



## Information note for landlords and building owners of tall residential buildings with ACM cladding

This information note is for the attention of anyone responsible for residential buildings over 18m<sup>1</sup> in height with Aluminium Composite Material (ACM) cladding, who is concerned about the fire safety implications for those buildings.

It has been developed in consultation with The Industry Response Group<sup>2</sup> (IRG), DCLG's Independent Expert Advisory Panel<sup>3</sup>, and other experts. This note does not provide definitive advice; it is intended for information purposes only. It is not a substitute for review of any relevant legislation and guidance, and does not obviate the need to take appropriate professional advice.

### Introduction and general fire safety information

1. This note is intended to assist building owners<sup>4</sup> in assessing what measures they should consider taking to make their buildings safe. It contains a flow chart to guide building owners through the process of remediation and further information on the following:
  - Identifying and testing ACM cladding systems;
  - Checking broader fire safety of buildings;
  - Progressing remedial works and maintenance;
  - Durability and safety considerations if cladding has been removed;
  - Professional advisors and where to find them;
  - Building Regulations and Planning; and
  - Procurement of building works.
2. Building owners are responsible for determining whether their buildings are acceptably fire safe. They are likely to need to appoint professional advisors to assist them unless they have the relevant competence themselves or access to advice from those that do.

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1 If buildings are under 18m in height the information in this note may still be useful, in particular see chapter 2.

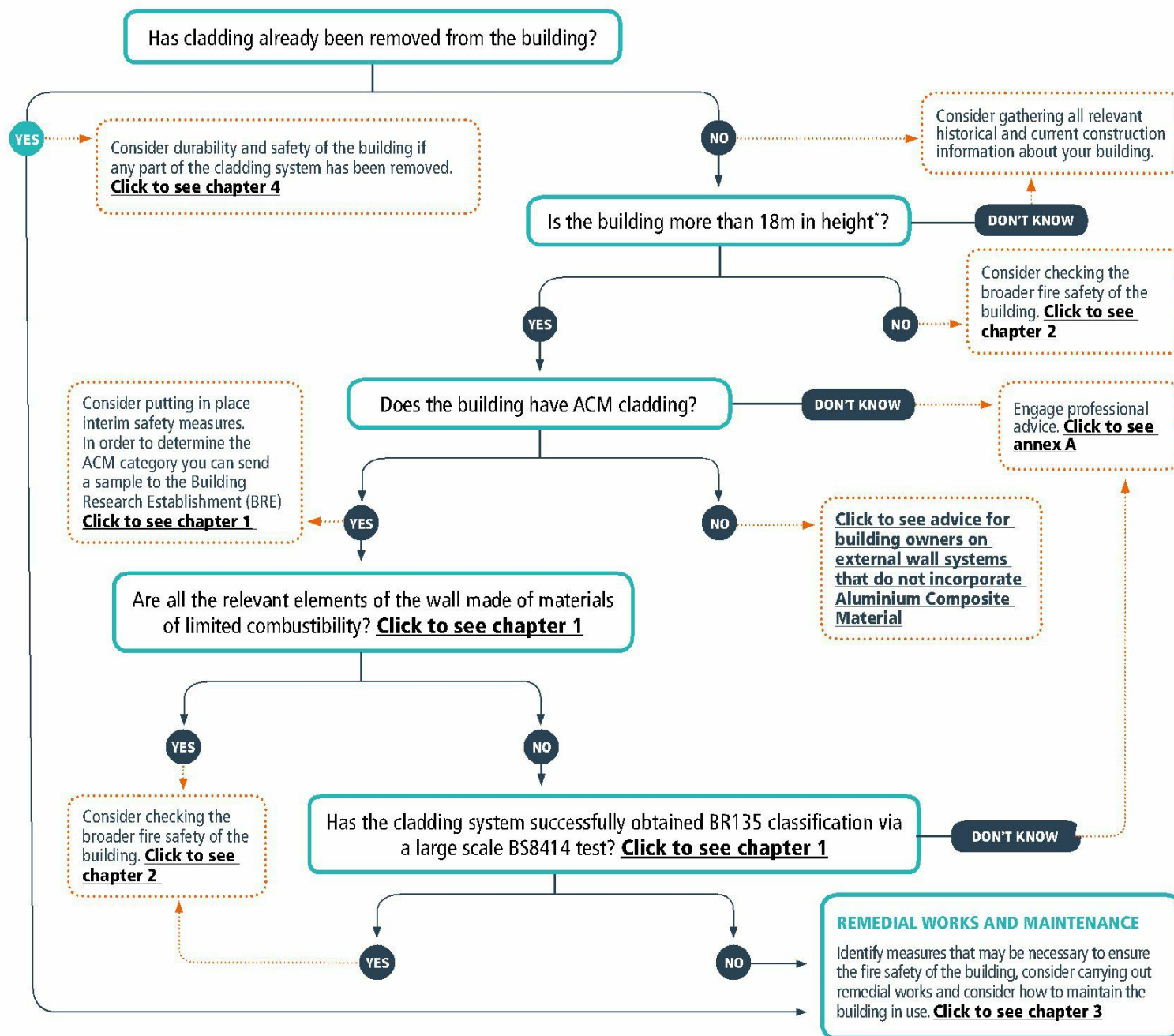
2 The IRG was established by government in June 2017, following the Grenfell Tower Fire, to advise on immediate steps to ensure building safety. It complements the work of the Independent Expert Advisory Panel (IEAP) and is made up of the Construction Industry Council, Construction Products Association, and Build UK as well as the Local Government Association, National Housing Federation and National Fire Chiefs Council.

