

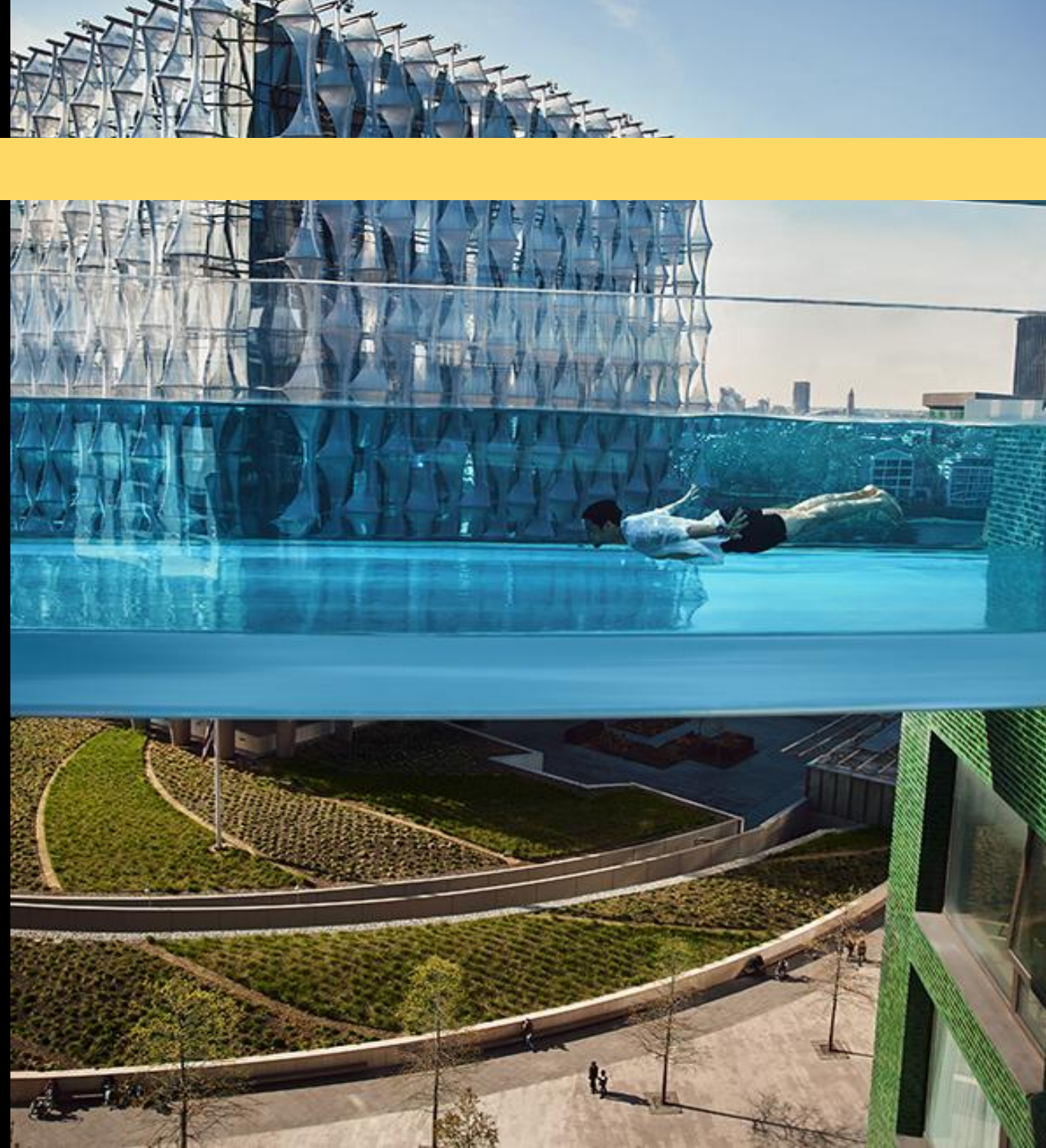
## The Golden Thread

*The asset you didn't know you had*

**Ben Blackwood**

MEng(hons) CEng FIMechE MIFireE

**Head of Building Safety: Ballymore Asset Management**



**Proposed in Building A Safer Future: The final report by Dame Judith Hackitt and her team as a Golden Thread of Building Information.**

### Chapter 8

#### Recommendation 8.1

- a. Government should mandate a digital (by default) standard of record-keeping for the design, construction and during the occupation of new HRRBs. This is to include any subsequent refurbishments within those buildings.
- b. Digital records are to be in a format which is appropriately open and non-proprietary with proportionate security controls.

## Building Safety Act 2022 Part 4—Higher-risk buildings

### *88 Keeping information about higher-risk buildings*

*(1) An accountable person for a higher-risk building must—*

- (a) keep prescribed information in accordance with prescribed standards, and*
- (b) so far as possible keep such information up to date.*

*(2) An accountable person for a higher-risk building must keep copies of prescribed documents in accordance with prescribed standards.*

*(3) Where an accountable person does not hold prescribed information or a copy of a prescribed document, they must obtain it except where it is not practicable to do so.*

*4) The Secretary of State may by regulations make provision as to when the duties in subsections (1) to (3) apply. 89 Provision of information etc to the regulator, residents...*

## The Higher-Risk Buildings (Keeping and Provision of Information etc.) (England) Regulations 2024

Golden thread information

4.—(1) The information and documents prescribed for the purposes of section 88 (1) and (2) of the 2022 Act (together “the golden thread information”) are set out in Schedule 1 (Footnote **16**)

(Footnote **16**) The standards in accordance with which the information and documents must be kept are prescribed in the Higher-Risk Building (Management of Safety Risks) (England) Regulations 2023, S.I. 2023/907.

## The Higher-Risk Buildings (Management of Safety Risks etc) (England) Regulations 2023

### Keeping of information and documents

7.—(1) The standards prescribed for the keeping of **information** under section 88(1) of the 2022 Act are that the information—

- (a) is kept in an electronic format which ensures it is capable of being transferred electronically to other persons without the data in it being lost or corrupted;**
- (b) is accurate;
- (c) is intelligible to the intended readers of the data, and any key needed to understand the data is provided with the data;
- (d) is kept in such a manner as to be accessible as soon as reasonably practicable in response to a request from any person specified in section 89(1) of the 2022 Act or prescribed by regulations made under that subsection;
- (e) is secure from unauthorised access; and
- (f) is only changed in accordance with procedures which record the person who made the change and the date of that change**

(2) The standards prescribed for the keeping of copies of **documents** under section 88(2) of the 2022 Act are that the documents—

- (a) are kept in an electronic format capable of being transferred to other persons without the data in them being lost or corrupted;**
- (b) are kept in such a manner as to be accessible promptly in response to a request from any person specified in section 89(1) of the 2022 Act or prescribed by regulations made under that subsection;
- (c) are secure from unauthorised access; and
- (d) are only changed in accordance with procedures which record the person who made the change and the date of that change.**

