



Building Safety Policy

COR-POL-30

Version 1

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Approved by: Parent Board

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1. Purpose of the Policy

- 1.1 The safety of everyone who live and work in or around buildings, owned or managed by Southway Housing Trust is number one priority. This policy sets out how Southway Group will provide good quality homes and communal areas that are safe, secure, comfortable and well maintained. Southway also have the same commitment to all offices, community spaces and commercial premises that we own or manage.
- 1.2 This policy confirms Southway's commitment to meeting all regulatory requirements including those set out in the Regulatory Reform (Fire Safety) Order 2005 and the Building Safety Act 2022 (referred to as 'the Act') and its related secondary legislation.
- 1.3 The objectives of this policy are to:
 - Effectively manage all risks and hazards identified and to ensure effective action plans are in place to reduce the risks for all residents living in these buildings, employees who will work in and around these buildings and members of the public.
 - Comply with all legal requirements including the requirements of the Regulator of Social Housing and the Building Safety Regulator.
 - Effectively engage with all Southway customers via a Resident Engagement Strategy and ensure it considers individual circumstances across all groups and diversities.
 - Provide clear lines of responsibility across Southway to ensure the effective management of resident and building safety for in-scope buildings.

2. Statement of Commitment

- 2.1 Southway is committed to ensuring the safety and well-being of all customers, residents, staff, and visitors by maintaining the highest standards of building safety across its homes.
- 2.2 This Building Safety Policy outlines Southway's dedication to compliance with relevant legislation, proactive risk management, and fostering a culture of safety within all communities. To do this Southway will:
 - Prioritise the safety of all individuals associated with Southway buildings and protect people and the environment from the risks posed by fire and structural issues.
 - Comply with all applicable building safety laws and regulations.
 - Implement effective safety management systems and procedures.
 - Follow new design and construction standards.

3. Scope

3.1 This policy and accompanying procedures apply to:

- All Southway owned and managed homes and premises with specific requirements for buildings that are above 18 metres high or have 7-storeys or more with at least two residential homes. All directly employed colleagues, and any third parties who work on our behalf when based at Southway premises.
- All Customer Groups, Board Members, Stakeholders/Partners commissioned by Southway.
- All tenures including leasehold, shared ownership, social, affordable, market rent.
- All commercial tenants and 3rd parties occupying space in in-scope buildings.

3.2 Southway has several complex buildings including 'extra care' and 'age friendly' blocks. Southway will develop and apply the same building safety management and compliance approach for these as if they were in-scope of the Building Safety Act.

3.3 A table of high-rise high-risk buildings specifically in-scope of the Building Safety Act 2022, together with complex high-risk 'extra care' buildings and other lower-risk buildings covered under this policy is shown in **Appendix A**.

4. Background and Context

4.1 In response to the Grenfell Tower tragedy, the UK government enacted the Building Safety Act 2022, introducing stringent safety protocols for higher-risk buildings.

4.2 The Act has established a new building safety regime in England with the introduction of a new Building Safety Regulator (the BSR) and sets out a new legislative framework for the design and construction of new buildings and those undergoing significant refurbishment. The Act focuses on the spread of fire and structural stability of high-rise buildings.

4.3 The Act introduces a classification of Higher Risk Buildings (HRB's), which are defined as residential buildings at least 18 metres or 7-stories high and containing two or more residential units.

4.4 The Act also introduces new roles e.g. the Accountable Person (AP) and require that Southway apply for building registration and licensing via the submission of Building Safety Cases for all in-scope buildings.

- 4.5 The Act requires the creation of a Resident Engagement Strategy and places legal obligation on the Accountable Person to ensure residents are involved in the decisions that concern the safety of their building. They are required to:
- Produce and implement a residents engagement strategy that promotes resident's engagement and involvement in decision-making about safety issues.
 - Establish a complaints system that ensures residents' safety concerns are heard and dealt with.
 - Residents can escalate complaints to the Building Safety Regulator.
- 4.6 In addition, residents are under an obligation to:
- Not act in a way that creates a significant risk of fire or structural failure.
 - Not interfere with a relevant safety item.
 - Comply with a request by the Accountable Person for information reasonably required to perform their duties to assess and manage building safety risks.
- 4.7 The Regulator of Social Housing (RSH) introduced a new consumer regulation regime and set of standards for landlords that came into effect on 1st April 2024.
- 4.8 The Consumer Standards include the Safety and Quality Standard which requires landlords to provide safe and good-quality homes for their tenants, along with good-quality landlord services.
- 4.9 Required outcomes – Health and Safety
- 1.3.1 When acting as landlords, registered providers must take all reasonable steps to ensure the health and safety of tenants in their homes and associated communal areas.
- 4.10 Specific expectations - Health and Safety
- 2.2.1 Registered providers must identify and meet all legal requirements that relate to the health and safety of tenants in their homes and communal areas.
 - 2.2.2 Registered providers must ensure that all required actions arising from legally required health and safety assessments are carried out within appropriate timescales.
 - 2.2.3 Registered providers must ensure that the safety of tenants is considered in the design and delivery of landlord services and take reasonable steps to mitigate any identified risks to tenants.

