

# **TRIPLE STAR FIRE & SECURITY LIMITED**

## **Building Safety Policy**

# Statement of Intent

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We are committed to complying with the Building Regulations and the Building Safety Act, and to managing all building safety risks associated with general construction activities. This includes structural works, fire safety measures, temporary works, material installation, hot works, working at height, use of plant and machinery, and risks arising from poor workmanship or non-compliant construction practices.

We will work to the standards set out in the Building Regulations and the Building Safety Act and support all associated directives. Construction activities directly influence fire safety, structural integrity, building performance, and resident protection.

## **We recognise that construction works can impact:**

- Fire spread through unsealed penetrations or incorrect installation of fire-rated materials
- Structural stability during and after construction
- Water ingress and weatherproofing failures
- Safe installation of building elements (walls, floors, roofs, services, fixings)
- Material suitability and compliance
- Safe access and egress routes
- Risks associated with hot works, temporary works, and plant operations

We will work with Duty Holders and regulatory bodies to ensure our construction activities meet the highest standards of safety and compliance.

We will:

- Comply with all dutyholder requirements and competency standards relevant to construction
- Ensure all operatives are trained and competent for the tasks they undertake
- Maintain effective communication with Principal Designers, Principal Contractors, and clients
- Report occurrences relevant to building safety
- Maintain a Golden Thread of construction-related information
- Ensure all materials are compliant, traceable, and installed correctly
- Carry out inspections and checks at key stages of construction
- Ensure the safety, health, and wellbeing of our workforce
- Provide relevant training in construction safety, fire safety, and building safety
- Stay up to date with evolving legislation and best practice

This policy applies to all employees and subcontractors working on construction activities across all projects defined under the Building Regulations and the Building Safety Act.

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## **BUILDING SAFETY POLICY**

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### **Duty Holders**

Dutyholders must ensure construction works are designed, installed, and maintained safely. This includes:

- Ensuring works follow approved design and specifications
- Ensuring fire-stopping and fire-rated materials are installed correctly
- Ensuring correct materials are used and are compliant
- Ensuring structural works follow engineering requirements
- Ensuring hot works are controlled
- Ensuring temporary works are designed, installed, and inspected
- Ensuring risks such as working at height, plant operation, and manual handling are controlled

Accountable Persons must demonstrate proportionate measures to manage construction-related building safety risks, including:

- Fire spread
  - Structural failure
  - Water ingress
  - Unsafe installations
  - Material defects
  - Poor workmanship
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## **Duty Holder Management Arrangements**

We will:

- Obtain written confirmation of dutyholder appointments before work begins
- Ensure clients understand their duties under the Building Safety Act and CDM
- Ensure all dutyholders understand their construction-specific responsibilities
- Appoint a competent point of contact for construction-related communication

- Attend pre-works meetings and share relevant information
- Communicate safety-critical construction information effectively
- Cooperate with other dutyholders and comply with information requests
- Attend regular project meetings and provide updates
- Maintain an open-door policy for raising concerns

## Golden Thread

We will maintain a secure, digital Golden Thread of information for all construction works, especially in Higher-Risk Buildings (HRBs). This includes:

- Construction drawings, specifications, and design information
- As-built records and marked-up drawings
- Material specifications and installation records
- Temporary works designs and permits
- Fire-stopping documentation
- Inspection and test records
- Manufacturer installation instructions
- Maintenance and inspection logs
- Training and competency records
- Incident and near-miss reports
- Updates following design changes or regulatory updates

The Golden Thread supports:

- Safe design and installation
- Safe operation and maintenance
- Resident reassurance
- Emergency service response
- Safety Case Reports

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## Communication

We will ensure suitable and sufficient communication between all dutyholders. This includes:

- Sharing construction-specific RAMS
- Sharing Construction Phase Plans where required
- Recording pre-project meetings

- Communicating safety-critical information
- Using secure electronic communication channels
- Providing regular updates
- Reviewing information received from others and updating project files

We will communicate:

- Site address, scope of works, and dutyholder details
- Relevant policies and procedures
- Hazards and control measures
- Training and competency evidence
- Site rules, PPE, and emergency procedures
- Mandatory reporting procedures

A full handover will be completed at project completion.

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## Breaches

Breaches must be raised immediately with the Principal Contractor and Principal Designer.

Examples include:

- Use of non-compliant or incorrect materials
- Fire-stopping failures
- Structural defects or unsafe temporary works
- Unsafe installation of building elements
- Hot works carried out without permits
- Poor workmanship creating safety risks
- Inspection or testing failures
- Near misses, incidents, and accidents

Managers and supervisors have full “stop the job” authority.

