



# Building Safety Act Policy

Introduced: June 2024

Next review date: August 2026

The Construction (Design and Management) Regulations 2015  
The Building Safety Act 2022 and The Fire Safety Act 2021

Good management of health and safety on site is crucial to the successful and safe delivery of a construction project. Depending on the size and nature of a project, either the company or individual managers may hold duties as a client; Principal Designer; Designer; Principal Contractor; Contractor; and/or Worker. The person responsible for the implementation of this policy is the Safety Director, and the co-operation of all members of management and staff is required.

## Duty Holders Under the Regulations

The following groups (which contain almost everyone involved in construction work) have duties under these regulations, either for all construction projects, or only for notifiable projects.

- Clients (all projects): anyone having construction work carried out on their behalf.
- Principal Designers must be appointed on all projects where there is more than one contractor engaged, to plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project including identifying, eliminating or controlling foreseeable risks, ensuring designers carry out their duties, prepare and provide relevant information to other dutyholders, liaise with the principal contractor to help in the planning, management, monitoring and coordination of the construction phase.
- Designers (all projects): those who, as part of their work, prepare design drawings, specifications and bills of quantities, and those who specify articles and substances. Note that this relates to the function performed and not to a job title.
- Principal Contractors must be appointed on all projects where there is more than one contractor engaged. Principal contractors are usually the main or managing contractor and their role is to plan, manage, and coordinate health and safety while construction work takes place.
- Contractors (all projects): businesses involved in construction, alteration, maintenance, or demolition work (e.g. building, civil engineering, mechanical, electrical, demolition and maintenance companies, as well as partnerships and the self-employed).
- Workers (all projects): all those who carry out work during construction, alteration, maintenance, or demolition (e.g. bricklayers, scaffolders, plumbers, electricians, and painters).



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Company Reg No.: 10436920. VAT No.: 257842767. Reg. Address: c/o Mark Holt & Co, 7 Sandy Court, Ashleigh Way, Langage Business Park, Plymouth, PL7 5JX

## Clients Duties

A client is an organisation or individual for whom a construction project is carried out. Domestic clients are in the scope of CDM 2015, but their duties as a client are normally transferred to the contractor, on a single contractor project or the principal contractor, on a project involving more than one contractor. However, the domestic client can choose to have a written agreement with the principal designer to carry out the client duties. The client has a major influence over the way a project is procured and managed. CDM 2015 makes the client accountable for the impact their decisions and approach have on health, safety and welfare on the project.

Where the range and nature of risks to health or safety involved in the work warrants it, the management arrangements will also include the expected standards of health and safety, including safe working practices, and the means by which these standards will be maintained throughout, what is expected from the design team in terms of the steps they should reasonably take to ensure their designs help manage foreseeable health and safety risks during the construction phase and when maintaining and using the building once it is built.

If we occupy the position of Client, we will take ownership of these arrangements and ensure they are communicated clearly to other dutyholders. Where the construction work on site is scheduled to last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project or exceed 500 person days, the project is notifiable to the HSE. We will give notice in writing to the Executive as soon as is practicable before the construction phase begins. We will prepare a clear "client's brief" as a way of setting out the arrangements. We will make sure that suitable arrangements for managing the project are in place by:

- Assembling a project team proportionate to the size of the project and risks arising from the work, appointing Designers including the Principal Designer in writing and Contractors including the Principal Contractor in writing.
- Ensuring the roles, functions and responsibilities of the project team are understood.
- Take necessary steps to ensure that any appointed Principal Designer and Principal Contractor comply with their separate duties by requiring regular written updates.
- Ensuring sufficient resources and time are allocated for each stage of the project – from concept to completion.
- Ensuring effective mechanisms are in place for members of the project team to communicate and cooperate with each other and coordinate their activities.
- Ensuring all team members co-operate with others engaged in the project as is necessary to allow other duty holders to comply with their duties under the Regulations.
- Setting out the means to ensure that the health and safety performance of designers and contractors is maintained throughout the project.
- Ensuring that workers are provided with suitable welfare facilities for the duration of construction work and that there are reasonable management arrangements in place throughout the project to ensure that the construction work can be carried out, so far as is reasonably practicable, safely and without risk to health.
- Ensuring the arrangements for commissioning the new building and a well- planned hand-over procedure to the new user are in place.



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## Principal Designer Duties

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## Designers Duties

A Designer is an organisation or individual that prepares or modifies a design for any part of a construction project, including the design of temporary works, or who arranges or instructs someone else to do it.