5. Legislation and Guidance

- 5.1 This policy is guided by and aligns with the following Legislation and Guidance:
- The Fire Safety (England) Act 2022

- The Regulatory Reform (Fire Safety) Order 2005 – Amended by Fire Safety Act
- LACoRS – Fire Safety Guidance (Local Authorities Coordinators of Regulatory Services)
- Fire Safety in Specialised Housing – National Fire Chiefs Council Guidance
- Fire Safety in Purpose Built Blocks of Flats – Local Government Association
- Housing Act 2004, which introduced the Housing Health & Safety Rating System (HHSRS)
- Gas Safety (Installation and Use) Regulations 1998
- Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002
- Electrical Equipment (Safety) Regulations 1994
- Building Regulations – Approved Document B
- Health & Safety at Work Act 1974 – As amended.
- Management of Health & Safety at Works Regulations 2006
- Workplace (Health Safety & Welfare) Regulations 1992
- Furniture and Furnishing (Fire Safety) Regulations 1988
- The Homes (Fitness for Human Habitation) Act 2018
- Social Housing (Regulation) Act 2023

6. Policy Detail

- 6.1 The Southway Group owns buildings or has a legal obligation to repair any common parts of the building. Under the Building Safety Act 2022 the Southway Group is an Accountable Person (AP). In blocks with multiple owners or interests, there may be more than one AP. In such situations, the Act dictates that the AP with the ownership or legal obligation to repair the structure and exterior of the building is the Principal Accountable Person (PAP). There can only be one PAP in a building.
- 6.2 The Responsible Person (RP) was an existing provision of the Regulatory Reform (Fire Safety) Order 2005 under which building owners and operators must, amongst other things, carry out Fire Risk Assessments, maintain and repair fire safety equipment and actively manage fire safety risks. The Act amended these duties, primarily by adding a duty to provide information to residents about fire safety matters.
- 6.3 Southway will ensure the approach to building safety, hazard prevention and compliance with the Act results in improved outcomes for residents and communities and will:

1. Register all higher risk blocks with the Building Safety Regulator where Southway is the PAP.
2. Actively engage the PAP to ensure that buildings are registered and will provide information as required where Southway is an AP and not the PAP.
3. Develop and maintain well documented building safety cases and reports for HRBs where Southway is the PAP.
4. Ensure an appropriate building safety management system is in place to identify, monitor, manage, mitigate, and report building safety risks and issues.
5. Maintain a programme of technical fire checks to identify, manage or remove potential fire hazards on higher-risk blocks where Southway is the Landlord.
6. Ensure regular inspection of communal areas and all fire doors throughout all buildings and carry out effective fire door management to include all fire doors in applicable buildings.
7. Maintain a programme of stock condition surveys on the asset portfolio to identify structural defects including on higher risk blocks where Southway is the Landlord.
8. Provide information, fire safety awareness and competence training to colleagues as appropriate.
9. Take reasonable measures to ensure the requirements for the 'submission and approval' of the Building Safety Regulator's gateway regime are met.
10. Share information, cooperate, and coordinate with third parties where premises are shared to ensure all occupants are safe.
11. Establish and maintain a Mandatory Occurrence Reporting process for all qualifying safety occurrences to the Building Safety Regulator as required by the Act.
12. Conform to 'Golden Thread' requirements for managing and sharing building information through design, construction, and occupation.
13. Conform to the gateway submission and approval process through design and construction.
14. Have a valid completion certificate or partial completion certificate before handover into occupation.
15. Register high-rise, high-risk buildings (HHRBs) with the Building Safety Regulator before occupation and have a valid building assessment certificate.
16. Have a dedicated Building Safety Resident Engagement Strategy through occupation.
17. Complete and submit building safety case reports to the Building Safety Regulator when required through occupation for HHRBs and Southway's high-risk complex 'extra care' buildings.
18. Work closely and maintain good relationships with the Fire and Rescue Service that covers the areas where Southway properties are located and share information with them in specific formats as required by the Act.