# The Higher-Risk Buildings (Keeping and Provision of Information etc.) (England) Regulations 2024

## SCHEDULE 1 — Golden thread information

1. **Information** to be kept by accountable persons
2. Building compliance records: scheme work
3. Building Registration details
4. Key Building Information
5. Building Assessment Certification application
6. Fire safety management information
7. Evacuation information
8. Fire Safety Regulations information
9. Details of Structural risks
10. Details of Management of Building Safety Risks
11. Building design information
12. Mandatory reporting system
13. Resident engagement records
14. Complaints records
15. **Documents** to be kept by accountable persons
16. Completion and partial completion of works
17. Building compliance: scheme work
18. Registration
19. Building assessment certification application
20. Refusal of building assessment certification application
21. Building assessment certificate
22. Fire Risk Assessments and External Wall Assessments
23. Fire Safety Regulations information
24. Structural risk Assessments
25. Building safety risk assessment
26. Management of building safety risks
27. Plans
28. Mandatory reporting requirements
29. Resident engagement
30. Complaints
31. Contravention notices

## Occupied Buildings

Examples of Information are:

Name, address etc of the building concerned  
Key Building Information  
Name address etc of the PAP

Examples of documents are:

Fire Risk Assessment report  
Safety Case report



# Implementation of BS EN ISO 19650 and BS 8644-1

## SCHEDULE 1 — Golden thread information

New builds may have a **BIM Execution plan**, which implements project-specific rules which will structure the documentation in the **Common Data Environment (CDE)**.

If there isn't one, it is sensible to establish a **Document Management Protocol**, in order to ensure that the information is stored in a well ordered manner (ideally a version of the structure opposite).

There is a duty on Responsible Persons to hand over information to any incoming Responsible Person. If this hasn't been followed, or you are not sure what information is present, good first steps would be to set up a filing system and tracking document and populate these to establish what is missing.

It is important to consider that some **“customers” of the data** may not be familiar with using a Common Data Environment, and so it can be helpful to hyperlink the CDE data into a format that's more friendly to the intended user.

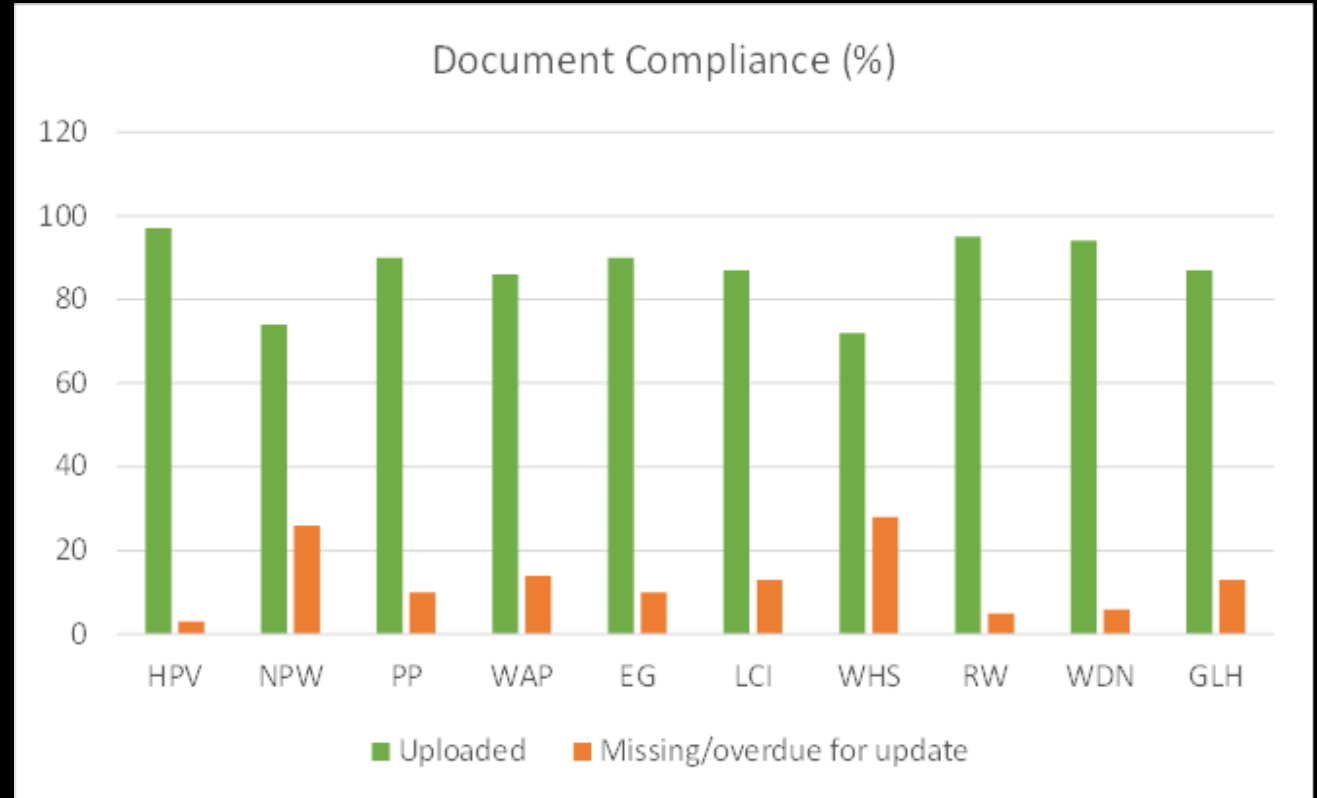
	Main Folder	Sub-Folder/ Notes
1	Fire Safety File Summary	Regulation 38
2	Fire Safety Risk Assessment	Fire Safety Risk Assessment
3	Fire Strategies	As Built Fire Strategy Reports
4	Fire Strategy Drawn Information	01. Fire Strategy Plans and Elevations
		02. Escape Routes
		03. Fire Separating Elements
		04. Sitewide LFB Plans
		05. Dry / Wet Riser Inlet Points and Top Up Points
		06. Fire Tender Routing and Locations
		07. Firefighting core and lifts
		08. Evacuation Lifts
		09. Zoning drawings
		10. Heat / Smoke Detectors
		11. Alarm Call Points
		12. Detection / Alarm Control Points
		13. Alarm Sounders / Beacons
		14. Fire Safety Signage
		15. Emergency Lighting
		16. Fire Extinguishers
		17. Sprinkler systems
		18. Smoke Control Systems inc. AOV's
		19. CCTV
		20. Location of Hydrants
		21. Smoke System Inlet / Extract Locations
		22. Premises Information Box
		23. Access Control Box or Drop Key
		24. Evacuation (muster) Locations
		25. Fire Control Centre (FCC) – If appropriate
5	Maintenance	Logbooks
6	Cause and Effect	Cause and Effect Matrix
7	CFD	CFD Reports
8	Certification	Fire Doorsets
		Dry Risers
		Fire Fighting Core and Lifts
		Fire Alarm
		Emergency Lighting
		Sprinkler systems
		Smoke Control Systems inc. AOV's
		Evacuation System
		Refuse
		Electrical

## Pro-actively managing compliance

A suitable Building Safety Risk Management system can be used to track the completeness of the information.

