

# Approved Document Q: Security

Requirement Q1 – Unauthorised access

Consultation draft

September 2014

# The approved documents

## What is an approved document?

The Secretary of State has approved a series of documents that give practical guidance about how to meet the requirements of the Building Regulations 2010 for England. Approved documents give guidance on each of the technical parts of the regulations and on regulation 7 (see the back of this document).

Approved documents set out what, in ordinary circumstances, may be accepted as reasonable provision for compliance with the relevant requirements of the Building Regulations to which they refer. If you follow the guidance in an approved document, there will be a presumption of compliance with the requirements covered by the guidance. However, compliance is not guaranteed; for example, 'normal' guidance may not apply if the particular case is unusual in some way.

Note that there may be other ways to comply with the requirements – *there is no obligation to adopt any particular solution contained in an approved document*. If you prefer to meet a relevant requirement in some other way than described in an approved document, you should discuss this with the relevant building control body.

In addition to guidance, some approved documents include provisions that must be followed exactly, as required by regulations or where methods of test or calculation have been prescribed by the Secretary of State.

Each approved document relates only to the particular requirements of the Building Regulations that the document addresses. However, building work must also comply with any other applicable requirements of the Building Regulations.

## How to use this approved document

This document uses the following conventions.

- a. Text against a green background is an extract from the Building Regulations 2010 or the Building (Approved Inspectors etc.) Regulations 2010 (both as amended). These extracts set out the legal requirements of the regulations.
- b. Key terms, printed in green, are defined in Appendix A.
- c. When this approved document refers to a named standard or other document, the relevant version is listed in Appendix C (standards). However, if the issuing body has revised or updated the listed version of the standard or document, you may use the new version as guidance if it continues to address the relevant requirements of the Building Regulations.

**NOTE:** Standards and technical approvals may also address aspects of performance or matters that are not covered by the Building Regulations, or they may recommend higher standards than required by the Building Regulations.

## Where you can get further help

If you do not understand the technical guidance or other information in this approved document or the additional detailed technical references to which it directs you, you can seek further help through a number of routes, some of which are listed below.

- a. The Planning Portal website: [www.planningportal.gov.uk](http://www.planningportal.gov.uk)
- b. *If you are the person undertaking the building work:* either from your local authority building control service or from an approved inspector
- c. *If you are registered with a competent person scheme:* from the scheme operator
- d. *If your query is highly technical:* from a specialist or an industry technical body for the relevant subject.

## The Building Regulations

The following is a high level summary of the Building Regulations relevant to most types of building work. Where there is any doubt you should consult the full text of the regulations, available at [www.legislation.gov.uk](http://www.legislation.gov.uk).

### Building work

Regulation 3 of the Building Regulations defines 'building work'. Building work includes:

- a. the erection or extension of a building
- b. the provision or extension of a controlled service or fitting
- c. the material alteration of a building or a controlled service or fitting.

Regulation 4 states that building work should be carried out in such a way that, when work is complete:

- a. *For new buildings or work on a building that complied with the applicable requirements of the Building Regulations:* the building complies with the applicable requirements of the Building Regulations.
- b. *For work on an existing building that did not comply with the applicable requirements of the Building Regulations:*
  - i) the work itself must comply with the applicable requirements of the Building Regulations
  - ii) the building must be no more unsatisfactory in relation to the requirements than before the work was carried out.

### Material change of use

Regulation 5 defines a 'material change of use' in which a building or part of a building that was previously used for one purpose will be used for another.

The Building Regulations set out requirements that must be met before a building can be used for a new purpose. To meet the requirements, the building may need to be

upgraded in some way. The requirements of Part Q apply to a material change of use, but where only part of a building is subject to building work, only that part of the building need meet the requirements of Part Q.

### **Materials and workmanship**

In accordance with regulation 7, building work must be carried out in a workmanlike manner using adequate and proper materials. Guidance on materials and workmanship is given in Approved Document 7.

### **Energy efficiency requirements**

Part 6 of the Building Regulations imposes additional specific requirements for energy efficiency.

If a building is extended or renovated, the energy efficiency of the existing building or part of it may need to be upgraded.

