will be negatively affected for the duration of the temporary work [hyperlink permit to work]. [AP name] regularly checks scores on the SMS to ensure that resources are appropriately targeted. By aligning plans to the SMS scores in this way [AP name] is able to:

* appropriately manage building safety risks;
* see what is being done well;
* focus on areas for improvement [hyperlink to dashboard].

4.4.2 Based on the above, senior management has developed a plan of work focussed on what the [AP name] wishes to achieve in terms of timescales and resources. In its strategy document [insert hyperlink here], [AP name] has named people to lead the improvement plan and identified how progress will be measured.

4.5 Planning for Emergencies

4.5.1 Provide bespoke detail about how a building safety incident would be managed at the building)

5.0 Reporting occurrences and complaints

[prEngineers – please delete anything that is not an appropriate description of what the client has in place. You need to provide a hyperlink to your evidence].

5.1 Occurrence Reporting System

5.1.1 Our Occurrence Reporting System for [Building name] under the Building Safety Act 2022: has distinct elements as detailed below:

1. Communication and Liaison with Other Accountable Persons:
   * a. Internal Communication: The organisation ensures that all relevant personnel, including employees, contractors, and building management teams, are made aware of the mandatory occurrence reporting system. This information is communicated through comprehensive training sessions, written guidelines, and awareness campaigns. See here [provide hyperlink to evidence].
   * b. Liaison with Other Accountable Persons: The organisation establishes liaison arrangements with other accountable persons involved in the building safety, including building owners, developers, and maintenance companies. This ensures seamless information sharing and cooperation in reporting occurrences and implementing remedial actions. See here [provide hyperlink to evidence].
2. Reporting to the Building Safety Regulator:
   * a. Designated Reporting Officer: The organisation has appointed a designated reporting officer responsible for overseeing the occurrence reporting process. This officer has the authority to escalate incidents to higher management when necessary. The Designated Reporting Officer is [provide name and telephone number here].
   * b. Reporting Procedures: When a relevant occurrence takes place within the organisation's building(s), employees and stakeholders report it promptly to the designated reporting officer. The reporting process is streamlined, simple, and accessible, including the provision of online reporting mechanisms. See here [provide hyperlink to evidence].
   * c. Contents of Reports: The mandatory occurrence reports include details, such as the nature of the incident, location, date and time, involved parties, any injuries or damages, and any immediate actions taken. See here [provide hyperlink to evidence].
   * d. Timeframe for Reporting: Occurrences are reported to the Building Safety Regulator within a specified timeframe, as stipulated by the legislation. See here [provide hyperlink to evidence].
3. Summary of Reports and Learning Points:
   * a. Periodic Reporting: The organisation compiles and submits periodic reports to the Building Safety Regulator, summarising all mandatory occurrences within the reporting period. See here [provide hyperlink to evidence].
   * b. Learning Points and Remedial Actions: Each occurrence report undergoes a thorough analysis to identify learning points and remedial actions. The organisation implements corrective measures to prevent similar incidents in the future. See here [provide hyperlink to evidence].
4. System for Investigating Relevant Complaints:
   * a. Complaint Handling Policy: The organisation has a clear and transparent policy for handling relevant complaints related to building safety. The policy outlines the steps for receiving, recording, and addressing complaints. See here [provide hyperlink to evidence].
   * b. Internal Investigation: When a complaint is received, the organisation's designated complaint handling team conducts a prompt and impartial investigation. The team documents their findings and proposes appropriate solutions. See here [provide hyperlink to evidence].
   * c. Referring Complaints to BSR: If a complaint is of a serious nature or involving potential breaches of safety regulations, the organisation promptly refers it to the Building Safety Regulator for further investigation and action. See here [provide hyperlink to evidence].
   * d. Complaint Resolution: The complaint handling team works towards resolving each complaint to the satisfaction of the complainant. The outcomes of investigations and resolutions are documented and shared with the relevant parties. See here [provide hyperlink to evidence].
5. Voluntary Occurrence Reporting Arrangements:
   * a. Additional Voluntary Reporting Mechanisms: The organisation establishes voluntary occurrence reporting arrangements beyond the mandatory requirements. This encourages proactive reporting and creates a culture of continuous improvement in building safety. See here [provide hyperlink to evidence].
   * b. Encouraging Participation: To promote voluntary reporting, the organisation assures anonymity and non-retaliation for whistleblowers, encouraging stakeholders to come forward with safety-related information. See here [provide hyperlink to evidence].