3 An [Independent Expert Advisory Panel \(appointed 27 June\)](#) has provided the government with advice on immediate steps that can be put in place to make buildings, and the people living in them, as safe as possible.

4 For the purposes of this document the term 'building owners' means those responsible for commissioning works.



3. There are a number of pieces of legislation and related guidance that may be relevant and applicable to fire safety of buildings (see below). This is not a definitive or exhaustive list and buildings owners may wish to take legal advice on the relevant legislation that applies in respect of individual circumstances.
- [Building Regulations 2010](#) and associated guidance on these regulations, in particular [Approved Document B \(fire safety\) Volume 2](#)
  - [The Regulatory Reform \(Fire Safety\) Order 2005 \(the 'FSO'\)](#)
  - [Construction \(Design and Management\) Regulations 2015 \('CDM'\)](#) and the associated guidance in [HSE managing health and safety in construction guidance](#)
  - [Housing Act 2004](#) and associated guidance, in particular the [Housing health and safety rating system \(HHSRS\) guidance](#)
4. Building owners may also want to familiarise themselves with the following further information. Again, this is not a definitive or exhaustive list:
- Building Safety Programme: [explanatory note on safety checks and testing](#)
  - Updated [interim safety advice](#) for building owners
  - Building Safety Programme: update and [consolidated advice](#) for building owners following large-scale testing
  - [Home Office Fire Safety Guidance](#)
  - [National Fire Chiefs Council Documentation](#)
  - Local Government Association guidance on ['Fire safety in purpose-built blocks of flats](#)



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**General Notes:**

This note is for information only. Building owners should take professional advice to ensure the decisions they take are appropriate to their individual circumstances. [See annex A.](#)

Click answers to each question to reveal the relevant information. You can click 'reset' above to start again, or 'show all' to view the complete chart.

Building owners should undertake consultation with residents at the appropriate time.

\* Building height for the purposes of Part B of Schedule 1 to the Building Regulations 2010 (fire safety), as set out in [Approved Document B](#), is measured from the finished floor level of the top habitable storey to the ground level on the lowest side of the building.

Building owners could utilise the Royal Institute of British Architects - '[RIBA](#)' Plan of Work phases to assist with carrying out remedial works on their buildings.



## Chapter 1 – Identifying and testing of ACM cladding systems

1. In light of early concerns about the role cladding played in the Grenfell Tower fire, building owners were asked to identify residential tower blocks over 18 metres in height with Aluminium Composite Material (ACM) cladding. Initial screening tests were made available to identify whether cladding was of 'limited combustibility'<sup>5</sup> as this is one way that buildings over 18m can meet current Building Regulations guidance (on external fire spread). DCLG wrote to building owners in June 2017 to explain [how to send a sample](#) to be tested.
2. The government commissioned a series of large scale system tests, testing how different types of ACM panels behave in a fire with different types of insulation. The British Standard test used for the large scale tests (BS8414) is a way of demonstrating that a wall system meets Building Regulations guidance for buildings over 18m. [The Independent Expert Advisory Panel](#) advice following these tests is that:
  - ACM with a limited combustibility filler (category 1 in screening tests) can be used safely, although this is dependent on how it is fitted.
  - ACM with a fire retardant filler (category 2 in screening tests):
    - Could be used safely with non-combustible insulation (e.g. stone wool), but this is highly dependent on the insulation used, and how it is fitted.
    - Presents a notable fire hazard when used with rigid polymeric based foam.
  - ACM with an unmodified polyethylene filler (category 3 in screening tests) with any type of insulation presents a significant hazard.
3. The detailed design of the tested cladding systems has been reviewed by the Expert Panel to ensure that it is representative of the systems in common use, including the insulation thickness. In all instances, building owners have been advised that they should seek professional advice (see Annex A) on what further steps to take based on the specific circumstances of their building including the cladding system design and condition, to satisfy themselves that their building is safe. Further detail on the Government's tests and the results is summarised in the [consolidated advice](#).
4. To help understand what other cladding systems may be safe on high rise buildings, the Building Research Establishment (BRE) has sought permission from its clients and is publishing a list of historical data on cladding systems which have passed the BS8414 test set out in current Building Regulations guidance. [The catalogue can be accessed here](#).
5. Where potentially unsafe ACM cladding is identified, building owners should ensure that they implement the recommended [interim mitigation measures](#), for ensuring the safety of residents. Local fire and rescue services will continue to work with building owners and their professional advisors to help ensure any necessary mitigation measures are in place. For further information on remedial works where a cladding system is potentially unsafe see chapter three.

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<sup>5</sup> Materials of limited combustibility would either include a material or product which is at least Class A2-s3, d2 in accordance with BS EN 13501-1:2007; or has achieved a national equivalent classification in accordance with Table A7 of Approved Document B volume 2. Gaskets, sealants and similar are not included in the guidance in 12.7 of Approved Document B.