19. Provide and regularly maintain Premise Information Boxes with up-to-date information about the building and residents and ensure they are accessible for the Fire and Rescue Service.
20. Complete personal emergency evacuation plans at the 'extra care' and 'age friendly' schemes, that are regularly reviewed between the resident and the housing officer.

7. Roles and Responsibilities

- 7.1 A range of roles and responsibilities are involved in the effective delivery of this policy and are outlined in **Appendix B**. All roles and responsibilities are underpinned by a proactive culture of building safety and compliance management of the homes and premises that Southway are responsible for.

8. Customer Engagement and Communication

- 8.1 Effective communication with customers is vital to promote and maintain building safety and compliance. A specific Resident Engagement Strategy, tailored for each in-scope building, will be used to outline how Southway will engage with residents. The term residents include all tenants, freeholders, shared ownership, and leaseholders.
- 8.2 Southway will:
 - Provide building safety, fire safety, fire prevention and protection measures and other related compliance information in welcome packs and/or handbooks, and on Southway's website.
 - Establish channels for residents to report safety concerns.
 - Consult residents on significant safety-related decisions affecting their homes.
 - Be proactive in seeking residents' point of view through engagement activities.
 - Make reasonable adjustments to meet individual circumstances and preferences about the management of building safety and compliance and meeting specific access requirements.
 - Provide access to building and compliance safety management records and information relating to customers' homes.
 - Ensure that all customers are fully aware of their responsibilities under the terms of their Tenancy or Lease agreement.

9. Existing Buildings and New-Build Developments

- 9.1 The Act applies to all in-scope building and all building works, new build, extensions, alterations, and refurbishments will be subject to the control and approval of the Building Safety Regulator.
- 9.2 Contractors are under a strict obligation to ensure that the building work they carry out is compliant with all relevant building safety requirements.
- 9.3 For all in-scope **existing buildings** Southway will:
- Conduct regular safety inspections and risk assessments.
 - Implement necessary remedial actions promptly.
 - Approach the Building Safety Regulator before making alterations to an in-scope building.
 - Demonstrate that any proposed alterations to an in-scope building comply with all relevant building regulations and that they will be adequately managed during construction.
 - Seek legal advice in limited situations where Building Safety Regulator approval may not be required e.g. minor and emergency works.
- 9.4 For all in-scope **new build** properties Southway will:
- Ensure compliance with current building safety regulations during design and construction.
 - Engage with stakeholders to incorporate safety considerations from project inception.
 - Include fire safety requirements in our new build, refurbishment, planned maintenance and repairs works specifications and appointment of consultants, to be reviewed periodically and in response to regulatory change.
 - Outline gateway points to engage with the regulators when required.
 - Have a transparent recording, adequate sign off and handover of all safety information.
 - Obtain independent expert advice on fire safety arrangements for all new or refurbished buildings and repairs.
 - Ensure suitable and sufficient quality checks and reassurance is provided, recorded, and acted upon as appropriate through the Employers Agents, Clerk of Works or other technical and quality monitoring.
 - Establish a formal system for the digital recording of all building information, in line with the 'Building a Safer Future' Implementation Plan and the Building Safety Act 2022.
 - Review its materials specifications to ensure compliance with statutory requirements, and best practice.

- Install and maintain sprinkler systems where required by legislation (new residential buildings over 11m in height) or considered of significant benefit.

10. Performance Monitoring and Reporting

10.1 Performance will be reported on a regular basis to demonstrate effective management and monitoring of building safety activities and compliance with the Act and other relevant legislation.

10.2 Southway will:

- Set key performance indicators (KPIs) for building safety and compliance.
- Regularly review safety performance against these KPIs.
- Report performance to the Board, People and Places Committee, Executive Management Team and relevant authorities as required.
- Carrying out performance reviews and develop actions plans with SMART targets as required.
- Conduct data integrity and validation checks and ensure that inspection and assessment activities are correct and align with asset management and housing management systems.
- Ensure performance information is shared and available for residents of in-scope buildings.

11. Equality and Diversity

11.1 An Equality Impact Assessment has been completed to ensure that all appropriate actions are put in place to support customers who have protected characteristics.

11.2 Southway will:

- Ensure that building safety measures are inclusive and considerate of different needs.
- Ensure that this policy is applied fairly and with sensitivity to the diverse needs of individuals and communities.
- Provide information in accessible formats and languages.
- Publish this policy on Southway's website.