'Designers' can be architects, consulting engineers, interior designers, temporary works engineers, chartered surveyors, technicians, specifiers, Principal Contractors and specialist contractors.

Manufacturers supplying standardised products for use in any construction project are not Designers. However, the person who selects the product is a Designer and must take account of health and safety issues arising from the installation and use of those products. Designers' earliest decisions fundamentally affect the health and safety of construction work. These decisions influence later design choices, and considerable work may be required if it is necessary to unravel earlier decisions. It is therefore vital to address health and safety from the very start.

If we occupy the position of Designer, we will ensure that the requirements of the Construction (Design and Management) Regulations 2015 are complied with.

In particular Designers should:-

- understand and be aware of significant risks that construction workers can be exposed to, and how these can arise from design decisions;
- have the right skills, knowledge, and experience, and be adequately resourced to address the health and safety issues likely to be involved in the design;
- check that clients are aware of their duties;
- co-operate with others who have responsibilities, in particular the Principal Designer;
- take into account the general principles of prevention when carrying out design work;
- provide information about the risks arising from their design;
- co-ordinate their work with that of others in order to improve the way in which risks are managed and controlled;

## Principal Contractor Duties

The principal contractor is the contractor in overall charge of the construction phase. They are appointed by the client and there should only be one principal contractor for a project at any one time. The Principal Contractor is a key duty holder who is responsible for managing health and safety on the construction site and must be capable of carrying out the role and have the relevant skills, knowledge, training and experience. This will depend upon the nature of the work and the range and nature of health and safety risks involved. The principal contractor is normally a contractor so will also have contractor duties.

If we occupy the position of Principal Contractor, we will ensure that the requirements of the Construction (Design and Management) Regulations 2015 are complied with. In particular:

As Principal Contractors we will:

- Ensure the construction phase is properly planned, managed and monitored;
- Prepare a Construction Phase Plan which will outline the duties of Site Managers and set Key Performance Indicators against which the site will be measured;
- Implement the plan, including facilitating co-operation and co-ordination between contractors;
- Review, revise and refine the plan and check work is being carried out safely and without risks to health;



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- Ensure that only authorised persons have access to the construction site and that effective measures are taken to prevent unauthorised entry at all times by site security fencing with a lockable gate and adequate signage to inform members of the public, visitors and any other party that unauthorised access is forbidden;
- Ensure suitable and sufficient welfare facilities are provided from the start of the construction phase by considering the type of work to be undertaken and the amount of personnel expected to be on site at any one time;
- Ensure that every contractor who will work on the project is informed of the minimum amount of time that they will be allowed for planning and preparation before they begin work on site by arranging a pre-start meeting with each contractor as soon as is practicable after the awarding of the contract;
- Ensure contractors receive adequate information about the project by ensuring that the tender documentation sent to each prospective contractor contains all the information available at the time of invitation to tender and forward any information that becomes available afterward;
- Ensure safe working, co-ordination and co-operation between contractors by holding regular co-ordination meetings, which will include all contract Supervisors;
- Prepare and enforce site rules by informing all site personnel, via site induction, of those rules, prominently displaying them on site and monitoring compliance;
- Provide (copies of or access to) relevant parts of the plan and other information to contractors, including the self-employed, in time for them to plan their work;
- Inform all contractors of those parts of the safety plan that effect their operations via site inductions and update briefings to be part of the agenda for site meetings;
- Ensure that the workforce have been adequately inducted onto site by developing a formal induction procedure and maintain up to date induction records.
- Ensure that the workforce is consulted about health and safety matters. This will be achieved by adopting an open door policy and by instigating a feedback forum to be held after each regular Toolbox Talk;
- Display in a prominent position on site, the F10 (if applicable), Health & Safety at Work Law poster and a copy of the employer's liability insurance;
- Ensure that all injuries, diseases, dangerous occurrences and near misses are recorded and reported to the HSE, where necessary, by diligently investigating each incident to avoid reoccurrence and to identify if it is reportable under RIDDOR;
- Provide methods of ensuring workers are adequately trained and supervised by obtaining proof of training (CPCS, IPAF etc.) prior to the work commencing;
- Provide the Principal Designer with any information that is required for inclusion in the Health and Safety File by compiling relevant information throughout the project;

### Contractors and Self-Employed Duties

A contractor may be an individual, a sole trader, a self-employed worker or a business who carries out, manages or controls construction work in connection with a business. Anyone who directly engages construction workers or manages construction work is a contractor. This includes companies that use their own workforce to do construction work on their own premises. The duties on contractors apply whether their workers are employees, self-employed or agency workers.