## Chapter 2 – Checking broader fire safety of buildings

### 1. If the cladding system can be shown to either:

- have only materials of limited combustibility, or
- have successfully achieved classification under BR135 via a large scale test conducted to the BS8414 standard<sup>6</sup>

and regardless of the height of the building, the buildings owners and their professional advisors should also consider checking that both the cladding system and the broader fire safety measures for the building have been installed and maintained as per the manufacturer's instructions. Elements to check may include, but are not limited to:

### 2. *Cladding*

- cavity barriers around windows, doors and other openings in cavities; and
- cavity barriers between the internal wall cavity and the junction with fire resisting barriers (such as compartment floors).

### 3. *Other building fire safety measures:*

- fire compartmentation: floors, walls and fire resisting component (e.g. fire doors and door sets);
- fire stopping of penetrations for services such as pipes, ductwork, cables etc;
- smoke ventilation system operation and performance;
- fire detection and alarm systems;
- storage and housekeeping in escape routes;
- the potential for fire spread to neighbouring/adjacent properties;
- lift access protocols in the event of a fire (automatic return to ground floor etc);
- correct, up to date and clear signage; and
- accurate evacuation plans.

### 4. If building owners do not already possess this information, it may be possible to obtain advice and information regarding existing components from the product manufacturers and/or the contractors who originally installed them. This would provide further information on how these elements should be installed and maintained.

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<sup>6</sup> This test shows whether the cladding system meets the criteria set out in the building regulations guidance BR 135



5. Building owners may also consider engaging a fire risk assessor for advice about the efficacy of their current fire safety arrangements to ensure the safety of residents. A competent fire risk assessor will have knowledge and understanding of hazards and risks, applicable legislation and guidance, the behaviour of fire in buildings, the effect of fire on people and the behaviour of people in fire, means of escape, fire prevention, fire protection (passive and active), and the management of fire safety.
6. The criteria that have been developed by the fire sector to define a competent fire risk assessor are given in [Competency Criteria for Fire Risk Assessors](#) produced by the Fire Sector Federation. See Annex A (Professional Advice and where to find it) for further information.



### Chapter 3 – Progressing remedial works and maintenance

1. The Independent Expert Advisory Panel maintain the view that the clearest ways of ensuring a cladding system adequately resists fire spread over the walls are to use materials either of limited combustibility<sup>7</sup>, or a cladding system which can be shown to have successfully obtained BR135 classification via a large scale BS8414 test<sup>8</sup>. This is on the basis that the construction of the building also meets the other provisions of building regulations guidance, including fire stopping between floors and the required cavity barriers being in place (see Section 9 of [Approved Document B volume 2](#)). The [consolidated advice](#) and BRE published [test results](#) may be helpful to building owners and their professional advisors in determining options for their potential remedial solutions.
2. Building owners should speak with their Building Control Body (BCB) and Planning departments at the earliest opportunity for advice on what consents and/or permissions might be required to implement their proposals. See Annex B for further information on building regulations and planning.

#### Professional Advisors

3. Where building owners do not have ready access to persons with the relevant professional or technical competences, they should consider appointing professional advisors to assist them with the following:
  - Information gathering and reviewing existing situation;
  - Fire risk assessments;
  - Remediation options;
  - Developing design proposals;
  - Stakeholder management, e.g. liaison with regulatory bodies and residents;
  - Appointment of construction contractor;
  - Overview and supervision of construction works;
  - Ensuring robust quality checks throughout the lifecycle of the project;
  - Assisting in handover and close out of the works;
  - Advice on future maintenance regimes; and
  - Anything else relevant to ensuring the building is made safe.
4. Building owners may wish to consider appointing a consultant to lead and coordinate the consultant team; and provide a single point of contact for the building owner through the duration of the project. Further general information about which professional advisors may be required, their qualifications, typical roles and responsibilities, and their affiliated professional organisations can be found in Annex A, though the need for professional advice is likely to vary considerably from project to project.

<sup>7</sup> Materials of limited combustibility would either include a material or product which is at least Class A2-s3, d2 in accordance with BS EN 13501-1:2007; or has achieved a national equivalent classification in accordance with Table A7 of Approved Document B volume 2. Gaskets, sealants and similar are not included in the guidance in 12.7 of Approved Document B.

<sup>8</sup> This test shows whether the cladding system meets the criteria set out in building regulations guidance [BR 135](#).



### Construction Contractors

5. For complex remedial works, the early engagement of a construction contractor and the adoption of collaborative working practices will help inform delivery from the outset.
6. A construction contractor will usually assist the building owner with:
  - Delivering the remedial works in line with the approved design solution;
  - Appointing specialist sub-contractors as required;
  - Advising on the construction logistics, access and sequencing of the proposed remedial works; and
  - Depending on the procurement route selected by the building owner, the contractor may also be required to take on design responsibility, for example under a Design and Build contract<sup>9</sup>.
7. Further information on the health and safety responsibilities of construction contractors is set out in the [Construction \(Design and Management\) Regulations 2015 \('CDM'\)](#) and the associated [HSE managing health and safety in construction guidance](#).

### Procurement

8. Depending on the value of the services and/or works there may be a requirement for public sector building owners to advertise via the Official Journal of the European Union (OJEU). Publicly owned and managed OJEU compliant frameworks are widely available for building owners to procure both consultants and construction contractors, either together as a combined appointment or employed separately.
9. As part of any tender exercise, building owners may wish to establish and obtain references on the specific experience the consultant and/or construction contractor teams have in the following fields, where relevant:
  - delivery in the housing/high rise residential sector (including remedial works);
  - tenant/resident liaison when working in occupied dwellings;
  - working within a confined site adjacent to or over highways and public rights of way; and
  - Anything else relevant or specific to the projects requirements.
10. See Annex C for further information on procurement, including a list of OJEU compliant frameworks.

