

HPS RAPIDFIXERS LTD

Building Safety Policy

Approved by: Lee Hamilton

Job Role: Director

Signed: *Lee Hamilton*

Date:

This policy must be reviewed by the following date: Jul 5, 2026

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General Statement of Intent: Building Safety

As an organisation we will work to the standards proposed with the Building Safety Act and support all of it's directives. This Act makes reforms to give residents and homeowners more rights, powers, and protections – so homes across the country are safer.

The Act is made up of 6 Parts, and contains provisions intended to secure the safety of people in or about buildings and to improve the standard of buildings.

- Part 2 contains provisions about the building safety regulator and its functions in relation to buildings in England.
- Part 3 makes amendments and revisions to the Building Act 1984 such as
 - Provide that the regulator is the building control authority in relation to higher-risk buildings in England, and
 - Require the regulator (for England) and the Welsh Ministers (for Wales) to establish and maintain registers of building control approvers and building inspectors.
- Part 4 is about occupied higher-risk buildings in England, and imposes duties on accountable persons.
- Part 5 contains further provisions, including;
 - Provisions about remediation and redress;
 - Provision requiring a new homes ombudsman scheme to be established;
 - Powers to make provision about construction products;
 - Further provision about fire safety;
 - Provision about the regulation of architects;
 - Provision about housing complaints.
- Part 6 contains general provisions.

The Act creates three new bodies of management: the Building Safety Regulator, the National Regulator of Construction Products and the New Homes Ombudsman.

We will work with these organisations, take on best practice and work within the new regulations at all times ensuring we support the BSA in all areas.

We will

- Comply with any relevant dutyholder requirements and competencies throughout our projects
- Ensure a competent workforce is created and nurtured
- Setup of effective and efficient communication lines between key responsible persons

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- Ensure that occurrence reporting is completed throughout our projects
- Utilize the Golden Thread requirements for managing and sharing building information
- Ensure suitable and sufficient material sourcing
- Have an evolving management strategy to manage the key requirements of the BSA
- Ensure inspections, checks and audits are carried out at key intervals of the project
- Ensure the safety, health and wellbeing of our operatives as far as reasonably practicable
- Ensure that all operatives are given key information on Health and Safety + Fire Safety as well as other compliance areas

This Policy applies to all employees and applies to all of our projects as defined in the Building Safety Act (BSA). This policy will be subject to regular review and updates as required. This Policy also details some of our Fire Arrangements, which must be followed always across all projects.

Golden Thread

The ‘Golden Thread’ is the term used to describe the information and documents that must be collated and stored in order to safely occupy, manage and operate a Higher-Risk Building (HRB) throughout its lifecycle. A Golden Thread is required for existing HRB's, HRB's under construction before 1st October 2023 using what information is possible and also new HRB's from 1st October 2023 onwards

The Golden Thread will generally be used for the following tasks:

- During the design and construction phases to collate, record and provide relevant information about a building
- During the occupancy phase by the Principal Accountable Person and other Accountable Persons as part of their role in using and operating the building. This includes tasks such as undertaking maintenance, refurbishment or further construction work; and compiling the Safety Case Report
- To provide residents with information about their homes and to reassure them that their building is being managed safely by competent duty holders
- To provide the emergency services with relevant information about the building so they can respond effectively when required. Contact details, copies of the building’s floor plans, and details of key firefighting equipment should be available

Duty Holders

Dutyholders such as the Principal Designer and Principal Contractor under the Act will be required to manage building safety risks, with clear lines of responsibility during the design, construction and completion of all buildings, which ties in directly with our arrangements to manage CDM.

During construction we will complete key requirements from the Act in order to support the BSA, such as site inspections at key milestones, reporting certain occurrences, manage any potential changes and identifying and storing the golden thread of key information about the building. We will ensure the client is aware of their duties under the the Building Safety Act

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Accountable persons within our organisation must demonstrate that they have effective, proportionate measures in place to manage building safety risks in the higher-risk buildings for which they are responsible. Building safety risks will need to be considered from the initial design phase

The key role of the principal responsible person is to prevent and reduce the severity of building safety incidents in relation to fire or structural failure in higher risk buildings. This is actively managed by our management safety through an ongoing programme to identify and remediate potential building safety defects.

Communication

It is our duty to ensure that suitable and sufficient level of communication is maintained between all duty holders. Clients will be made aware of their responsibilities under the Building Safety Act and associated regulations.

Principal Contractors and Principal Designers are to share information on building work and design work, to ensure that compliance is maintained at all times. Regular correspondence between all key duty holders will be maintained from pre-construction all the way to post completion and then handing over to the client and responsible persons all necessary information

There will be pre-project meetings, of which essential information will be recorded via minutes. All duty holders are to attend required meetings to discuss vital aspects of the project and communicate accordingly.