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The main duty of a contractor is to plan and manage construction work under their control so that it is carried out in a way that controls risks to health and safety. They have a range of other duties that depend on whether more than one contractor is involved in the project. If so, their duties entail co-ordinating their activities with others involved in the project team – in particular, complying with directions given to them by the principal designer or principal contractor.

If we occupy the position of Contractor, we will ensure that the requirements of the Construction (Design and Management) Regulations 2015 are complied with.

Prior to starting work on site we will:-

- Visit the site, check the access arrangements and consider the safest methods for our workers to carry out the work.
- Speak with the principal contractor to find out whether other work will take place at the same time as our work and agree on how arrangements for interfaces with the other contractors will be managed.
- Request information from the principal contractor regarding the presence of any known asbestos containing materials (ACMs) or other hazardous material on the part of the site we will be working on. If there is, or if there has been previously, then, in addition to any control measures concerning known asbestos, take steps to prevent unexpected exposure by arranging for our workforce to have asbestos awareness training prior to starting any work.
- Consider how long it will take us to organise our workers, and any plant and materials needed, so that we can estimate when we will be ready to start.
- Check the proposed workforces' skills, knowledge, training and experience and arrange any retraining or refresher training where necessary.
- Assess the degree of information, instruction and supervision required, taking into account the training, experience, nature of the work and likely behaviour of our workforce.
- Make arrangements to provide adequate supervision by supervisors with appropriate training, experience and leadership qualities for the risks which the project is likely to involve.
- Check what welfare facilities the principal contractor is providing in case we need to arrange additional provision.
- Check whether any first aid provided by the principal contractor is available to us and whether it will be sufficient for the work we are undertaking, the workforce involved and the location in which we are working. If no first aid is to be provided or if we consider the first aid cover to be inadequate, we will make additional arrangements.
- Inform the Principal Contractor of any known health issues our workforce may have.
- Communicate the method of work that our workforce must follow, particularly if the control measures are unusual or not obvious and focus on the work activities where there is most risk of injury or ill-health.
- We will share our method of work with the principal contractor or other contractors, so they can take it into account when planning and organising their work by submitting a method statement, risk assessment or task sheet.
- Arrange for our workforce, plant and materials to arrive on site at the allocated time.
- Once on site we will manage the risks to the safety and health of our workforce and others who could be affected by our work by:-
- Setting a personal example by always wearing the necessary PPE and by challenging any unsafe behaviour or practice and not ignoring it;



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- Ensuring our workforce receive site induction from the principal contractor.;
- Providing instructions to our workforce on what needs to be done and how we intend the works to be carried out, in which order and with what equipment, particularly when it involves working at height;
- Providing supervisors with the necessary skills, technical knowledge, training, experience and leadership qualities for the work;
- Briefing our workforce on what is expected of them, and consider any suggestions from them on better ways of working;
- Ensuring our workforce is aware of what to do in the event of any likely emergency
- Ensuring our workforce is complying with the site rules and working in accordance with how the work was planned to be done;
- Liaising with the principal contractor and keeping them informed of any changes to our planned working method in case it has an impact on other persons or activities;
- Liaising with other contractors and the principal contractor and co-operate with any reasonable suggestions for reducing risks to health and safety on the site;
- Carrying out regular checks on plant and equipment and, when necessary, maintaining, repairing or replacing it;
- Providing information to the principal contractor about how to safely maintain, isolate, replace or dismantle what we have installed at the end of our time on site;
- If we are the only contractor working on the project, we will draw up a construction phase plan that meets the requirements of regulation 12, as soon as is practicable prior to setting up a construction site.
- Before starting work on any site we will take all reasonable steps to prevent access by unauthorised persons to that site.
- We will arrange for the provision of adequate welfare facilities that meet the requirements of Schedule 2.
- We will provide each worker under our control with appropriate supervision, instruction and information so that construction work can be carried out, so far as is reasonably practicable, without risks to health and safety.
- The information we provide will include a suitable site induction, the procedures to be followed in the event of serious and imminent danger to health and safety and information on risks to health and safety identified by the risk assessments carried out
- We will provide adequate first aid cover following a risk assessment to calculate the level of cover required.



Signed  
Dafydd Hollyman, We Are Ease Ltd Director

Date 29<sup>th</sup> August 2025

#### Document Control

Version	Issue Date	Revision Date	Changes Made	Approved by:
1.0	June 2024	29/8/2024	Initial Issue	D Hollyman (MD)
2.0		29/8/2025	Senior Managers to Associate Directors Directors to Managing Director	D Hollyman (MD)



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