### Quality control

11. A rigorous quality assurance process should be implemented throughout the design stage and physical verification may be required as the work is carried out.

<sup>9</sup> Design and build is a common industry term describing a procurement route in which the main contractor takes responsibility for both the design and delivery of the work, as opposed to a traditional contract, where typically the client takes responsibility for the design or more often appoints professional consultants to take responsibility for the design on behalf of the client, with the contractor then taking responsibility to deliver the work.



To ensure that the final recorded design solution and material specification is the same as that delivered by the construction contractor buildings owners may wish to adopt an information schedule and change control register.

12. The building owner may wish to ensure that key elements of the works critical to the building's safe function are checked throughout the construction delivery. To ensure quality throughout, a Clerk of Works (see Annex A) can be assigned to undertake site inspections at all stages of the construction process and assigned to ensure that the approved design solution and material specification is adhered to.

#### Making good

13. To ensure fire safety measures are not compromised, it is good practice that any repair work ('making good') required as a result of intrusive surveys or remedial works should be carried out throughout the works and completed prior to handover, in accordance with the corresponding design and/or manufacturer's instructions.

#### Final sign-off of construction process

14. The Building Control Body (BCB) relies upon the designers, construction contractors and manufacturers to provide testing, commissioning and design certificates to prove that the products installed, the construction completed and the professional services provided, comply with the relevant regulations and standards.
15. Commissioning and test certificates should be provided by the construction contractor to the BCB at the completion of the works. The BCB will then, where appropriate, issue a Final Certificate or Completion Certificate as evidence (but not conclusive evidence) that the building work complies with the Building Regulations. Responsibility for compliance lies with those undertaking the building works.
16. Any sign-offs required for other fire safety measures must also be obtained from the relevant specialists.
17. These documents typically form part of the Operation & Maintenance (O&M) manual that is handed to the building owner.
18. At this stage building owners may wish to reassess the need for any temporary fire safety measures implemented prior to the remediation works, after taking advice from fire safety experts where appropriate.

#### As-built information

19. The building owner's professional advisors, including the construction contractors, are responsible for preparing As-Built information for all the remedial works carried out. As-Built information typically includes detailed drawings for example plans, sections, specifications, construction details etc. This information should be made available on completion of the works for inclusion within the O&M manual. Building owners may wish to discuss the use of [Building Information Modelling](#) techniques with their professional advisors.



### Operation & Maintenance manual

20. The O&M manual will typically include the following information:

- As-built information – see above;
- Fire safety information, as required by [Regulation 38<sup>10</sup> of the Building Regulations 2010](#), where applicable;
- Record of remedial work undertaken, including photographic evidence of the installation of key elements (e.g. fire-stopping, cavity barriers etc.) taken throughout the construction phases;
- Final method statement produced by the contractor which highlights installation techniques, sequence and future access requirements for the cladding system;
- A record of any scope changes agreed during the works. This should be linked to the Practical Completion certificate normally prepared and issued by the construction contractor or lead professional advisor;
- Details of any test data, surveys etc. if relevant;
- Warranties for all works completed and materials/products installed;
- Performance evidence of construction techniques and compliance with the relevant specifications. For example thermal, condensation, structural, and any other aspects relevant to the successful completion of the works;
- Insulation types and methods of fixing; and
- Inspection, servicing and maintenance requirements.

21. Any further information relating to the building's operation and maintenance in relation to the remedial works may also be included. For example the building owner should receive the required certification demonstrating cladding has achieved a BR 135 classification or evidence that the insulation and cladding panels are of non or limited combustibility.

### In-use

22. Inspections of cladding systems and testing of fire safety systems and equipment helps to ensure:

- compliance with the original design intent;
- products are fitted and maintained in accordance with manufacturer's instructions; and
- constituent parts have not subsequently been compromised through disrepair, weathering, vandalism or building retrofit etc. (e.g. by compromising fire-compartmentation through the installation of services taken through the external envelope etc.).

Professional advice can be obtained on devising an appropriate and proportionate regime. Further information on inspection, testing and maintenance is provided in Sections 81-85, in particular, of the Local Government Association's guidance on '[Fire safety in purpose-built blocks of flats](#)'.

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10 For guidance see Appendix G of Approved Document B (Fire Safety), Vol 2 - <https://www.gov.uk/government/publications/fire-safety-approved-document-b>



23. The outcome of inspections should be recorded in writing and a copy filed in the Building's O&M manual for ease of reference. Periodic review of the building's whole maintenance regime for fire safety should also be carried out in consultation with the appropriate professional advisor and the Fire Risk Assessment should be updated.
24. Any changes to the building's design, construction materials, mechanical or electrical services, or fire life safety measures, should be recorded in a change register and be supported by the relevant technical specifications and appropriately notified to the relevant bodies to obtain approval if needed (e.g. by informing the local Building Control Body).
25. The building owner should also communicate appropriate changes to the building occupants and keep fire safety signage up to date.