Breaches

It is essential that we all communicate effectively throughout the project, especially in the case of any breaches. Breaches found during the project MUST be raised to both the Principal Contractor and Principal Designer who will seek to rectify the breach as soon as reasonably practicable in line with regulatory requirements. Breaches will be recorded so there is a record.

We have an open door policy to ensure all staff and sub contractors can raise breaches with the appropriate supervisor or manager. The supervisor or manager will be competent to deal with and record any breaches found on the project and will communicate these to the other duty holders.

All managers and supervisors have 'stop the job' authority should a breach pose an immediate risk to those present on the project. While the work is paused, control procedures and emergency arrangements will be put in place so the risk is controlled during the temporary stoppage.

Works will only resume once breaches have been rectified and controlled suitably by competent persons.

Change Log

We will communicate with all key duty holders within the project to ensure that the change log is kept up to date and revisions are made by only competent persons within the organisation.

We will take on the duties required and ensure competency throughout. All relevant changes are to be recorded,

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regardless of what may or may not seem important at the time.

For each change we will include a description of the change and why we consider it to be a potentially major or notifiable change. We will notify BSR of

- Why we are making the change
- All the advice that we sought, even if it disagrees with our proposal
- Who gave the advice, their occupation and contact details
- Which documents the change will effect

Competency

We will ensure competency in anyone carrying out these roles within our business, as well as ensuring competency on-site. It is our company directive to ensure that information, instruction and training on the building safety act and it's directives are provided to our operatives, regardless of their seniority level.

We measure competence by ensuring the operatives at all levels have the right knowledge, skills, experience and training in regards to Fire Safety. This will ensure that they complete their duties safely and within the framework of the Building Safety Act framework. It is also important that all duty holders complete a quality check on the Project Strategy and ensure this is communicated to appointed persons.

We will ensure fire safety training is kept up to date and that refresher training is carried out at specified intervals and bolster this with further in house training such as Toolbox Talks and Inductions.

Operatives that feel they do not have the necessary competence, information, instruction or training to carry out their duties safely are encouraged to raise this with their manager

The act specifies that only “Competent Contractors” can work in or on buildings within the scope of the BSA. We will ensure that all contractors undertaking work on our behalf are competent to do so. We will do this by ensuring they complete a pre-qualification questionnaire which will assess various areas of their compliance and competence, including the requirements set under the BSA.

Material Sourcing

Selection of materials will be the responsibility of our management team, who will communicate this information to operatives at all levels

We will ensure that suitable and sustainable materials are sourced in line with the projects Construction Phase Plan. It

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is important that the plan is well-focused, clear and easy for our operatives and others to understand – emphasising key points and avoiding irrelevant and potentially unsafe materials being used on site.

We have a robust environmental management system which also details further information in regards to our material sourcing being environmentally friendly on all of our projects. Operatives will be given information, instruction and training on materials sourcing to ensure they are competent in fulfilling their duties.

Inspections and Checks

All of our projects are subject to regular inspections, audits and quality checks. These will be carried out by competent individuals at intervals as required by the project itself.

All sites are subject to key inspection areas such as (But not limited to)

- Health and Safety
- Fire Safety
- Environmental Safety
- Welfare and First Aid
- Information, Instruction and Training
- Compliance Documentation

Expert advice will be sought and taken as and when necessary, through a full and thorough yearly audit and regular safety inspections carried out to examine, develop and improve compliance controls, techniques and applications already in place. Formal audits and inspection will happen on a monthly basis and any non-compliant findings will be rectified as soon as reasonably practicable to do so.

Site Monitoring shall be carried out on a daily basis by the management team on regular site visits and formally by an external Safety Advisor at regular intervals, dependant on the complexity of the project

Fire Safety

Fire safety refers to precautions that are taken to:

- Prevent or reduce the likelihood of a fire starting that could result in death, injury or property damage
- Alert inhabitants of a building if a fire starts
- Enable those that are threatened by fire to survive
- Reduce the damage caused by a fire.

Fire safety measures include those that are planned during the construction of a building or are implemented in

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structures that are already standing. The term includes the actions that occupants of the building have been trained to take in the event of, or to prevent, a fire.

Threats to fire safety are referred to as fire hazards. Fire hazards may include situations that increase the likelihood of a fire starting or those that may impede escape once a fire has started.

To ensure that all our activities are undertaken safely and that the risks from a fire are clearly understood throughout the company, we will:

- Carry out and record fire risk assessments for our operations
- Adopt a smoke-free policy.
- Prepare an emergency fire action plan taking into consideration employees and disabled people.
- Provide appropriate fire safety information and training for employees and others who may be affected.
- Carry out periodic fire drills.
- Maintain the fire safety measures identified by our fire risk assessments; and
- Record information and maintain records.

