



Building Risk Review Appendix B – Reporting Outcome Note

15th June 2020

Introduction

The outcome of the Building Risk Review (BRR) Programme will be to give Fire and Rescue Authorities, Fire and Rescue Services (FRSs), Government, and residents the knowledge that buildings have been visited, reviewed, or triaged by FRSs, ensuring regulatory work is carried out proportionately and aiming to provide a safer built environment.

This guidance has been developed to assist FRSs to provide returns to the Fire Protection Board in line with the grant conditions detailed by the Home Office. Additionally, it gives clarity around performance measures, reporting metrics, and terminology used in the BRR.

Scope

The scope of the BRR is high-rise residential buildings (HRRBs) 18m. Any HRRBs with identified combustible ACM cladding which were previously captured under the first stage of the exercise, which concluded 31st March 2020, for which a return has already been provided do not need to be considered again.

Baseline Assumption

Following the Secretary of State for MHCLG's assurance that every in scope HRRB will have been assessed or visited by an FRS by December 2021,¹ it has been determined there is not the capacity to audit/inspect every HRRB within that timeframe, as estimates suggest this could take between four to eight years. Therefore, the BRR Programme has been developed with an initial triage and a minimum question set as a result.

If an FRS has audited/inspected the premises recently and there is confidence that this information is current and valid, and the HRRB has featured on the Risk Based Inspection Programme (RBIP), then collection of the data set and triage will suffice for a return.

The minimum requirement for a BRR return is confirmation that each building has had a triage assessment from the FRS and the minimum data set has been returned to the Board.

Measurable Output

A completed triage or audit/inspection as shown below will define a measurable output within the BRR programme for that HRRB, providing the relevant data is captured and returned to the Board on the spreadsheet provided (*Appendix C – Response Spreadsheet*).

¹ [Address to Parliament by Secretary of State, Robert Jenrick, regarding Building Safety \(5th Sept 2019\)](#)

Reporting Definitions

Triage

The triage is the process that the FRS will go through for every HRRB on the data list provided.

As set out in the technical note to FRSs (see Diagram 2 in *Appendix A – Technical Guidance*), a 'triage' is a decision about whether an audit/inspection carried out under the Fire Safety Order (FSO) by a competent Fire Safety Regulator (FSR) is required by December 2021. This decision could be made on the basis of:

- existing recent inspection history reviewed by an FSR; or
- minimum question set, which could be collected by station-based personnel, but is then passed to an FSR to review.

For an HRRB to be considered triaged for the purposes of a BRR response, it requires the FRS to complete and return the minimum question set. This should include answers to all of the questions with the following **exception**:

If the Triage outcome is outcome number 1 (identified as high risk and fire safety audit/inspection is required as part of BRR), then all questions should be answered except for Audit Question 1 and Audit Question 2², which should only be added to your response once the new audit/inspection has been completed.

This information will contribute to reporting on performance measures 1 – 6 (outlined below).

If a BRR response is amended following triage due to updated information becoming available (e.g. an audit/inspection or as the result of a quality assurance process), the spreadsheet should be colour coded as detailed.

Audit

For an HRRB to be considered audited/inspected for the purposes of a BRR response, it requires the FRS to provide the following:

- If not already provided, the minimum question set is completed and returned (i.e. if FRSs use their discretion to move directly to a full FSO audit/inspection by an FSR, this information may not have been submitted yet).
- Answers to Audit Question 1 and Audit Question 2 are completed.

This information will contribute to reporting on performance measures 7 – 9 (outlined below).

If a BRR response is amended following completion of an audit/inspection return (e.g. due to a new audit/inspection or as the result of a quality assurance process), the spreadsheet should be colour coded as detailed.

Is an audit/inspection carried out previously valid for a measurable output?

What constitutes recently?

This is a matter for local FRSs' decision making and will need to be made on a building by building basis according to the circumstances of each building.

² Please see Appendix A for a full breakdown of the BRR question set.

However, as a suggested benchmark FRSs may wish to use the initial publication of Advice Note 14 (18th December 2018) as an indicator of the point at which Responsible Person/s had available guidance about emerging fire safety risks in the wake of Grenfell Tower, including steps they should take in respect of External Wall Systems.

If the premises has been audited/inspected since the publication of Advice Note 14, and there is confidence that the previous inspection history is current and valid, once the minimum data set is captured then the BRR response can be completed.

Advice Note 14 has since been replaced with the Expert Panel's consolidated advice note.

FRSs may wish to proactively write to the Responsible Person/s to raise awareness of [Advice for Building Owners of Multi-storey, Multi-occupied Residential Buildings](#). As a minimum, it is suggested that this step is followed where an HRRB is triaged and not audited/inspected at this time.

Data Capture

The completed data will be collated on a spreadsheet in Microsoft Excel format and stored on NFCC's SharePoint.