## Chapter 4 – Durability and safety considerations if cladding has been removed

1. Building owners who have removed any part of the ACM cladding system before putting in place a permanent solution may find the following information helpful in determining how the remaining parts of the cladding system may be affected. This is intended as general information only, and building owners should obtain appropriate professional advice in respect of their particular circumstances.

### Insulation

2. Exposed insulation is susceptible to damage from weathering and external impacts, including water ingress, wind, and degradation caused by sunlight. Any of these could result in potential hazards such as falling debris, or damage to the main building (e.g. damp). The two main types of insulation that may be on buildings are:
  - *Foam* insulation which is likely to be an aluminium foil faced board.
  - *Stone wool* insulation which is likely to be in the form of densely packed batts or slabs.
3. Exposed insulation could also affect the overall fire performance of the cladding system and therefore affect both fire spread over the wall and potential for fire spread between buildings.

### Cavity fire barriers

4. Cavity fire barriers are used to restrict the penetration of fire into a cavity or void, or to restrict the movement of fire and smoke within a void. The two main types of cavity fire barriers that may be on buildings are:
  - *Horizontal Fire Barrier Installation* - Often incorporates a continuous bonded intumescent strip to the leading edge and encapsulated in a weather resistant polymer film or faced with an aluminium foil. In the event of exposure to fire, this expands and fully seals the designed ventilation gap formed at the time of installation between the cavity barrier and the rear of the cladding.
  - *Vertical Fire Barrier Installation* - These are typically intended to fully fill the void and therefore the integral intumescent strip is not required.

### The substrate

5. Depending on whether the cladding is part of the original construction or has been retrofitted afterwards (i.e. it has been over-clad), the substrate may be a precast concrete panel system, blockwork/brickwork wall, metal rails spanning between floor slab edges or possibly steel framing faced with a cement board. The ability of these substrates to withstand the effects of weather, including water ingress, will vary.



#### The brackets and fasteners

6. Brackets and fasteners should be durable and made from compatible metals, designed to be able to support the weight of the cladding, and provide sufficient strength in adverse weather conditions. Brackets should have adequate fixings directly back to the supporting structure.

#### Service penetrations through the wall into the cladding zone

7. If there are any service penetrations for cables, pipes, and vent ducting etc. checks should be carried out that the holes around these are properly weather sealed and importantly fire-stopped with the appropriate proprietary fire-collars/ intumescent foam etc.

#### Temporary covering

8. Temporary coverings (sheeting or tarpaulins) may themselves pose a fire risk, and be susceptible to causing damage to fixings, or lifting-off causing a hazard in high-wind conditions. Appropriate boarding or sheeting comprising materials which are flame retardant should be used.

#### Permanent remedial solution

9. Before considering a replacement rainscreen panel and/or insulation building owners should seek professional advice about whether any of the remaining parts of their cladding system, which has been left on their buildings for a period of time, are still serviceable/useable. For example:
  - Are all the parts compatible with the new system?
  - Have any parts been damaged by weathering or during the removal of the outer rainscreen panel etc.?
  - Are cavity barriers fully in place and continuous?
  - Is any remedial work required?
  - Are the existing brackets and fastenings capable of supporting the load of the new/replacement cladding?
  - Have all the service penetrations been sealed appropriately to withstand weathering and ensure fire protection?



## Annex A – Professional Advisors and where to find them

The list below is intended to outline the typical roles and responsibilities of professional advisors, and the relevant organisations that may be able to help buildings owners to find them. Requirements will vary depending on the complexity of the scope of the project. Therefore building owners may not need any or all the professions listed here<sup>11</sup>, and some of the professions may fulfil more than one role.

### 1. Architect or Architectural Technologist

- Coordinates technical input from the Façade Engineer / Cladding Specialist and other design team disciplines, supporting the Lead Consultant.
- Leads the design of the additional works required, including consideration of all options, and delivers all architectural construction information related to these works.
- If required completes the detailed design of the selected replacement system and can produce drawings and specifications.

*Relevant organisations:* The Architects Registration Board (ARB), the Royal Institute of British Architects (RIBA), the Association of Consultant Architects (ACA), Chartered Institute of Architectural Technologists (CIAT).

### 2. Building Surveyor

- Provides information on the current building to inform the scope of work.
- Carries out visual inspections or intrusive surveys before and during the installation of the replacement system.

*Relevant organisations:* The Royal Institution of Chartered Surveyors (RICS), the Chartered Association of Building Engineers (CABE), Chartered Institute of Building (CIOB).

### 3. Clerk of Works (CoW)

- Can be assigned to undertake site inspections at all stages of the construction process and assigned to ensure that the approved design solution and material specification is adhered to.

*Relevant organisation:* The Institute of Clerks of Works and Construction Inspectorate (ICWCI).

<sup>11</sup> NB – Professional advisors are listed in alphabetical order and this list does not indicate any particular order of appointment or priority.



#### 4. Contractor

- Implements the remedial works in line with the approved design solution.
- Adopts safe working practices<sup>12</sup>.
- Appoints specialist sub-contractors as required.
- Advises on the construction logistics and sequencing of the proposed remedial works during the design process.
- Depending on the procurement route selected by the building owner, the contractor may also be required to take on design responsibility, for example under a Design and Build contract.