### **Notification of work**

Most building work and material changes of use must be notified to a building control body unless one of the following applies.

- a. It is work that will be self-certified by a registered competent person or certified by a registered third party.
- b. It is work exempted from the need to notify by regulation 12(6A) of, or Schedule 4 to, the Building Regulations.

### **Responsibility for compliance**

People who are responsible for building work (e.g. agent, designer, builder or installer) must ensure that the work complies with all applicable requirements of the Building Regulations. The building owner may also be responsible for ensuring that work complies with the Building Regulations. If building work does not comply with the Building Regulations, the building owner may be served with an enforcement notice.

# Approved Document Q

## Security

### Summary

0.1 This approved document gives guidance on how to comply with Part Q1 of the Building Regulations. It contains the following sections:

- Section 1:** Doors
- Section 2:** Windows
- Appendix A:** Key terms
- Appendix B:** Bespoke Timber Doors

### Application

0.2 The guidance in this Approved Document apply to new dwellings only, this includes dwellings formed by a material change of use.

# Requirement Q1: Unauthorised access

This approved document deals with the following requirement from Part Q of Schedule 1 to the Building Regulations 2010.

<i>Requirement</i>	<i>Limits on application</i>
<b>PART Q SECURITY</b> <b>Unauthorised access</b> <b>Q1</b> The building must be designed and constructed in such a way that it adequately resists— (a) unauthorised access from outside the building; and (b) unauthorised access from within the building to flats within the building.	Optional requirement Q1 may apply only in relation to new dwellings.”

## Performance

In the Secretary of State's view, the requirements of requirement Q1 will be met if the following doors and windows are sufficiently robust and fitted with appropriate hardware to resist physical attack by a casual or opportunist burglar;

- a) Doors that provide access into a dwelling from outside
- b) Doors that provide access into a building containing flats from outside
- c) Doors that provide access into a flat from the common parts of the building.

# Section 1: Doors

## General

- 1.1 All door sets (including garage doorsets and communal entrance doorsets) providing access into a dwelling or into a building containing a dwelling should be **secure doorsets** in accordance with paragraphs 1.2 -1.4.

**Note:** Garage doors need not be **secure doorsets** if there is no interconnecting door set allowing access into the dwelling from the garage. Where access to the dwelling can be gained via an interconnecting doorset from the garage then either the garage doorset or the interconnecting door set should be a secure door set.

Vehicular garage doorsets demonstrating compliance with the police 'Secured by Design' initiative will also meet the provisions of this Approved Document.

## Design of secure doorsets

- 1.2 Doorsets should be manufactured to a design which has been shown by test to meet the requirements of British Standards Publication PAS 24:2012 or be designed and manufactured in accordance with annex B.

**Note:** Doorsets demonstrating compliance with the police 'Secured by Design' initiative will also meet the provisions of this Approved Document.

- 1.3 Primary dwelling entrance doors (usually the front entrance doorset) should be provided with a door viewer unless there are other means to visually identify callers, such as clear glass within the door or a window immediately adjacent to the doorset. The same doorset should also be installed with a door chain or door limiter.

**Note** Alternative caller identification measures, such as electronic audio visual visitor door entry system, can be used where it is not appropriate to utilise a door chain or limiter e.g. where a warden may need emergency access to residents in sheltered housing.

## Installation and fixing of secure doorsets

- 1.4 Frames should be mechanically fixed to the structure of the building in accordance with the manufacturer's installation instructions.
- 1.5 For lightweight wall construction - to reduce the risk of breaking through the wall finishes and accessing the locking system, light framed walls should incorporate a resilient layer of either timber sheathing at least 9mm thick, expanded metal or a similar resilient material. The resilient layer should be the full height of the door 600mm either side of the doorset.

## Section 2: Windows

### General

- 2.1 Ground floor, basement and other **easily accessible** windows (including easily accessible roof lights) should be secure windows in accordance with paragraphs 2.2 - 2.3.

### Design of Secure windows

- 2.2 Windows should be made to a design which has been shown by test to meet the requirements of British Standards Publication PAS 24:2012.