12. Associated Policies and Procedures

12.1 This policy should be read in conjunction with:

- Health and Safety Policy
- Fire Safety Policy
- Gas Safety Management Policy
- Electrical Safety Policy
- Lifting Equipment Safety Policy
- Asbestos Management Policy
- Responsive Repairs Policy
- Empty Homes Policy
- Records Management and Quality Policy
- Leaseholder Management Policy

13. Competence and Training

- 13.1 Southway will ensure that anyone undertaking works is competent to work in buildings that are in-scope of The Act. There will be learning and development requirements to ensure that the relevant qualifications, skills, and experience can be always demonstrated.
- 13.2 Southway will:
- Allocate sufficient resources to manage building safety and compliance effectively.
 - Ensure staff receive appropriate training and possess the necessary competencies.
 - Ensure staff involved in the management of in-scope buildings receive and maintain suitable and sufficient training on Southway's core systems.
 - Ensure all contractors and operatives are competent to carry out specified works on in-scope buildings.

14. Data, Documentation and Systems

- 14.1 The Act specifies that all data should be stored electronically and be easily accessible to anyone who requests it, this is also known as the 'one source of truth'.
- 14.2 Southway will:
- Implement robust data management systems to support building safety management activities.

- Develop and retain specific building information to be 'digital by default' and further ensure this meets the 'Golden Thread' of information requirements.
 - Record all completed fire risk assessments, fire risk assessment reviews and associated completed remedial works from these reports.
 - Record all completed servicing and maintenance checks on fire safety equipment, smoke/heat alarms, systems and installations and details of associated completed remedial works.
 - Retain copies of external wall surveys and related remedial works.
 - Retain copies of structural surveys and related remedial works.
 - Record all fire safety-related training undertaken by staff.
 - Record any major works.
- 14.3 Building data will be kept indefinitely as part of the 'Golden Thread' of each building. Should the building be disposed of the associated building data will be passed to the new Accountable Person.
- 14.4 Southway will record engagement and communication data / information with residents regarding building safety and specific information that applies to their building. Individual responses to these communications will be retained.

15 Policy Implementation and Review

- 15.1 The Building Safety Act is intended to be enabling legislation and as such is subject to update and change, following guidance or regulation changes from the Ministry of Housing, Communities and Local Government (MHCLG) or the Building Safety Regulator.
- 15.2 To support this and ensure that this policy is kept up to date with any changes in guidance or legislation Southway will:
- Develop and maintain procedures to manage building safety risks effectively.
 - Regularly review and update this policy to reflect legislative changes and best practices.
 - Conduct annual audits to assess policy effectiveness and compliance.

POLICY REVIEW HISTORY	
<i>To be completed during each review</i>	
Previous versions (version number – approved by – approval date – title if different) N/A new policy as removed from Health and Safety Policy	
Date of last EIA:	March 2025
Review lead by:	Assistant Director Asset Management
Main points or amendments made and reasons	
Next review due:	March 2028
Approval level:	Parent Board