*Relevant organisations:* The contracting team should be managed by appropriately qualified professional such as a member of the Chartered Institute of Building (CIOB), the Royal Institution of Chartered Surveyors (RICS) or the Chartered Institute of Building Engineers (CABE).

#### 5. Cost Consultant/Quantity Surveyor

- Provides cost information on the options and preferred solution.
- May also carry out the contract administration duties.

*Relevant organisations:* The Royal Institution of Chartered Surveyors (RICS).

#### 6. Façade Engineer/Cladding Specialist

- Reviews all relevant information.
- May be required to provide further guidance on interim measures for the fire safety of residents, in relation to the cladding systems.
- Identifies and reviews the replacement options and assists in the selection of the preferred solution.
- Completes detailed design of the selected replacement system and produces thermal assessments, structural assessments, drawings and specifications.
- Seeks confirmation from the fire engineer on the appropriateness of the fire performance claims for the replacement system.

*Relevant organisations:* The Society of Façade Engineers, the Chartered Institution of Building Services Engineers (CIBSE), the Architects Registration Board (ARB), the Royal Institute of British Architects (RIBA), the Chartered Institute of Architectural Technologists (CIAT), the Institution of Structural Engineers (IStructE), the Institution of Civil Engineers (ICE).

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<sup>12</sup> Further information on the health and safety responsibilities of construction contractors is set out in the [Construction \(Design and Management\) Regulations 2015 \('CDM'\)](#) and the [HSE managing health and safety in construction guidance](#).



## 7. Fire Engineer

- Reviews all relevant information.
- Assists in determining the category of ACM.
- Provides guidance on whether any large-scale tests are representative of the actual cladding system installed on the building and, if not, evaluates whether further analysis is required.
- Advises on necessary interim measures for the fire safety of residents whilst project scope is determined, in conjunction with the fire authorities.
- Undertakes an assessment and provides advice on the required remedial works.
- Provides justification to the Building Control Body.

*Relevant organisations:* This professional advice can be obtained from a qualified engineer with relevant experience in fire safety, including fire testing of building products and systems. They will normally be a chartered professional and may be a Member or Fellow of the Institution of Fire Engineers, but may include registered professionals from another built environment profession specialising in fire safety consultancy. Built environment professional bodies include Chartered Institute of Building (CIOB), Chartered Institute of Architectural Technologists (CIAT), Chartered Institution of Building Services Engineers (CIBSE), Institution of Structural Engineers (IStructE), Architects Registration Board (ARB), Royal Institute of British Architects (RIBA), and Royal Institution of Chartered Surveyors (RICS).

## 8. Fire Risk Assessor

- The risk assessor's role is to advise about the efficacy of the fire safety arrangements in ensuring the safety of relevant persons (notably residents), as required by the Regulatory Reform (Fire Safety) Order 2005 (FSO) in the building. In practice the risk assessor must have the necessary professional indemnity insurance.

The criteria that have been developed by the fire sector to define a competent fire risk assessor are given in [Competency Criteria for Fire Risk Assessors](#) produced by the Fire Sector Federation. A competent<sup>13</sup> fire risk assessor will have knowledge and understanding of hazards and risks, the applicable legislation, the appropriate guidance, the behaviour of fire in buildings, the effect of fire on people and the behaviour of people in fire, means of escape, fire prevention, fire protection (passive and active), and the management of fire safety.

[A Guide to Choosing a Competent Fire Risk Assessor, v2](#) produced by the Fire Sector Federation, provides guidance on choosing a competent fire risk assessor. In most instances, it is recommended that the assessor is registered with one of a small number of recognised registration schemes. Many qualified and competent fire engineers are also able to carry out fire risk assessments of this type.

Fire risk assessments may be obtained from a qualified engineering professional with relevant experience in fire safety, including fire testing of building products and systems. They will normally be a chartered engineer and/or a Member or Fellow of the Institution of Fire Engineers, but may include registered

<sup>13</sup> A person is to be regarded as competent for this purpose "where he has sufficient training and experience or knowledge and other qualities to enable him properly to implement the measures..." (Fire Safety Order, Regulation 13 (4)).



professionals from another built environment profession (as below) specialising in fire safety consultancy. Built environment professional bodies include Chartered Institute of Building (CIOB), Chartered Institute of Architectural Technologists (CIAT), Chartered Institution of Building Services Engineers (CIBSE), Institution of Structural Engineers (IStructE), Architects Registration Board (ARB), Royal Institute of British Architects (RIBA), and Royal Institution of Chartered Surveyors (RICS).

A *competent* fire risk assessor should also be able to demonstrate and evidence previous relevant fire safety projects and appropriate training and continuing professional development in fire and smoke behaviour, fire prevention, fire protection, and the management of fire safety.

#### 9. Planning Consultant

- Provides advice on planning matters and guidance on the planning process, including the need for public consultation.
- Assists in discharging any conditions attached to the planning consent.

*Relevant organisations:* The Royal Town Planning Institute (RTPI). For further information on planning see Annex B.

#### 10. Principal Contractor:

- The Principal Contractor is a specific role under the Construction and Design Management Regulations 2015 – see table 1 in the [HSE managing health and safety in construction guidance](#).

#### 11. Principal Designer

- The Principal Designer is a specific role under the Construction and Design Management Regulations 2015 – see table 1 in the [HSE managing health and safety in construction guidance](#).