A Building Safety Risk Management system can be implemented via the PLAN-DO-CHECK-ACT cycle advocated by BS9997.

Pro-actively managing a process of improving the quality and robustness of the data, incrementally builds a valuable **asset**.

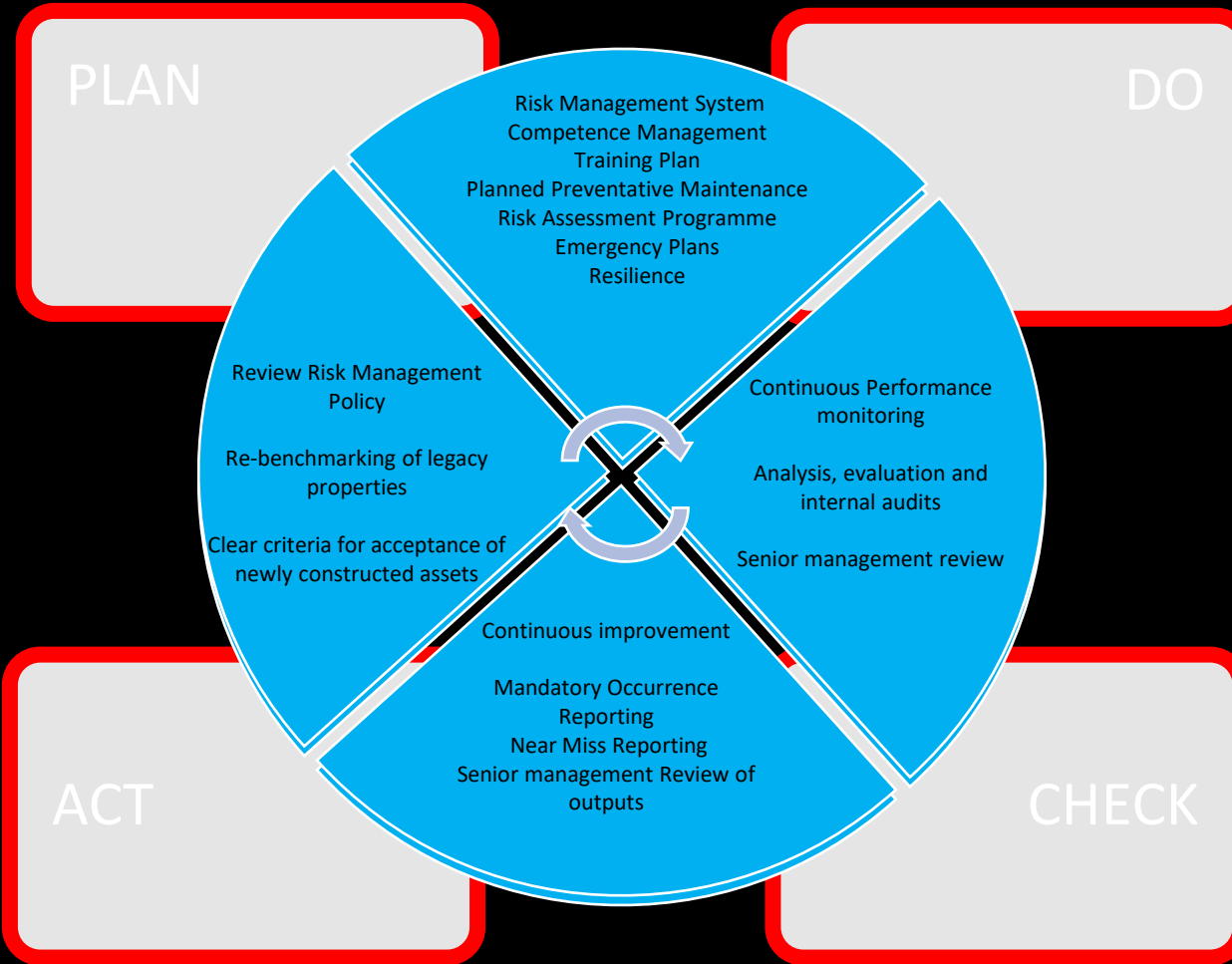


**INTERESTED PARTIES**

Freeholder  
Leaseholders  
Managing Agent  
Residents  
Visitors  
Contractors

**INPUTS**

Fire Risk Assessments  
Fire Strategy design  
EWS1 & FRAEW  
Maintenance  
Construction handover



**OUTPUTS**

Clear information about risks  
Actions on findings  
Notifications to affected parties  
Clear definition of responsibilities  
Increased assurance  
Process of continuous improvement

## The Common Data Environment

The common data environment (CDE) is a web-based repository where construction project information and documents are housed.

Information from various devices and key documents are all stored in a common system within a standardised structure.

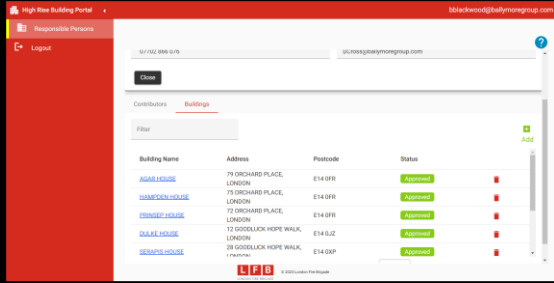
**In this example:** Asset Register, Building Registration information, Installation quality records, Defect/Repair log, Fire Door Documents, Fire Risk assessments, Structural Reports, Safety Case Reports etc will be stored in the same system

New buildings may have BIM and other design data, and Gateway submittal records.

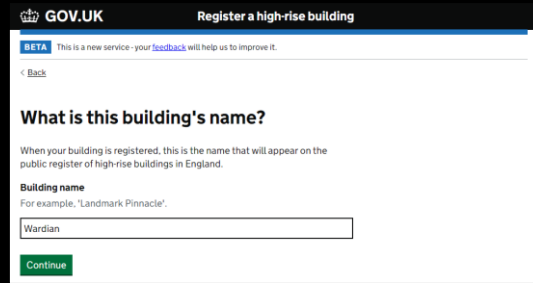
CDEs allow you to combine structured, unstructured and semi-structured data to create single customer view. A CDE can ingest data from any source, can the output can be tailored to the “customer” in a way that’s useful to them, based on the same underlying data.



