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BUILDING SAFETY ACT POLICY

Compliance in Higher-Risk Buildings (HRBs)

Introduction

While MW Fire Ltd is not a dutyholder under the Building Safety Act 2022 and does not assume responsibilities designated to the Accountable Person or Principal Contractor, we recognise the statutory requirements that apply to contractors operating within Higher-Risk Buildings (HRBs). We fully acknowledge the legal obligation to ensure our work is carried out competently, safely, and in accordance with applicable regulations. This policy outlines our commitment to maintaining high standards of workmanship and supporting building safety frameworks through clear documentation, skilled personnel, and collaborative practices.

1. Purpose

This policy outlines MW Fire Ltd's position and practices when conducting fire safety work in Higher-Risk Buildings (HRBs) under the Building Safety Act 2022. As a contractor specialising in fire safety systems, our focus is on safe, competent servicing and maintenance in alignment with regulatory and client responsibilities.

2. Scope of Work

MW Fire Ltd provides:

- Installation, commissioning, servicing, and maintenance of fire alarm systems
- Emergency lighting and fire extinguisher maintenance
- Suppression system support

We typically operate in common areas of residential blocks, commercial offices, and industrial complexes.

3. Compliance & Standards

All work is conducted to:

- BS 5839-1:2025 standards
- BSI, BAFF, FIA, and SafeContractor certification requirements
- Site-specific RAMS
- On-site logbook kept at fire panels
- Digital documentation via SimPro and Google Workspace
- Upload of certifications to BAFF where applicable



4. Client Communication

MW Fire Ltd communicates with building management teams, Accountable Persons, and Principal Contractors through structured administrative correspondence. All servicing reports, inspection certificates, and defect notifications are stored securely via SimPro and Google Workspace, and shared with clients through appropriate channels in a timely manner.

Where we identify defects, recommendations, or conditions that may affect building safety, these are reported promptly and in writing to the responsible person at the site. We do not consider our obligations met until the relevant party has received and acknowledged safety-critical information.

Where a client or Principal Contractor instructs MW Fire Ltd to carry out work in a manner that we consider to be non-compliant, unsafe, or inconsistent with applicable standards, we will raise this formally and in writing. We will not proceed with work where doing so would compromise building safety or put us in breach of our professional obligations.

Our workflow is supported by digital platforms including SimPro and Google Workspace, with emphasis on secure documentation, audit traceability, and accurate record-keeping in support of the building's safety information.

5. Competence & Training

Our personnel hold qualifications appropriate to their roles, including:

- FIA Fundamentals Parts 1 & 2
- Fire Extinguishers BS 5306-3
- ECS Skillscards
- IPAF PAL cards for working at height
- SMSTS or SSSTS supervisory certifications
- First Aid and Asbestos Awareness training

Trade-specific competence requirements are documented separately at service-line level. Each service discipline delivered by MW Fire Ltd has a designated competent person whose qualifications, experience, and ongoing training are recorded and maintained as part of our internal compliance framework.

6. Statement of Role

MW Fire Ltd operates under instruction from clients and Principal Contractors. While we do not assume legal responsibilities under the Building Safety Act 2022, we support building safety by delivering competent services, issuing clear documentation, and helping clients maintain accurate records.

7. Supporting the Golden Thread of Safety Information

MW Fire Ltd supports the integrity of the Golden Thread by ensuring all fire safety activities are traceable, digitally recorded, and delivered by qualified personnel in accordance with BS 5839-1:2025 and industry best practice. While not responsible for maintaining the Golden Thread, our operations contribute meaningfully to building safety frameworks and the continuous accuracy of safety-critical information.

Our contributions include:

- Documented Maintenance: Digital records via SimPro and Google Workspace, BAFE certificate uploads, and site logbooks at fire panels

- **Competent Delivery:** Qualified engineers with transparent certification records
- **Clear Reporting:** Defects and recommendations shared promptly with building management
- **Coordinated Communication:** Structured admin workflows ensure safety information reaches the right people at the right time

Conclusion

MW Fire Ltd delivers safe, competent fire safety services and supports building management through traceable records and qualified practice, reinforcing compliance across Higher-Risk Buildings.