

Responsible Person  
Jane Doe  
2nd Floor, Responsible Building  
2 Responsible Street  
Responsible City  
Postcode  
United Kingdom

Sent via email to: [Jane.Doe@isresponsible.co.uk](mailto:Jane.Doe@isresponsible.co.uk)

10 January 2019

Dear Ms Doe,

I am writing to you as the Chief Fire Officer for XXXX Fire and Rescue Service. I have been requested by the Secretary of State's newly commissioned Protection Board to respond to questions on the current safety arrangements of high-rise residential buildings with known Aluminium Composite Materials (ACM) in my fire service area.

The Protection Board was announced on 5th September 2019 with the aim of supporting the Government's programme to accelerate the pace of inspection activity across high-rise residential buildings. This is in line with the Secretary of State for Housing, Communities and Local Government's (MHCLG) commitment to ensure all buildings that are 'in scope' have been inspected or assured by the end of 2021. The Board consists of senior representatives from the Home Office, MHCLG, the National Fire Chiefs Council (NFCC), Fire and Rescue Services, and the Local Government Association (LGA).

It is my understanding from previous dealings between you and my officers, that (insert premise address) has been identified as a high-rise residential building that has ACM cladding and that you are the identified Responsible Person for the premises.

The Protection Board have required me, in my role as Chief Fire Officer, to respond to the following two questions for your building.

- In the context of your functions and duties under the Fire and Rescue Services Act 2004 or other relevant legislation and guidance, as far as you can reasonably assess given your role and expertise, has the building owner/responsible person mitigated the risks posed by the ACM cladding to a sufficient level so that residents can occupy the building (pending remediation)? YES/NO
- As far as you can reasonably assess, have you got an effective pre-planned response in place for this building to protect life and property in the event of a fire? YES/NO

I have responded with a Yes/No to these questions for your premises. This is based on the fire service's most recent inspection, the interim measures that have been put in place and the information that you have provided to my officers.

In providing my response to the Board, it is important that you are aware that this does not absolve you, as the owner or Responsible Person, for the building, of your duties under the relevant legislation. It is important for you to be clear that the assessment that has been made of the premises is based on the information that was obtained at the time of our inspection and cannot provide continued assurance of the measures in place, the responsibility for which lies with you as the Responsible Person. On this basis it is essential that you continue to monitor the risk at your building, alongside all interim measures that are in place to mitigate that risk. This should form part of your responsibility to maintain a suitable and sufficient fire risk assessment and ultimately move rapidly towards the remediation of the ACM cladding and any other identified issues as soon as possible.

If your building is currently operating a waking watch as part of your interim measures, then I must remind you that this is only intended as a temporary measure. For many, these measures have been in place for an extended period and if you are unable to remediate the ACM soon, then you should consider installing a fire alarm to assist with the evacuation of residents.

I have included links to both the government guidance for building owners and the most recent NFCC evacuation guidance to help you with the continued monitoring of your premises.

Should you wish to discuss this further or need assistance with fire safety arrangements in your premises, please feel free to contact one of my Fire Safety team on XXXX

Thank you for your cooperation and understanding and helping to keep the community in which we live and work a safer place to be.

Regards.

Government – Guidance Note 12

<https://www.gov.uk/government/publications/updated-interim-safety-advice-for-building-owners>

NFCC – Simultaneous Evacuation Guidance

[https://www.nationalfirechiefs.org.uk/write/MediaUploads/NFCC%20Guidance%20publications/Protection/01052018NFCC\\_simultaneous\\_Evacuation\\_guidance\\_final\\_doc.pdf](https://www.nationalfirechiefs.org.uk/write/MediaUploads/NFCC%20Guidance%20publications/Protection/01052018NFCC_simultaneous_Evacuation_guidance_final_doc.pdf)