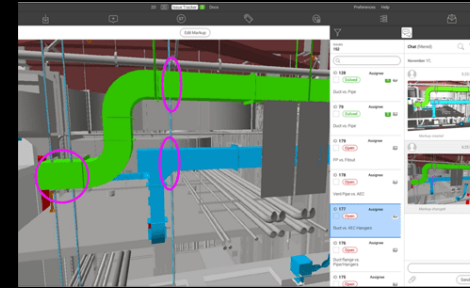
# LFB High-rise Buildings Registration



# HSE High-rise Building Registration



# Design



# Photographic records



Golden Thread

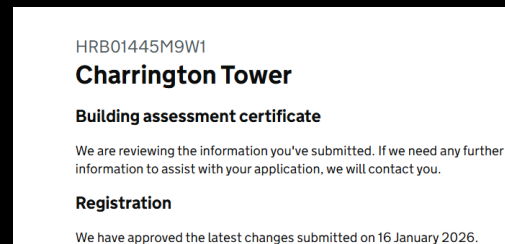
Common Data Environment



# Premises Information Box



# BAC Application



# Mandatory Occurrence Reporting



# Aftercare/Complaints



# Resident Engagement App.

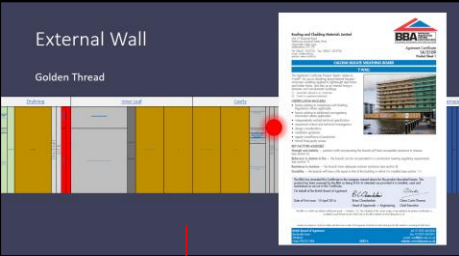


# Combustibility matrix

# On-site Quality Records

# Fire Risk Management System

# Computer-Aided Facilities Management System



Golden Thread

Common Data Environment

Asset Register



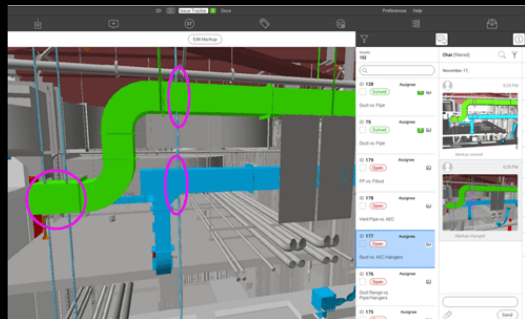
BIM +  
Technical Submissions + Drawings

Fire Door  
Inspection + maintenance records

Method statements

Competence Assessment

Tendering /Contracts



# Building Safety Case

## BUILDING NAME AND ADDRESS

Orientation Plan

## RELEVANT PERSONS

## DESCRIPTION OF THE BUILDING

## RISK ASSESSMENT

Description of the process for assessing risk

## DESCRIPTION OF RISKS

How things could go wrong

Other matters which could exacerbate these

Potential consequences

Relevant control measures

Emergency Arrangements

## Management of alterations

The process for processing minor alterations

The process for processing major alterations

## FIRE SAFETY

Type and frequency of risk assessments and reasons for this approach

Fire Strategy Summary

## Regulation 38 information

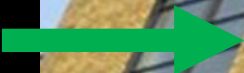
## SUMMARY OF PREVENTION AND PROTECTION MEASURES

Relationship to the findings of the building safety risk assessment

## STRUCTURAL INTEGRITY

Actions in place to identify the structural condition of the building

How the structural integrity is maintained



## Current Status

34	Not an HRB
64	No current actions (not yet called)
30	Advance notice issued (expect to be directed to submit soon)
6	Application submitted, awaiting response
1	S25 Appeal
26	BAC Certificate Granted

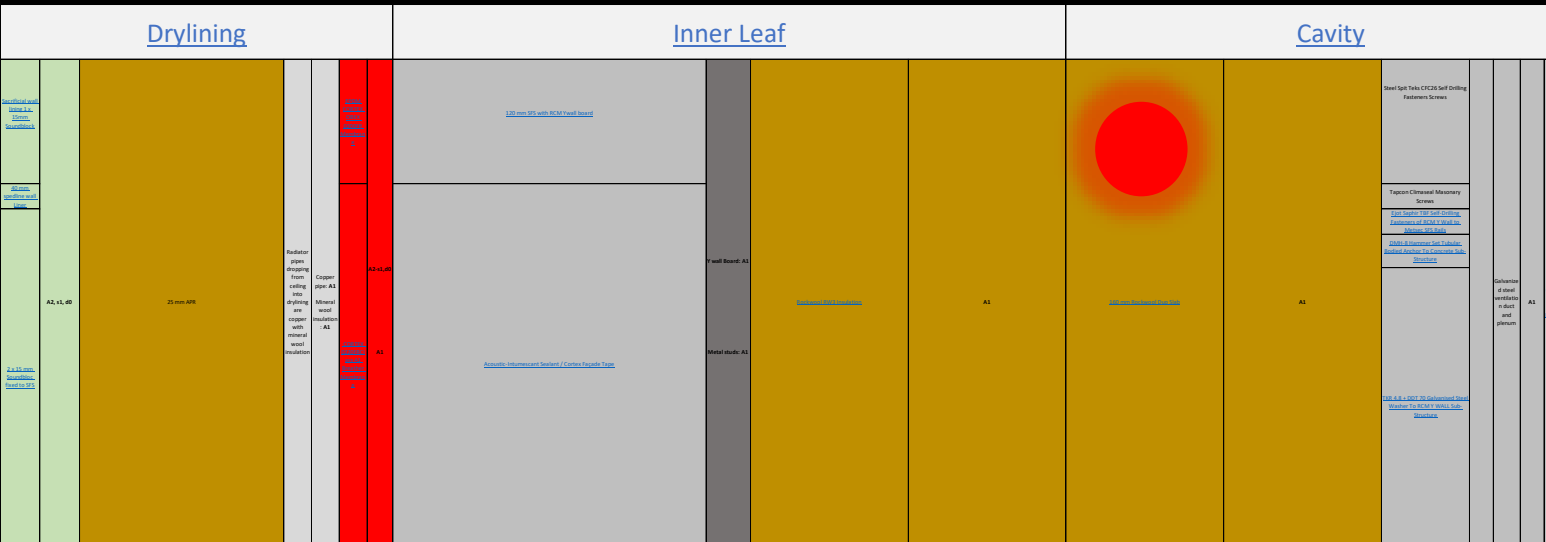
## Example – FRAEW Verification

- Full traditional brickwork
- Concrete outer skin
- Insulation
- Concrete inner skin
- Lightweight lining installed





# Golden Thread Example



**Rockwool Ltd**  
Wern Tarw  
Barnoldswick



Tel: 01656 862621 Fax: 01656 862302  
e-mail: [technical.solutions@rockwool.co.uk](mailto:technical.solutions@rockwool.co.uk)  
website: [www.rockwool.co.uk](http://www.rockwool.co.uk)

**Agrément Certificate**  
**17/5402**  
Product Sheet 1

## ROCKWOOL INSULATION SYSTEMS

### RAINSCREEN DUO SLAB FOR USE IN RAINSCREEN CLADDING SYSTEMS

This Agrément Certificate Product Sheet<sup>(1)</sup> relates to Rainscreen Duo Slab<sup>(2)</sup> for use in Rainscreen Cladding Systems, a mineral wool insulation slab for use as thermal insulation on new and existing timber- or steel-frame walls or masonry walls. The product is used in domestic and non-domestic buildings in conjunction with weathertight ventilated cladding systems.