**Note:** windows demonstrating compliance with the police 'Secured by Design' initiative will also meet the provisions of this Approved Document.

### Installation and fixing of secure windows

- 2.3 Frames should be mechanically fixed to the structure of the building in accordance with the manufacturer's installation instructions.

## Annex A: Key terms

- Doorset** – A complete door assembly, consisting of the door frame, door leaf or leaves, essential hardware and any integral side panel or fanlight (excluding **coupled assemblies**)
- Secure doorset** – A doorset proven to resist physical attack by a casual or opportunist burglar or a bespoke doorset incorporating proven crime reduction construction features.
- Secure window** – A window proven to resist criminal attack or a bespoke window incorporating proven crime reduction construction features.
- Easily accessible** – A window that is within 2m vertically of an accessible level surface such as ground/basement level or access balcony, or a window within 2m of a flat or sloping roof (with a pitch of less than 45<sup>0</sup>) that is within 3.5m of ground level.
- Coupled assemblies** – Door and window frames which are supplied as separate self contained frames and fixed together on site.

## Annex B: Bespoke timber secure door sets

- B.1 A timber doorset constructed in accordance with this annex can be considered to be a **secure doorset** for the purposes of Requirement N1.

### Material

- B.2 The doorset should be manufactured from solid [or laminated?] timber with a minimum density of 600 Kg/m<sup>3</sup> in accordance with BS 644:2003.

### Dimensions

- B.3 This annex is intended for doors that do not exceed 1000mm in width and 2000mm in height, additional measures could be necessary for larger door sets..
- B.4 Door rails, stiles and muntins should be a minimum of 44mm thick.
- B.5 The minimum thickness of any panel within the door set should be 15mm. The panel should be securely held in place. Beading should be screwed and glued in position.
- B.6 The smaller dimension of each panel, which can be either the width or height of the panel, should not exceed 230mm.

### Locks and hinges and letter plates

- B.7 The door should be fitted with a multipoint locking system that meets the requirements of PAS 3621 (key locking both sides), PAS 8621 (non-key locking on the internal face) or PAS 10621 (non-key locking on the internal face – with an external locking override facility).
- B.8 Alternative lock configuration for a primary dwelling doorsets (usually the front doorset) can be achieved by the installation of a mortice lock conforming to BS 3621 (key locking both sides), BS 8621 (non-key locking on the internal face) or BS 10621 (non-key locking on the internal door face, but with an external locking override facility). Together with a surface mounted rim lock conforming to the same standard. There should be a minimum of 400mm and a maximum of 600mm between the two locking points.
- B.9 Non-primary doorsets (back or garage interconnecting doorsets) may be installed with A mortice lock conforming to BS 3621 (key locking both sides), BS 8621 (non-key locking on the internal face) or BS 10621 (non-key locking on the internal door face, but with an external locking override facility). Together with two morticed bolts with a minimum projection of 20mm (located a minimum of 100mm from the top and bottom corners of the door, avoiding any door construction joints).
- B.10 Hinges accessible from outside the building should not have removable pins.
- B.11 Letter plates, where provided, should have a maximum aperture of 260mm x 40mm. The letter plate should incorporate a flap or other features designed to hinder attempts to remove keys with sticks or rods and to restrict hand or arm entry.

- B.12 The aperture should be located and/or designed so as to not permit release of the locking device on the inside of the door by hand or arm entry.

#### **Door Limitation and caller identification**

- B.13 Primary dwelling entrance doors (usually the front entrance doorset) should be provided with a door viewer if there is no other means to visually identify callers, such as clear glass within the door or a window immediately adjacent to the doorset. The same doorset should also be installed with a door chain or door limiter.

**Note** Alternative caller identification measures, such as electronic audio visual visitor door entry system, can be used where it is not appropriate to utilise a door chain or limiter e.g. where a warden may need emergency access to residents in sheltered housing.

#### **Glazing**

- B.14 Any glazing which, if broken, would permit release of the locking device on the inside of the door by hand or arm entry should meet class P1A in accordance with BS EN 356 :2000. Double or triple glazed units need incorporate only one pane of class P1A glass.