Breaches will be recorded, reported, and rectified before work resumes.

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## Change Log

We will:

- Record all construction-related changes
- Justify each change
- Document advice received
- Notify the Building Safety Regulator where required
- Record change impacts and communicate them to stakeholders

Changes include:

- Material substitutions
- Design revisions
- Structural or temporary works changes
- Fire-stopping alterations
- Layout or installation changes

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## Competency

We will ensure competency in all construction operatives and dutyholders. This includes:

- Relevant NVQ qualifications
- CSCS cards
- Training for specific tasks (e.g., working at height, plant operation, hot works)
- Fire safety awareness
- Manual handling and site safety training

We will ensure:

- Annual refresher training
- Quarterly competency reviews
- Monthly training matrix checks
- Toolbox talks and ongoing CPD
- Quality checks on project strategies

Operatives must raise concerns if they feel they lack competence or training.

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## Training Arrangements

We will:

- Complete annual Training Needs Analysis
- Review competencies quarterly
- Check training matrix monthly
- Provide induction training for all operatives
- Deliver regular toolbox talks
- Provide CPD for supervisors and managers
- Maintain training records
- Provide training certificates to dutyholders
- Carry out refresher training as required

Induction covers:

- Fire and emergency procedures
- First aid
- Welfare arrangements
- Health and safety consultation
- Raising concerns
- Accident reporting
- Company rules

Supply chain partners must demonstrate capability, competence, and capacity.

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## Supervision

All construction works will be supervised by competent individuals. We will:

- Complete a Site Supervision document before each project
- Assign competent supervision to all teams
- Update dutyholders throughout the project
- Attend meetings and share feedback

Supervisors will:

- Ensure compliance with site rules and safe behaviour
  - Conduct daily, weekly, and monthly inspections
  - Incorporate Building Safety Act requirements into inspections
  - Manage permit-to-work systems
  - Deliver inductions and toolbox talks
  - Communicate reporting and emergency procedures
  - Complete competency checks
  - Maintain accurate records
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## Behavioural Safety

We promote safe behaviour across all construction activities. Unsafe behaviour contributes significantly to workplace incidents, especially where risks include:

- Working at height
- Hot works
- Manual handling
- Use of plant and machinery
- Working in confined spaces
- Fire-stopping responsibilities
- Structural works

We aim to positively influence behaviour through:

- Training
  - Leadership
  - Clear expectations
  - Open communication
  - Recognition of safe behaviour
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## Sub-Contractor Competence

Sub-contractors must demonstrate:

- Relevant NVQ qualifications
  - CSCS cards
  - Evidence of training and CPD
  - Adequate supervision
  - Compliance with our policies
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## Material Sourcing

We will ensure:

- All materials are quality-approved and compliant

- Fire-rated materials are installed correctly
  - Materials are suitable for their intended use
  - All materials are traceable
  - Manufacturer instructions are followed
  - Substitutions are approved and recorded
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## Inspections and Checks

We will carry out inspections at key construction stages:

- Groundworks
- Structural works
- First fix
- Second fix
- Fire-stopping checks
- Temporary works inspections
- Final completion checks

Inspection results will be recorded and shared with dutyholders.

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## Fire Safety

Construction work can influence fire safety through:

- Hot works
- Penetrations through fire-rated elements
- Work in risers and voids
- Installation of fire-rated materials

We will:

- Follow hot works permit procedures
  - Ensure fire-stopping is installed and recorded
  - Keep fire routes clear
  - Maintain fire safety equipment
  - Train operatives in fire safety
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# Site Fire and Emergency Procedures

We will:

- Communicate fire procedures during induction
- Ensure operatives know assembly points
- Ensure fire extinguishers are available
- Ensure hot works controls are followed
- Ensure emergency routes remain unobstructed

## As a Principal or Sole Contractor

We will:

- Manage construction-related risks
- Coordinate with other trades
- Ensure fire-stopping is completed correctly
- Ensure structural and temporary works are safe
- Maintain Golden Thread information

## As a Contractor or Sub-Contractor

We will:

- Follow the Principal Contractor's procedures
- Provide construction-specific RAMS
- Report breaches immediately
- Cooperate with inspections
- Provide training evidence
- Maintain safe working practices

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# Fire and Emergency Action

We will:

- Stop hot works immediately if unsafe
- Report fire-stopping failures
- Support emergency services with construction information

## Fire Prevention

We will:

- Control hot works
- Store materials safely
- Maintain good housekeeping
- Ensure fire-stopping is installed correctly
- Prevent fire spread through penetrations

**Approved by:** Daren Pool

**Job Role:** Managing Director

**Signed:**



**Date:**