(1) Hereinafter referred to as 'Certificate'.  
(2) Rainscreen Duo Slab is a registered trademark.

#### CERTIFICATION INCLUDES:

- factors relating to compliance with Building Regulations where applicable
- factors relating to additional non-regulatory information where applicable
- independently verified technical specification
- assessment criteria and technical investigations
- design considerations
- installation guidance
- regular surveillance of production
- formal three-yearly review.

#### KEY FACTORS ASSESSED

**Thermal performance** — the product has a declared thermal conductivity ( $\lambda_{10}$ ) of 0.034 or 0.035 W·m<sup>-1</sup>·K<sup>-1</sup>, depending on the thickness (see section 6).

**Condensation risk** — the product can contribute to limiting the risk of condensation (see section 7).

**Behaviour in relation to fire** — the product is classified as Class A1 in accordance with BS EN 13501-1 : 2007 (see section 8).

**Durability** — the product will have a life equivalent to that of the wall structure in which it is incorporated (see section 13).

The BBA has awarded this Certificate to the company named above for the product described herein. This product has been assessed by the BBA as being fit for its intended use provided it is installed, used and maintained as set out in this Certificate.

On behalf of the British Board of Agrément

Date of First issue: 15 March 2017

John Albon – Head of Approvals  
Construction Products

Claire Curtis-Thomas  
Chief Executive

The BBA is a UKAS accredited certification body – Number 113.  
The schedule of the current scope of accreditation for product certification is available in pdf format via the UKAS link on the BBA website at [www.bba.org.uk](http://www.bba.org.uk)  
Readers are advised to check the validity and latest issue number of this Agrément Certificate by either referring to the BBA website or contacting the BBA direct.

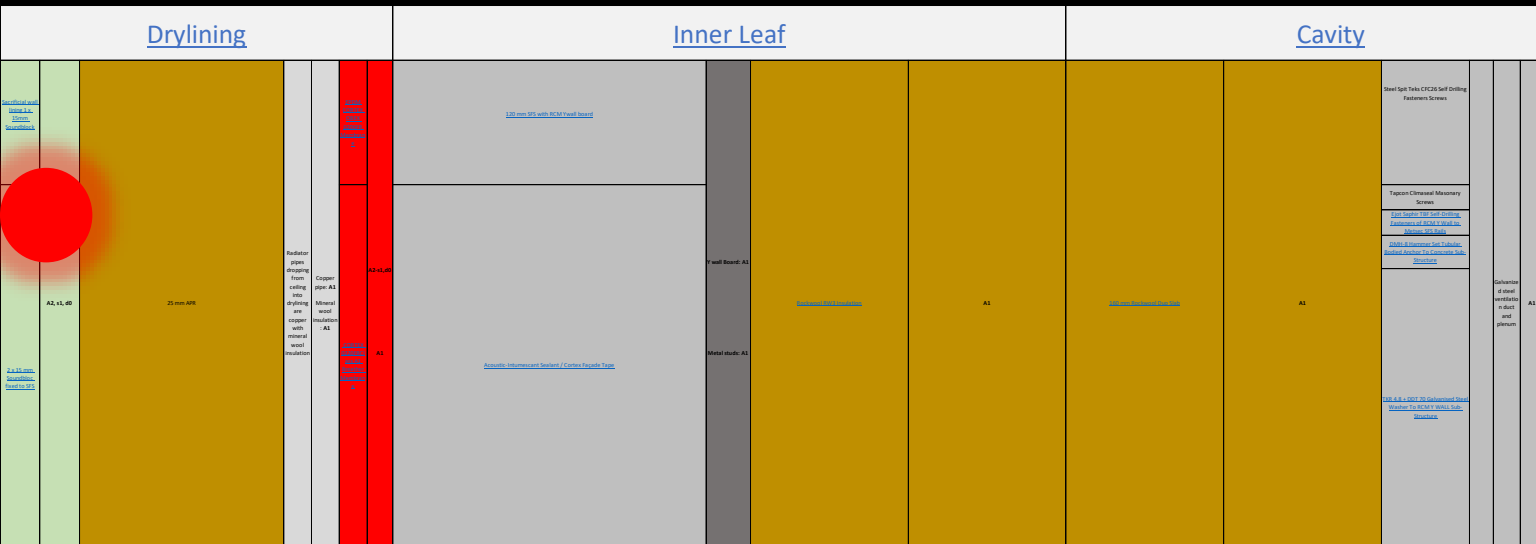
**British Board of Agrément**  
Bucknalls Lane  
Watford  
Herts WD25 9BA

tel: 01923 665300  
fax: 01923 665301  
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[www.bba.org.uk](http://www.bba.org.uk)

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Page 1 of 1

# Golden Thread Example



Verify with on-site photographic records from construction

## Product Data Sheet

Gyproc® FireLine 15mm



Gyproc FireLine 15mm is a plasterboard that contains glass fibre and other additives for extra fire protection.

### Where to use

Use it in partitions, ceilings and steel encasement systems to achieve the fire performance required in domestic separating walls, corridors, garages and steel encasements.

### Certifications

Environmental Product Declaration (EPD) available [Click here.](#)



### Product Information

#### Composition

The plasterboard is made of a gypsum core between paper liners. It uses glass fibre reinforcement and other additives for extra fire resistance.

#### Colour

Face colour: Pink.  
Reverse colour: Brown.