5.2 Summary of Relevant Reports and Complaints:

5.2.1 For confidentiality and data protection purposes, a summary of the reports and complaints received and investigated since the Building Safety Act 2022's statutory duties came into effect will be available to the Building Safety Regulator. Residents will be able to make requests to the Regulator to see a redacted version of such information. The summary will include a breakdown of incident types, investigation outcomes, and the key learning points or remedial actions identified and implemented. It will also highlight any relevant trends or patterns identified during the reporting period. See here [provide hyperlink to evidence].

6.0 Residents' voice

6.1 Resident Engagement Strategy

6.1.1 Our strategy for engaging with residents is as follows:

* Determining the Best Way of Communicating Building Safety Information:
  + a. Initial Assessment: The building management team conducts an initial assessment to understand the residents' demographics, preferences, and communication habits. This involves gathering information on residents' age groups, cultural backgrounds, language proficiency, and technological literacy. See here [provide hyperlink to evidence].
  + b. Resident Surveys: To gather feedback on the most effective communication channels, the building management team conduct periodic surveys, seeking residents' opinions on communication methods and preferences. The survey results guide the selection of appropriate communication platforms. See here [provide hyperlink to evidence].
  + c. Stakeholder Consultations: The building management team consult with resident associations, tenant representatives, and community leaders to understand the unique needs and expectations of different resident groups. These consultations will help tailor the communication strategy accordingly. See here [provide hyperlink to evidence].
  + d. Building Safety Workshops: Regular workshops are organised to educate residents on building safety, fire evacuation procedures, and emergency protocols. This interactive approach ensures a better understanding of the information. See here [provide hyperlink to evidence].
* Tailoring Communication to Meet Residents' Needs:
  + a. Multi-Channel Communication: Recognising the diversity of the resident population, the building management team employ a multi-channel communication approach. This includes traditional methods such as notice boards, mailings, and face-to-face meetings, as well as modern digital platforms such as emails, SMS, building apps, and social media. See here [provide hyperlink to evidence].
  + b. Multilingual Communication: For residents with limited English proficiency, translated materials are made available in their preferred languages. Building staff members or interpreters may also assist in explaining critical safety information to non-English speaking residents. See here [provide hyperlink to evidence].
  + c. Targeted Information: We recognise that different groups of residents may require specific safety information. Families with children may need information on child safety, while elderly residents may require guidance on mobility during emergencies. Tailored materials are therefore distributed to address these diverse needs. See here [provide hyperlink to evidence].
* Overview of Communication and Consultation with Residents:
  + a. Regular Newsletters: The building management team issue newsletters on a periodic basis to provide updates on building safety measures, upcoming events, and reminders of important safety protocols. See here [provide hyperlink to evidence].
  + b. Community Events: Events such as fire drills, and interactive workshops are held to engage residents directly and foster a sense of community responsibility for safety. See here [provide hyperlink to evidence].
  + c. Online Portals: An online portal has been established to offer easy access to building safety information, documents, and resources for residents to review at their convenience. [Residents will have limited access to the BSR Service Suite – hyperlink to evidence here].
  + d. Resident Feedback Mechanism: A dedicated feedback system has been set up, allowing residents to raise concerns, provide suggestions, and report any safety-related issues. The building management team addresses feedback promptly and transparently. [Residents will have limited access to the BSR Service Suite – hyperlink to evidence here].
* Summary of Relevant Feedback from Residents:
  + a. Resident Surveys: Recent resident surveys indicate a preference for electronic communication channels, with [xx]% of respondents expressing interest in receiving safety information via email or building apps.
  + b. Safety Workshops: Feedback from safety workshops revealed that residents found [hands-on training on fire extinguisher usage and evacuation procedures to be highly beneficial – please enter any relevant information coming from workshops].
* Plans for Future Communication or Consultation:
  + a. Training for New Residents: To cater to new occupants, a comprehensive orientation program is implemented, ensuring that they are aware of their duties and responsibilities concerning building safety. See here [provide hyperlink to evidence].
  + b. Interactive Webinars: To further engage residents, interactive webinars have been introduced, providing real-time opportunities to ask questions and receive clarifications on safety matters. See here [provide hyperlink to evidence].
* Consultation Process for Changes in Building Management:
  + a. Transparent Communication: In the event of any changes to the building management or safety procedures, residents are informed promptly and transparently. Town hall meetings or virtual forums are arranged to explain the changes and address any concerns. See here [provide hyperlink to evidence].
  + b. Feedback Gathering: The building management team actively seek feedback from residents during consultations, considering their input while making decisions that impact building safety. See here [provide hyperlink to evidence].

6.1.2 The Resident Engagement Strategy aims to create an inclusive and collaborative approach to building safety, fostering a strong partnership between residents and the building management team. By tailoring communication methods and engaging residents through various channels, the goal is to empower occupants to take an active role in their safety and well-being within the building.