The responsible person to deal with fire safety within the companies premises will be named and be made known to the workforce. The responsible person will be suitably trained and competent to carry out the duties posed to them.

A Fire Risk Assessment will be completed on our premises and routinely reviewed in line with fire safety regulations. The Fire Risk Assessment will be readily available. Alongside the Risk Assessment we will record our fire safety arrangements in a clear and concise manner which will be made available to staff.

Site Fire and Emergency Procedures

Prior to the commencement of and project, potential emergency situations must be considered. These may include fires or bomb threats, but dependent on the project, may involve work within confined spaces, or how to rescue persons at height etc. The emergency response arrangements will differ from project to project, but in each case, emergency contingency plans should be considered at the planning stage.

Fire evacuation procedures will vary from site to site. These will be communicated within the site induction. When working on some premises, a copy of the existing fire procedures will be provided. The fire procedures in place for the site will be included within the Construction Phase Plan and displayed. In all cases employees must follow the instructions given.

Where such arrangements are in place, employees must sign in and out whenever they enter or leave a site. All employees must familiarise themselves with the site fire procedures and escape routes before commencing work.

As a Principal or Sole Contractor

Whilst HPS RAPIDFIXERS LTD act as a Principal Contractor, we will ensure that the fire procedures relevant to the site are clearly communicated to employees, visitors and sub-contractors. These procedures will be reviewed as

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the work progresses, and any changes will be communicated to the relevant persons. Site fire and emergency procedures will align with the requirements of HSG168 as a minimum.

As a Contractor or Sub-Contractor

Fire evacuation procedures will vary from site to site.

Where the Client or Principal Contractor provides a Site Induction, All HPS RAPIDFIXERS LTD employees must attend. Where Clients provide copies of fire procedures. All HPS RAPIDFIXERS LTD Employees or Sub-Contractors are expected to read and understand the content in addition to following all verbal instructions given.

Where such arrangements are in place, employees and sub-contractors must sign in and out whenever they enter or leave a site.

If employees or sub-contractors are not informed about the fire procedures on a site, they must attempt to familiarise yourself with the site fire procedures and escape routes before commencing work. In the event of uncertainty, work must be suspended until each employee or sub-contractor is aware of the local site fire procedures and escape routes.

Fire and Emergency Action

Each site or workplace shall be assessed for the potential for fire or emergencies. Where assessments identify high risks, an action plan will be established at that site to deal with such situations. Provision shall be made at each workplace for access on to sites of emergency and rescue service vehicles.

In the event of an emergency, the most senior person on site shall summon by telephone all necessary emergency and rescue services. Provision shall be made for the emergency services to be met at the site entrance and directed to the site of the emergency.

All persons not required to assist in any rescue operation shall be removed from the area of the emergency.

Planned escape routes shall be identified at every temporary site accommodation, permanent building and any structure under construction. Appropriate signage in accordance with the Health and Safety (Signs and Signals) Regulations shall be provided to ensure all persons are directed to a place of safety. Instructions in case of fire or emergency shall be included in all induction training.

Fire Prevention

Rubbish and combustible material shall be regularly cleared away to reduce the number of fire hazards within the premises or site. Suitable fire extinguishers shall be positioned at workplaces and available to use in the event of a small fire.

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In partially built premises and premises being refurbished, arrangements shall be made to ensure that the building can be evacuated safely. Such arrangements shall include providing ‘Fire Exit’ signs and means of raising the alarm. Where appropriate, fire detection equipment shall be provided.

Hot Works

Hot Work comprises work activities that involve the application or generation of heat during their execution. Such activities include cutting, welding, brazing, soldering and the use of blow-lamps.

Before any employee or sub-contractor carries out any hot work, they must ensure that these activities have been adequately covered by the risk assessments for that task. These should be carried out by a suitably competent person(s). The Works Supervisor should have sufficient technical knowledge, training and practical experience of the Hot Work Processes and their associated hazards to supervise any hot work activity

Hot works will be controlled by the use of a “Hot works permit”. Before any employee or sub-contractor carries out any hot work, they must ensure that these activities have been adequately covered by the risk assessments for that task. All the control and preventative measures stipulated in the permit to work must be rigorously followed by the employee or sub-contractor and the other members of the work party (where appropriate).

These should be carried out by a suitably competent person(s). The Works Supervisor should have sufficient technical knowledge, training and practical experience of the Hot Work Processes and their associated hazards to supervise any hot work activity.

No “Hot Works” will be allowed in any in scope buildings, without prior approval

Sign Off & Approval

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