### DIMENSIONS AND WEIGHTS

PRODUCT SIZES (mm)	900 X 1800	1200 X 2400	1200 X 2700	1200 X 3000
Nominal thickness (mm)	15	15	15	15
Minimum weight (kg/m <sup>2</sup> )	11.4	11.4	11.4	11.4
Edge options	Tapered edge only	Tapered edge, Square edge	Tapered edge only	Tapered edge only
Number of tapered edges	2	2	2	2
Width: maximum tolerance (mm)	+0	+0	+0	+0
Width: minimum tolerance (mm)	-4	-4	-4	-4
Length: maximum tolerance (mm)	+0	+0	+0	+0
Length: minimum tolerance (mm)	-5	-5	-5	-5
Taper: maximum width (mm)	80	80	80	80
Taper: minimum width (mm)	40	40	40	40
Taper: maximum depth (mm)	2.5	2.5	2.5	2.5
Taper: minimum depth (mm)	0.6	0.6	0.6	0.6
Squareness: 900mm width boards (maximum difference in diagonal measurements, mm)	4	-	-	-
Squareness: 1200mm width boards (maximum difference in diagonal measurements, mm)	-	5	5	5

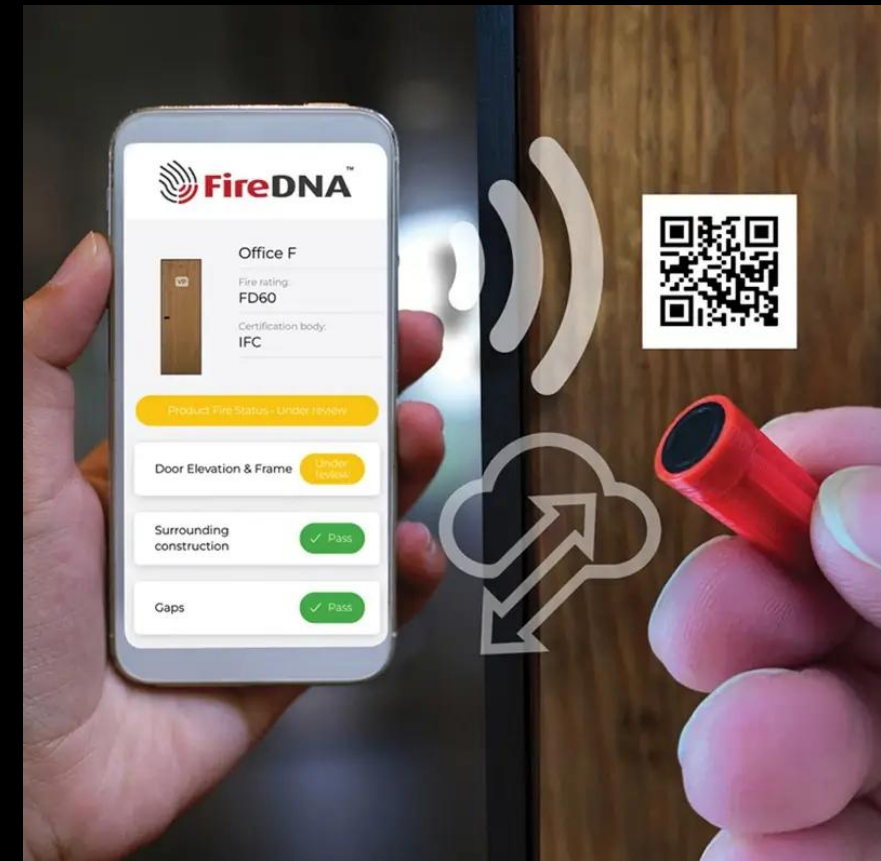
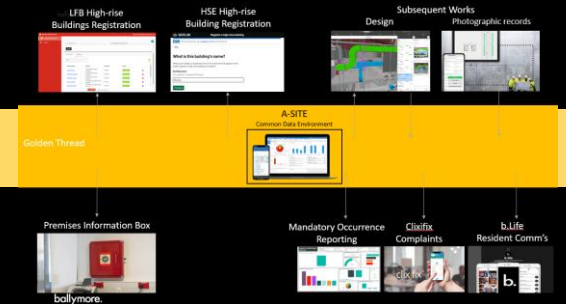
NR: Dimensional tolerances. Quality controls are set to meet customer requirements between these maximum and minimum tolerances.

## Fire Door Example

Regulation 10 of the *Fire Safety (England) Regulations 2022* requires all communal doors to be checked quarterly and best endeavours to check apartment entrance doors annually.

The *Regulatory Reform (Fire Safety) Order 2005* has been amended to include specific reference to apartment front doors.

QR code references attached to each door can provide a link to the installation data, test data, inspections and maintenance history.



# Leverage information to provide a live, holistic quantification of risk = Triage intervention

- Reporting
- Properties
- Sold Properties
- New Property
- Property Assets
- Removed Property Assets
- New Property Asset
- Documents
- Visits
- Actions
- Inspection Forms
- Library
- Profiles
- Administration
- Contact Us

Site

Address: London, E...

Main Contact: Name110...

Type: Commer...

Portfolio: Default

Fund: Default

### Fire Risk Profile

This score was generated from the *Fire Risk Assessment* carried out on **23/10/2024** by *William Martin* [\[Click to view\]](#)

Topic	Response	Score	Rating
Building Type and Expected Occupancy	Shops (retail): >301.	3	Moderate
The Risk Profiling for this building has been assessed, based upon occupancy characteristic and fire growth rate, as;		5	High
No. of Floors Entirely Below Ground Level.	2 basements (residential or mixed site).	4	Moderate-High
No. of Protected Staircases.	2 means of escape (residential or mixed site).	3	Moderate
Height of Building (m). (Measured/Estimated).	>30m Measured.	5	High
% Cladding Coverage.	>25% (residential or mixed site).	4	Moderate-High
<b>Total Score</b>		<b>24</b>	<b>High</b>

Risk bandings

0 - 13	Low
13 - 21	Medium
21 - 31	High

Edit

Fire Risk Profile

Score: 24 (High)

3 Actions Not Overdue

# Make better decisions

And carry out the actions more efficiently, providing better outcomes for occupants and fee payers

Search - Type here



0001A-1 The Street [Copy Site](#)

### Site

**Address** London, EC1N 1AA, United Kingdom  
**Main Contact** Name1104 Surname1104  
**Type** Commercial  
**Portfolio** Default  
**Fund** Default

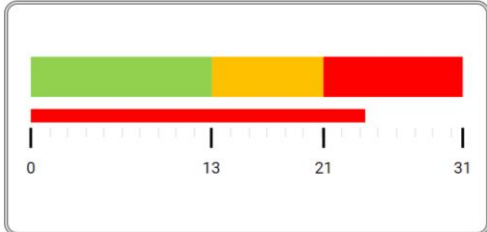
80329f1d-e2c2-4ab5-a88f-5627b1eff6ce2

### Photos



### Fire Risk Profile


Score: 24 (High)



0 13 21 31

Dashboard Detail Contacts Documents Visits Doc. Reminders Compliance Actions Assets Audit Administration


### Critical Document Compliance



Compliant	9 Docs (75%)
Approaching Renewal	2 Docs (17%)
Awaiting Document	0 Docs (0%)
Non Compliant	1 Docs (8%)

[View Trend](#)


### Secondary Document Compliance



Compliant	9 Docs (64%)
Approaching Renewal	1 Docs (7%)
Awaiting Document	0 Docs (0%)
Non Compliant	4 Docs (29%)

[View Trend](#)


### 27 Overdue Actions



Priority 1	4 Actions
Priority 2	16 Actions
Priority 3	7 Actions
Priority 4	0 Actions

[View Trend](#)

### 3 Actions Not Overdue



Priority 1	0 Actions
Priority 2	2 Actions
Priority 3	1 Actions
Priority 4	0 Actions

[View Trend](#)

## Stress test risk areas - Key Colours

The updated Secure Information Box Code of Practice includes provision for keys to be located in the SIB.