Appendix A – Buildings

Current Buildings

item	Site Name	Address	Tenure Type	Number of Storeys (inc ground floor)	Number of flats	BS Act 2022 or Southway Status
1	Grosvenor Gardens	1-12 High Street, Stalybridge, SK15 2DR	Sheltered	2	12	Lower-risk (Southway)
2	Grove Lane	47 Grove Lane, Didsbury, Manchester, M20 6UF	Sheltered	1	Community Centre & 26 flats	Lower-risk (Southway)
3	Holland Court	382 Barlow Moor Road, Chorlton, M21 8BF	Sheltered	3		Lower-risk (Southway)
4	Brickfield House	165 Henrietta St, Ashton-under-Lyne OL6 8PH	Affordable Rent	3	42	Lower-risk (Southway)
5	Minehead Court	1 Brian Harrison Close, Withington, Manchester, M20	Mixed (Age Friendly & Shared Ownership)	3	54	Lower-risk (Southway)
6	Gorton Mill House	420 Abbey Hey Lane, Gorton, M18 8DU	Extra Care	4	106	High-risk complex building (Southway)
7	Dahlia House	210 Burnage Lane, Manchester, M19 1FL	Extra Care	4	56	High-risk complex building (Southway)
8	501 Barlow Moor Road	501 Barlow Moor Road, Chorlton, M21 8AG	Social Rent/General Let (Rough Sleepers Accommodation)	3	3	Lower-risk (Southway)
9	Hayward Court	1-18 Beverly Rd, Burnage M14 6JL	Social Rent/General Let	3	18	Lower-risk (Southway)
10	White Swan	13 Green Street, Burnage M14 6TL	Social Rent/General Let	3	12	Lower-risk (Southway)
11	Talbot Court	206 Ladybarn Lane, Burnage, M14 6RW	Social Rent/General Let	3	12	Lower-risk (Southway)
12	Merseybank Flats	21-23 Merseybank Ave, Chorlton, M21 7NT	Social Rent/General Let	3 (BMCA is ground floor)	13	Lower-risk (Southway)
13	Alcock Court	Alcock Court, 177 Mauldeth Rd, M14 6SG	Social Rent/General Let	4	14	Lower-risk (Southway)
14	Brookstone Close	32 Brookstone Close, Manchester, M21 7AE	Social Rent/General Let	3	12	Lower-risk (Southway)
15	Stamford Arms	Lymm Road, Little Bollington, Cheshire, WA14 4TG	Shared Ownership	3	7	Lower-risk (Southway)
16	York Lodge	54-56 Crofts Bank Road, Urmston, M41 0UH	Shared Ownership	4 (with basement)	16	Lower-risk (Southway)
17	Allingham Place (New Street)	New Street, Altrincham, Trafford WA14 1RX	Shared Ownership	3	15	Lower-risk (Southway)
18	Barlow Moor Rd Block A	Block A 421 Barlow Moor Rd, Manchester, M21 8ER	Shared Ownership	5	25	Lower-risk (Southway)
19	Barlow Moor Rd Block B	Block B 421A Barlow Moor Rd, Manchester, M21 8ER	Shared Ownership	3	14	Lower-risk (Southway)
20	Higher Rd (Oxfield Meadow)	56 Higher Rd, Urmston, M41 9AP	Shared Ownership	4	27	Lower-risk (Southway)
21	Lansdowne Rd (The Foundry)	63 Lansdowne Rd, Eccles, Manchester, M30 9RA	Shared Ownership	4	36	Lower-risk (Southway)
22	Oakmoor	115 Nell Lane, Chorlton, Manchester M21 7UG	Shared Ownership	3	24	Lower-risk (Southway)
23	Abney House	2 Carrs Rd, Cheadle, Stockport SK8 2HR	Market Rent	3	27	Lower-risk (Southway)
24	Aura (Hartington Road)	2 Hartington Rd, Altrincham, WA14 5LU	Market Rent	3	15	Lower-risk (Southway)
25	Aura (Manchester Road)	214C Manchester Rd, Altrincham, WA14 5LU AURA	Market Rent	3	27	Lower-risk (Southway)

Current Buildings (continued)

26	Southern Gate	729 Princess Road, Didsbury, M20 2LT	Head Office	4	n/a	Lower-risk (Southway)
27	Rugby Park	Unit 1 Rugby Park, Battersea Rd, Stockport SK4 3EB	Property Services Stores	1	n/a	Lower-risk (Southway)
28	Barlow Moor Community Centre	23 Merseybank Ave, Chorlton, Manchester, M21	Community Centre	1	n/a	Lower-risk (Southway)
29	Westcroft Road	24-26 Westcroft Rd, Burnage, Manchester, M20 6EF	Community Centre	2	n/a	Lower-risk (Southway)
30	Burnage Library	Burnage Lane, Burnage M19 1EW	Community Library	1	n/a	Lower-risk (Southway)
31	Men in Sheds	38 Merseybank Ave, Chorlton M21 7NN	Community Shop/Space	1	n/a	Lower-risk (Southway)
32	Eden Café	40 Merseybank Ave, Chorlton M21 7NN	Community Cade	1	n/a	Lower-risk (Southway)
33	Pop up community shop	42 Merseybank Ave, Chorlton M21 7NN	Community Shop	1	n/a	Lower-risk (Southway)
34	Community Shop/Space	44 Merseybank Ave, Chorlton M21 7NN	Community Shop/Space	1	n/a	Lower-risk (Southway)
35	Community Space	54 Merseybank Ave, Chorlton M21 7NN	Community Space	2	n/a	Lower-risk (Southway)
36	Minehead Café	1 Brian Harrison Close, Withington, Manchester, M20	Café	1	n/a	Lower-risk (Southway)
37	Gorton Mill House Café	420 Abbey Hey Lane, Gorton, M18 8DU	Café at Extra Care Scheme	1	n/a	Lower-risk (Southway)
38	Gorton Mill House Hair Salon	420 Abbey Hey Lane, Gorton, M18 8DU	Hair Salon at Extra Care Scheme	1	n/a	Lower-risk (Southway)
39	Dahlia House Café	210 Burnage Lane, Manchester, M19 1FL	Café at Extra Care Scheme	1	n/a	Lower-risk (Southway)