*Relevant organisations:* Royal Institute of British Architects (RIBA), Chartered Institute of Architectural Technologists (CIAT), Institution of Civil Engineers (ICE). The Principal Designer role is often undertaken by the lead consultant (can be an organisation or individual) and may be a member of the Association for Project Safety (APS).

#### 12. Project Manager

- The project manager would have overall responsibility for the initiation, planning, design, delivery, monitoring, management and successful handover of the project.
- May also carry out the contract administration duties.

*Relevant organisations:* Chartered Institute of Building (CIOB), Royal Institution of Chartered Surveyors (RICS), Chartered Institute of Building Engineers (CABE), or CIBSE, IStructE, Institution of Civil Engineers (ICE), Architects Registration Board (ARB), Royal Institute of British Architects (RIBA), Chartered Institute of Architectural Technologists (CIAT), Association for Project Management (APM).



### 13. Structural Engineer

- Advises on adequacy of the existing structure (substrate, cladding sub-frame and associated fixings) to support alternative cladding systems, and advises on the structural loading for both the interim measures and permanent remedial works.
- Advises on any strengthening works required to accommodate a new/replacement cladding system, e.g. to address increase in loading or altered load paths.

*Relevant organisations:* The Institution of Structural Engineers (IStructE), the Institution of Civil Engineers (ICE).

### 14. Other Specialists

Depending on the nature of the proposed remedial works, it may also be necessary to appoint specialist suppliers for design advice such as: acoustic consultants, building services engineers, contract administrators, ecologists, environmental consultants, highways and transportation consultants. Additionally, the building owner may choose to source advice in relation to warranties and insurance.



## Further Advice and Support

In addition to the building owners' appointed team, external consultation with relevant bodies may also be helpful. Bodies representing particular professions include:

- [Architects Registration Board \(ARB\)](#)
- [Association of Consultant Approved Inspectors \(ACAI\)](#)
- [Association for Project Management \(APM\)](#)
- [Association for Project Safety \(APS\)](#)
- [Chartered Association of Building Engineers \(CABE\)](#)
- [Chartered Institute of Architectural Technologists \(CIAT\)](#)
- [Chartered Institute of Building \(CIOB\)](#)
- [Chartered Institute of Ecology and Environmental Management \(CIEEM\)](#)
- [Chartered Institution of Building Services Engineers \(CIBSE\)](#)
- [Chartered Institution of Water and Environmental Management \(CIWEM\)](#)
- [Construction Industry Council Approver Inspectors Register \(CICAIR\)](#)
- [Institute of Clerks of Works and Construction Inspectorate \(ICWCI\)](#)
- [Institute of Environmental Management & Assessment \(IEMA\)](#)
- [Institution of Civil Engineers \(ICE\)](#)
- [Institution of Fire Engineers \(IFE\)](#)
- [Institution of Structural Engineers \(IStructE\)](#)
- [Local Authority Building Control \(LABC\)](#)
- [Royal Institute of British Architects \(RIBA\)](#)
- [Royal Institution of Chartered Surveyors \(RICS\)](#)
- [Royal Town Planning Institute \(RTPI\)](#)
- [Society of Façade Engineers \(SFE\)](#)



## Annex B – Building Regulations and Planning

1. Building owners may contact their Building Control Body and Planning departments at the earliest opportunity for advice on what consents might be required to implement their proposals.

### Building Regulations Process

2. Building regulations<sup>14</sup> set statutory minimum standards for design, construction and alterations to buildings. They are supported by Approved Documents which set out detailed practical guidance on means of achieving compliance.
3. In relation to the replacement of ACM panels on buildings over 18m in height, a construction professional and/or Building Control Body (BCB) should be consulted to provide advice on whether the proposed works trigger the need for Building Regulations approval.
4. BCBs should refer to [DCLG's circular letter of 13 July 2017](#) highlighting key issues that building owners and BCBs need to consider in ensuring compliance with the building regulations when undertaking re-cladding work to tall buildings over 18 metres in height. For example, in many cases where an external wall, roof or (ground) floor is being renovated, Regulation 23 of the Building Regulations 2010 requires certain minimum energy efficiency standards to be met where that is technically, functionally and economically feasible<sup>15</sup>. Building Owners should seek their own professional advice in respect of compliance with Building Regulations.
5. If approval is required, detailed design information of the proposed remedial works should be submitted to the Local Authority Building Control or an Approved Building Control Inspector. They will complete the documentation reviews and site inspections required to determine whether Building Regulations approval can be provided for the design proposals and the construction work undertaken. If the recladding of a building has commenced on site before notification to a BCB, the local authority will be the BCB. Approved inspectors cannot accept this task where work has commenced on site.
6. The site inspections are not a replacement for quality control. The building owner is responsible for the safety of the building and those undertaking the building works will be responsible for compliance with the Building Regulations.

### Planning Process

7. Full or partial replacement of cladding which materially affects the external appearance of a building<sup>16</sup> may amount to development for which planning permission is required.
8. Building owners should contact the relevant Local Planning Authority (LPA) to discuss remedial proposals before any work begins. A local planning authority will have professional planning officers working for it who may provide advice on the need for an application for permission and how to make it.

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14 The Building Regulations 2010 (as amended)

15 Approved Document L1B (Conservation of fuel and power) provides guidance and examples on what may be considered technically, functionally and economically feasible.