In our simulated and real events, the time to initial intervention is in the region of 2-7minutes.

The most common cause of delays in reconstruction (“stress test”) interventions was access to keys, with delays of 2-3 minutes being common.

An inexpensive pack of key tags has substantially diminished this delay in practice. This effect could be leveraged to un-manned buildings if a universal rule-of-thumb could be adopted.

Key tag colour	Description
Roof	Roof access points (may also be via a roof hatch)
Plant Room	Plant rooms generally (e.g Sprinkler plant rooms and energy centres)
Mech Riser	Location of pipework isolation points and sprinkler isolation points
Elec Riser	Location of landlords and tenant isolation points
Electrical Switch Room	Location of low voltage isolation panels.
Gas Room	Location of gas isolation valve
Fire Service Access keys	Drop Bollards, Gates, Dry riser inlet

[bblackwood@ballymoregroup.com](mailto:bblackwood@ballymoregroup.com)

Code of  
Practice




**Fire Industry Association**  
Leading Excellence in Fire Since 1916



**NFCC**  
National Fire  
Chiefs Council

**Code of Practice**  
for the provision of secure information  
boxes in residential buildings

[Updated Secure Information Boxes \(SIB's\)  
Code of Practice Released to Strengthen  
Building Safety and Emergency Response](#)



# RESIDENTIAL PERSONAL EMERGENCY EVACUATION PLANS (RPEEPS): IN OCCUPIED HIGH-RISE BUILDINGS

A systematic approach to ensure  
resident safety during emergencies

# Step 1: Identify Relevant Residents

## **Definition of Relevant Residents**

Relevant residents may have physical, cognitive, or sensory impairments affecting independent fire evacuation.

## **Proactive Resident Engagement**

Contacting residents with clear communication ensures understanding and consent for emergency assistance needs.

## **Consent and Privacy Importance**

Assessments require explicit resident consent, protecting privacy and data rights throughout the process.

## **Legal Compliance and Safety**

Accurate identification supports legal duties and improves fire safety outcomes for vulnerable residents.



## Checklist for Person-Centred Fire Risk Assessment



Name of resident			
Full address			
Date	DD / MM / YYYY	Form completed by	

### 1. Does the individual have an increased fire risk?

Yes  If yes, tick all the fire risk factors they exhibit

No  Skip to next question

- Smoking – with signs of unsafe use of smoking or vaping materials (e.g. smoking in bed).
- Use of emollient creams that are petroleum or paraffin based.
- Air pressure mattress or oxygen cylinders are used.
- Unsafe use of portable heaters (e.g. placed too close to materials that could catch fire).
- Unsafe cooking practices (e.g. cooking left unattended).
- Overloaded electrical sockets/adaptors or extension leads.
- Faulty or damaged wiring.
- Electric blankets used.
- Previous fires or near misses, burns or scorch marks on carpets and furniture.
- Unsafe candle/tea light use (e.g. left too close to curtains or other items that could catch fire or within easy reach of children or pets).
- Other (please specify): \_\_\_\_\_

### 2. Would the individual be less able to react to an alarm or fire?

Yes  If yes, tick all the fire risk factors they exhibit

No  Skip to next question

- Mental health issues (e.g. dementia, anxiety or depression).
- Cognitive or decision making difficulties.
- Alcohol dependency or misuse of drugs.
- Sensory impairments (e.g. hard of hearing or sight loss).
- Other (please specify): \_\_\_\_\_

### 3. Does the individual have a reduced ability to escape?

Yes  If yes, tick all the fire risk factors they exhibit

No  Skip to next question

- Have restricted mobility, are frail or have a history of falls.
- Are blind or have impaired vision.
- Lacks capacity to understand what to do in the event of a fire.
- Is a hoarder, or there are cluttered or blocked escape routes.
- Are bed or chairbound.
- Internal doors are left open at night.
- Would be unable to unlock front door to escape.
- Other (please specify): \_\_\_\_\_

### 4. Are there any smoke or heat alarms fitted within the individual's home?

Yes  If yes, please specify which rooms have them fitted: \_\_\_\_\_

No

### 5. Has a carbon monoxide alarm been fitted anywhere that gas or solid fuels are used?

Yes  If yes, please specify which rooms have them fitted: \_\_\_\_\_

No

### What to do next

If there are any questions in sections 1–3 that have been answered 'Yes', or you have identified that there are no smoke or heat alarms fitted, or they are broken or poorly sited, this suggests there is a risk from fire. Immediate actions are required to ensure agreed safety measures are in place:

**If you are a family member or an informal carer:**  
 Contact London Fire Brigade to arrange for a free home fire safety visit: Tel 0800 028 4428 Text/SMS 07860 021 319  
 Email smokealarms@london-fire.gov.uk  
 Web london-fire.gov.uk/HomeFireSafetyVisit  
 In addition, extra support and advice can be sought from Adult Social Care Teams and your housing provider or landlord where serious risk has been identified.

**If you are employed by a company or organisation:**  
 Return this checklist to your manager for a full Person-Centred Risk Assessment to be conducted where necessary.  
 • Inform the resident or other family members of the risks identified, if you are certain they will understand.  
 • If a care plan exists, all actions taken should be noted in that plan.  
 • Ensure appropriate partnership referrals are made as required.

### Fire safety in the home

**What happens during a home fire safety visit?** Firefighters or trained staff will visit the home and offer advice based on individual needs, this includes information on how to prevent fires, the importance of smoke alarms to detect a fire and having escape plans in the event of a fire. They will also fit smoke alarms if required.

A 'Fire Safety in the Home' booklet is available from London Fire Brigade and can be downloaded from our website. Some basic fire safety advice has also been provided below.

#### Prevention

- It is safer not to smoke; but anyone who does should try to smoke outside and always make sure cigarettes are put out properly.
- Never smoke in bed, or anywhere else, if there's a chance of falling asleep.
- Use fire-safe ashtrays and fire-retardant bedding, nightwear and throws.
- Ensure paraffin based emollient creams are replaced with non-flammable alternatives.
- Candles, tea lights and incense burners should only be placed in stable, heat-resistant holders. Keep these items or any other type of naked flame well away from curtains, furniture and clothes.
- Sit at least one metre away from heaters and keep them well away from anything that can catch alight.
- Don't overload electrical sockets.
- Close all doors at night as this helps to prevent fire and smoke spreading.
- Switch off and unplug electrical items such as TVs and avoid charging devices like mobile phones whilst asleep.