FRSs are being provided with their own spreadsheets for HRRBs within their jurisdiction.

FRSs will be expected to hold and manage their own records locally and, unless alternative arrangements have been agreed, provide an updated spreadsheet (or a response indicating if there is nil change) to the NFCC secretariat on the 10th of each month (or next business day) for the period of the previous calendar month (e.g. the calendar month of June would be due on 10th July). The first set of returns will be requested on 10th July 2020 unless otherwise agreed.

FRSs can contact BuildingRiskReview@nationalfirechiefs.org.uk with any concerns or queries, or if you would like to arrange a conversation to discuss alternative preferences. NFCC have also set up a new [BRR Workplace page](#) with a repository of important documents and to provide a place for FRS discussion and questions.

Summary data will be compiled monthly by the NFCC secretariat and submitted monthly to the Board and the Minister, broken down by FRS. Supplied known address data from MHCLG, i.e. UPRN, street, and postcode are prepopulated in locked cells. There are cells next to each for any FRS conflicting data to be captured.

Required data fields can be locked down to prevent unauthorised editing and drop-down options provide more consistent answers.

Risk Register

A risk register is being kept identifying potential risks and tracking any issues as the programme moves forward.

Performance Measures

The BRR is an output-based Programme which performance measures can be reported on.

From the monthly BRR spreadsheet return, performance measures which can be analysed and reported on are:

1. Number of data (address and UPRN) cleanses
2. Discrepancies between the number of actual and estimated HRRBs
3. How many buildings have been triaged
4. How many remain to be triaged
5. The number of HRRBs that have received an audit/inspection as part of the BRR programme
6. The number of HRRBs identified which will not receive an audit/inspection
7. The number of audits/inspections completed in line with the trajectory supplied by the FRS
8. Number of enforcement actions taken after an audit/inspection
9. Breakdown of the type of enforcement action taken

In addition, FRSs will provide a quarterly narrative report updating on delivery to the Board, which will allow an explanation of external factors that could affect delivery.

Until otherwise informed by FRSs, there is a working assumption of a straight-line delivery trajectory. FRSs will be requested to supply the Board with a delivery plan, including milestones, allowing a commentary for local delivery challenges based on circumstance. Regular reporting will inform programme progress in line with grant conditions. The NFCC secretariat will develop and provide further detail on the suggested format for the trajectory and delivery plans in due course.

A quarterly report to the Minister from the NFCC secretariat will be made against the performance measures above. The commentary will also allow FRSs and NFCC to suggest improvements on reporting mechanisms as the programme progresses.

An overview broken down by FRS area will be provided by the NFCC secretariat monthly to the Minister.

Further analysis will allow reports on trends within the profile of HRRB stock, based on numbers or triages, audits/inspections, and enforcement action taken. Care is needed around any assumptions drawn, as some FRSs may have already undertaken recent audits/inspections of all HRRBs in their area, and this metric would not capture HRRBs where remediation has taken place and been completed already.

Quality Assurance

The Board advise that a suitable quality assurance process is included in any triage process. It would be reasonable to randomly sample 5-10% of the lower risk building stock triaged by FRSs, to then subject to a full audit/inspection to promote consistency. Further commentary on quality assurance is contained in *Appendix A*.

Project Closure and Completion

As previous pilots and reports have shown, it would not be possible to audit/inspect all HRRBs within the timeframe of the Programme.

Therefore, the Programme will be considered complete once BRR responses have been received for a target of 11,000 HRRBs, confirming they have been triaged and the highest risk HRRBs have been audited/inspected.

Success of the programme will be both the measurable outputs above (performance measures) as well as the following benefits:

- Confirmation from FRSs that 11,000 in-scope HRRBs buildings have, as a minimum, received a triage.
- The minimum dataset is completed and returned for 11,000 HRRBs.
- As a result, HRRBs requiring further action should be identified and become known to FRSs, so that all HRRBs can be incorporated into RBIPs where appropriate.
- The minimum dataset is provided to the Shadow Regulator / New Building Safety Regulator, with the aim of informing a risk prioritisation process on which HRRBs should be prioritised for Safety Cases once the new Building Safety Regime is in place (estimated 2023). The development process for the BRR has included consultation with the Shadow Regulator to confirm validity of the dataset.
- Provide summary trends and analysis to help inform further policy development within the Home Office, MHCLG, and the Shadow Regulator.
- Reassurance to residents.
- Information improving firefighter safety.

Monthly BRR responses will be monitored for trends on the number of in-scope HRRBs. If, as a result of the BRR programme, more in-scope HRRBs are identified above and beyond the estimated 11,000 HRRBs, this data will inform review points for the funding of the programme and will include analysis of the risk profile of the buildings informed by triage and audit/inspection outcomes.

If responses and data cleansing identify there are fewer in-scope HRRBs than estimated, this will inform a review of the target for completion of the programme.