16 Section 55 Town and Country Planning Act 1990 defines "development" for which planning permission is required. The term "materially affect" has no statutory definition but is linked to the significance of the change which is made to a building's external appearance



9. Advice should be sought from a suitably experienced consultant ecologist or [Natural England](#) if any bat roosts or occupied bird nests are discovered during works. Bats and their roosts and wild birds and their occupied nests are protected by law. If the building is in a conservation area, advice should be taken from the local authority conservation officer.
10. The project design team will be able to advise on other requirements in relation to managing construction activities associated with cladding removal and replacement including, for example, temporary road and rights of way closures, party wall issues, erection of scaffolding.
11. Planning applications can be submitted directly to the LPA or online via the [Planning Portal](#), which also provides further guidance on what to submit.



## Annex C – Procurement of building works

1. Frameworks that comply with the Official Journal of the European Union (OJEU) are a good way for building owners to engage pre-tendered consultants and contractors quickly and efficiently.
2. Frameworks are available for building owners to procure both consultants and contractors, either together as a combined appointment or employed separately. The building owner may wish to check with their Local Authority to ascertain if a suitable framework exists in their region or alternatively by referring to The [National Association of Construction Frameworks](#) (NACF). The NACF [Effective Construction Frameworks](#) document provides useful guidance.
3. OJEU compliant frameworks are pre-tendered and therefore have already undertaken a rigorous vetting process that will confirm which organisations are considered suitable by the framework owner to undertake works within selected work type and value bands meeting some or all the following criteria: competency, capacity, competitiveness (price), commercial terms, and social value
4. The OJEU framework vetting procedure may not however consider the specific experience required for remedial works on high-rise residential buildings. Therefore, when appointing a consultant and/or contractor through a framework the building owner may wish to, as part of any tender exercise, establish and obtain references on the specific experience the consultant and/or contractor teams have in the following fields, where relevant:
  - delivery in the housing/high rise residential sector (including remedial works);
  - tenant/resident liaison when working in occupied dwellings; and
  - working within a confined site adjacent to or over highways and public rights of way.
5. The benefits of using OJEU compliant frameworks are:
  - fast, efficient, easy to use frameworks that remove the need to undertake costly and time-consuming full OJEU procurement processes (where these are required);
  - significant reduction in appointment timescales;
  - reduced procurement costs;
  - flexibility in the planning and running of tender processes via mini-competition or the option of direct appointment (where this is permitted);
  - pre-agreed terms and conditions; and
  - detailed and easy to use guides, support and templates.
6. Should a private sector building owner wish to use one of the frameworks outlined below, the framework manager will be able to confirm if it is available to them for private sector use. All building owners should satisfy themselves that they are meeting their own internal procurement and governance guidelines.

### Considerations when using a framework for consultant/contractor appointment

7. The building owner will need to identify the level of support they require to meet the demands of their remedial programme. This may mean that they will need the services of both a consultant and a contractor.



8. The type and duration of contractor appointment will depend on the scope and complexity of the remedial works. Where remedial projects are more complex, the early engagement of a contractor and the adoption of collaborative working practices will help inform delivery and buildability from the outset.
9. The building owner will need to determine what quality assurance processes they intend to use, with particular focus on the quality checking regime they employ throughout the delivery phase, whilst the contractor is on site.
10. The frameworks below are a sample of those available within the industry, that are OJEU compliant. The building owner is advised to take further advice from their procurement team before engaging a consultant or contractor.

Framework	
Crown Commercial Service	<a href="https://www.gov.uk/government/organisations/crown-commercial-service">https://www.gov.uk/government/organisations/crown-commercial-service</a>
Fusion 21	<a href="http://www.fusion21.co.uk">http://www.fusion21.co.uk</a>
Homes and Communities Agency	<a href="https://www.gov.uk/government/organisations/homes-and-communities-agency">https://www.gov.uk/government/organisations/homes-and-communities-agency</a>
London Housing Consortium	<a href="https://www.lhc.gov.uk/Frameworks/">https://www.lhc.gov.uk/Frameworks/</a>
National Association of Construction Frameworks (NACF) NACF Regional Membership comprises:-	<a href="http://www.nacframework.org.uk">http://www.nacframework.org.uk</a>
South East and South West (including London)	<a href="http://www.southernconstructionframework.org.uk">www.southernconstructionframework.org.uk</a>
West Midlands	<a href="http://www.constructingwestmidlands.co.uk">www.constructingwestmidlands.co.uk</a>
North West	<a href="http://www.nwconstructionhub.org">www.nwconstructionhub.org</a>
Construction and Property Professional Services (CAPPS)	<a href="https://www.cappsframework.co.uk/">https://www.cappsframework.co.uk/</a>
Yorkshire & Humber	<a href="http://www.yorhub.com">www.yorhub.com</a>
North East	<a href="https://www.nepo.org/solutions/construction">https://www.nepo.org/solutions/construction</a>
South Wales	<a href="http://www.rctcbc.gov.uk/en/home.aspx">http://www.rctcbc.gov.uk/en/home.aspx</a>
North Wales	<a href="http://www.denbighshire.gov.uk">www.denbighshire.gov.uk</a>
Pagabo	<a href="https://www.pagabo.co.uk">https://www.pagabo.co.uk</a>
Scape	<a href="http://www.scapeprocure.co.uk">www.scapeprocure.co.uk</a>