#### Early warning and detection of a fire is essential

- As a minimum, fit at least one smoke alarm on every level of the home and in any room where a fire could start. The ideal position for these are usually in rooms that are used the most, in hallways and anywhere electrical equipment is left switched on.
- Fitting multiple linked smoke alarms, that all activate together, is the best way to be alerted in the event of a fire. For some, the provision of a Telecare monitoring system may also be beneficial.
- Specialist alarms can be fitted for people who may have a delayed response to escape – for example: strobe light and vibrating pad alarms for the deaf or hard of hearing.
- Remember to test all alarms monthly.

#### Escape

- Make sure escape routes are kept clear of anything that may slow down or block exit routes.
- Ensure security gates can be easily opened from the inside without the need for a key. Keep door and window keys where everyone can find them.
- Mobility aids and any methods of calling for help should always be kept close to hand (e.g. mobile phone, link alarm/pendant).

# Step 2: Conduct a Person-Centred Fire Risk Assessment (PCFRA)

## Resident Identification and Consent

Identify relevant residents and obtain their consent before beginning the person-centred fire risk assessment.

## Conversation-Based Assessment

Conduct the assessment through a face-to-face conversation, considering the resident's unique circumstances and preferences.

## Use of Structured Templates

Utilize established templates for consistency, ensuring all key fire safety factors are evaluated comprehensively.

## Focus on Mobility and Assistance

Assess resident's mobility, alerting methods, escape route use, and available assistance during evacuation.

# Step 3: Implement Mitigating Measures

## Collaborative Risk Mitigation

Mitigating measures should be implemented in collaboration with residents to address their specific needs effectively.

Preference should always be given to collective measures that benefit multiple residents. Collective measures are shared costs.

Personal measures are under the residents control

## Range of Mitigations

Measures may include alerting methods, mobility aids, escape route modifications, and additional support arrangements.

## Cost and Legal Considerations

Transparent communication about costs and responsibilities is vital, considering relevant legislation and guidance.

## Balancing Safety and Practicality

Mitigations aim to reduce risks reasonably while balancing safety, proportionality, and legal obligations.



# Step 4: Create an Emergency Evacuation Statement (EES)

## Purpose of the EES

The EES summarizes PCFRA findings and outlines safe evacuation methods for residents during a fire emergency.

## Standardized Template Benefits

Using a standard template ensures consistency, clarity, and completeness across residents and buildings.

## Resident Involvement

Residents review and agree on the EES to ensure accuracy and reflect their personal evacuation needs.

## Distribution and Use

A copy of the agreed EES is provided to residents to support reliable evacuation during emergencies.

### Residential Personal Emergency Evacuation Plans (RPEEPs): Summary information for firefighters

Full building address:	Total number of floors:	
	Total number of flats:	
	Number of residents who have difficulty evacuating:	
	Floor plans included in secure information box:	
	Information correct as of:	dd/mmm/yyyy

Floor number	Flat number	Number of people who may require assistance?	Information about the degree of assistance that the resident may require to evacuate the building	Potential number of people required to assist or rescue the resident	Resident has Emergency Evacuation Statement? Y/N	Location of or access to Emergency Evacuation Statement	Social alarm monitoring centre contact details	Connected to the Evacuation Alert System Y/N
10	40	1	Older person who uses mobility scooter. Difficulty using stairs. Oxygen cylinder in bedroom.	3+	Y			
6	18	1	Using crutches. Can use stairs slowly.	2	Y			

Schematic showing the location of Category 1 (Red) and Category 2 (Amber) residents								
Name of building								
Address of building								
Floor number	Flat numbers and RPEEP Category							
15	Plant rooms							
14								
13	Flat 51		Flat 52		Flat 53		Flat 54	
12	Flat 47		Flat 48		Flat 49		Flat 50	
11	Flat 43		Flat 44		Flat 45		Flat 46	
10	Flat 39		Flat 40		Flat 41		Flat 42	
9	Flat 35		Flat 36		Flat 37		Flat 38	
8	Flat 31		Flat 32		Flat 33		Flat 34	
7	Flat 27		Flat 28		Flat 29		Flat 30	
6	Flat 23		Flat 24		Flat 25		Flat 26	
5	Flat 19		Flat 20		Flat 21		Flat 22	
4	Flat 15		Flat 16		Flat 17		Flat 18	
3	Flat 11		Flat 12		Flat 13		Flat 14	
2	Flat 7		Flat 8		Flat 9		Flat 10	

# Step 5: Share Relevant Information with the Fire and Rescue Service

## Essential Information Sharing

Share key details like flat and floor numbers with fire services after obtaining resident consent.

## Communication Methods

Provide information digitally or via Premises Information Box based on local fire service preferences.

## Cooperation with Fire Service

Liaise with fire services to understand their expectations and assist in emergency preparedness.

## Data Protection Compliance

Share only necessary information to support evacuation while respecting privacy and data protection laws.

[Updated Secure Information Boxes \(SIB's\) Code of Practice Released to Strengthen Building Safety and Emergency Response](#)



## Step 6: Update the Building Emergency Plan

### **Integrate Resident Arrangements**

Update Building Emergency Plan to include resident-specific evacuation arrangements without identifying individuals.

### **Building-wide Evacuation Strategy**

Clearly define the overall building evacuation strategy, roles and responsibilities and additional support needs at the building level.

### **Plan Storage and Sharing**

Store updated BEEP in Premises Information Box and share with fire and rescue services as needed.

### **Regular Review and Updates**

Review and update BEEP annually or whenever circumstances change to maintain accuracy and effectiveness.



# Step 7: Review and Maintain PCFRAs and RPEEPs

## **Ongoing Review Importance**

Regular review of PCFRAs and RPEEPs ensures evacuation plans remain relevant as residents' circumstances change.

## **Periodic Review Schedule**

Evacuation plans should be reviewed at least annually or after significant changes in resident or building conditions.

## **Data Protection Compliance**

All information must be handled in accordance with data protection laws to safeguard resident privacy.

## **Consistency Across Plans**

Updates to individual RPEEPs should trigger reviews of BEEPs to maintain consistency in evacuation planning.

# Bring all stake holders along with us

BUILDING SAFETY REGULATOR – GOLDEN THREAD INTEGRATION MUST BE THE COMMON GOAL

RESIDENTS

BUILDING MANAGEMENT TEAMS

FIRE & RESCUE SERVICE

CONTRACTORS

NON-SPECIALIST MANAGEMENT TEAMS

FREEHOLDERS

Further resources available at:

<https://www.imeche.org/industry-sectors/construction-building-services/Building-Safety-Webinar-Series>