Future Buildings

item	Site Name	Area	Tenure Type	Number of Storeys (inc ground floor)	Number of flats	BS Act 2022 or Southway Status	Expected Handover
1	Francis Road	Chorlton	Social Rent/General Let	3	24	Lower-risk (Southway)	Summer 2025
2	Royal Canal Works	Stretford	Shared Ownership	4	40	Lower-risk (Southway)	Summer 2025
3	Cross Road	Chorlton	Shared Ownership	4	29	Lower-risk (Southway)	Autumn/Winter 2025
4	Warick Road South	Old Trafford/Stretford	Mixed (Affordable Rent & Shared Ownership)	Block A - 5 / Block B & C - 4	82 (across 3 blocks)	Lower-risk (Southway)	Autumn/Winter 2025
5	Didsbury Point	Didsbury	Mixed (Affordable Rent & Shared Ownership)	8	76	High-rise, High-risk building (BS Act 2022)	Autumn/Winter 2025

Appendix B – Roles and Responsibilities

- 1 **The Board** will ensure all decisions reflect the intentions outlined in this policy and is ultimately accountable for ensuring that Southway fulfils its legal obligations. They will oversee building safety governance and ensure adequate resource allocation. They will review reports and key data to ensure Southway are meeting the requirements of the Building Safety Act and Fire Safety Act 2021, and this policy.
- 2 **The Chief Executive and Executive Management Team** will ensure that Southway complies with all statutory, legislative, and regulatory requirements to fulfil this policy. They will:
 - Ensure adequate resources and competent persons are nominated to oversee and manage preventative works associated with the management of fire safety in Southway premises.
 - Ensure adequate financial resources are available to enable effective delivery of this policy and its associated activity through the annual budgeting and approval process.
- 3 The **Assistant Director Asset Management** is responsible for the implementation of this policy and the development and delivery of associated projects to ensure Southway is compliant with legislation.
- 4 **The Senior Management Team** will assist the Assistant Director Asset Management in fulfilling their responsibilities and have extensive safety responsibilities of their own within their directorates. They have responsibility for driving and delivering compliance within this policy and supporting policies and procedures within their own service areas.
- 5 **The Building Safety and Compliance Manager** is responsible for the overall implementation of this policy and the development and delivery of related projects. They will monitor and track performance to ensure Southway remains compliant with current legislative requirements. They will:
 - Work closely with all departments across the Southway to deliver the requirements of this policy and to ensure buildings within the scope of The Act remain safe.
 - Manage the Building Safety Team and work closely with the Facilities Manager to ensure Southway meets its legislative requirements.
 - Provide compliance and performance updates to the Chief Executive and Executive Management Team and regular reports on overall compliance to the People and Places Committee.
 - Ensure all identified actions from inspections and assessments are allocated appropriately and completed within Southway's approved timescales.
- 6 **The Building Safety Manager (new role)** is responsible for supporting the management of all buildings in-scope of the Building Safety Act focusing on structural and fire. They will:

- Recurrently assess, audit, and review all projects completed in high-rise buildings relating to structural and fire safety and feed information into the Building Safety Case process to ensure it the Safety Case remains up to date.
 - Work with colleagues in Southway such to ensure all in-scope buildings remain compliant and that certification is available to share with customers and follow-on works are completed.
 - Support and assist with specific Building Safety projects and the day-to-day contract management requirements.
- 7 **The Facilities Manager** will work closely with the Building Safety and Compliance Manager and Building Safety Case Manager and ensure that appropriate contracts are set-up for all building and fire safety systems and equipment that needs to be inspected and / or serviced to ensure they are operating effectively. They will:
- Ensure all identified actions from facilities maintenance activities are allocated appropriately and completed within Southway's approved timescales.
 - Ensure they have an oversight of all maintenance activity within communal areas and report compliance monthly.
- 8 **All employees** must ensure they are aware of and follow this policy. They will inform their managers of any concerns, report hazards promptly and contribute to the development of a positive building safety and compliance culture throughout Southway.
- 9 **Residents** have obligations under the Act and must not act in a way that creates a significant risk of fire or structural failure or interfere with any relevant safety item. They must also comply with a request by the Accountable Person for information or access to reasonably perform their duties to assess and manage building safety risks.