



# AAA Satellites & Aerials Limited

# Building Safety Policy

**Approved by:** Jack Miles

**Job Role:** Managing Director

**Signed:** *Jack Miles*

**Date:**

**This policy must be reviewed by the following date:** Mar 3, 2027

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## General Statement of Intent: Building Safety

We are committed to complying with the Building Safety Act as well as managing risks specifically related to fire spread and structural failure throughout the design and construction phases.

As an organisation we will work to the standards within 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.

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We will

- Comply with any relevant dutyholder requirements and competencies throughout our projects
- Ensure a competent workforce is created and nurtured regardless of employment status
- Setup of effective and efficient communication lines between key responsible persons and duty holders
- 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 a project by a competent persons(s)
- 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, Building Safety, Fire Safety as well as other compliance areas
- Remain up to date with evolving legislation and best practice via the HSE's BSR newsletter, external support and professional guidance

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 always be followed 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

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We will maintain a secure, digital Golden Thread of information for all works especially Higher-Risk Buildings (HRBs), including:

- Design and Construction Phase Documentation
- Safety reports and maintenance records
- Resident communication and relevant emergency service information.
- Updates following design changes, incidents, or legislative updates.
- Training records, inspection reports, and fire safety documentation.

## 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 and ensure this is communicated effectively with other duty holders.

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.

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## Duty Holder Management Arrangements

It is our policy to ensure that duty holders have confirmed their appointment in writing prior to a project beginning as well as ensuring all duty holders are aware of their duties under the BSA and relevant legislation. Records of confirmation may be kept on file and shared as part of pre-project planning / document gathering. Written confirmation may be completed by email or through a Confirmation of Duties form.

It is our policy to

- Gain written confirmation of Duty Holders appointment prior to the works being completed
- Achieve written confirmation from the client ensuring they are aware of their duties under the Building Safety Act and other relevant legislation such as CDM. This is done prior to any design / building work commencing
- Ensure (in writing) that all other Duty Holders are aware of their requirements under the Building Safety Act and give them the relevant information needed in order for them to fulfill their role effectively
- Appoint a single point of contact within the business that is competent and responsible for communication with other duty holders (more persons may be appointed if necessary)
- Attend pre-works meetings with other duty holders to share information on the upcoming works. These meetings will be recorded through meeting minutes notes and these notes shared with other duty holders
- Ensure that communication of key safety critical information that is relevant to our works is completed effectively and that duty holders are aware of our work methodology, risk control and other HS management systems
- Comply with other Duty Holders requests for information as well as work with them effectively (and safely) on site
- Set and adhere to KPI's with other Duty Holders (where necessary and project dependant)
- Attend regular project meetings and provide / receive updates on the works being completed. These meetings will be recorded through meeting minutes notes and these notes shared with other duty holders
- Have an Open Door Policy so that any issues / questions can be raised with us regarding our works on site and compliance with BSA / CDM etc

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## 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. Duties will be confirmed by all parties in writing in the pre-construction phase of the project.

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 as per the Building Safety Act, CDM and other relevant legislation

## Arrangements for effective communication

At the start of a project we will communicate the details of the work we are carrying out and the method of works that are being used to complete each task. These are generally done in the form of Risk Assessments and Method Statements and further documentation such as Construction Phase Plans where appropriate. We have an open door policy to ensure that any questions / issues raised with information provided can be discussed openly with a competent person within the business.

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. Meeting minutes will be recorded and communicated with all parties once complete

Safety critical information detailing our works are communicated throughout the pre-construction and construction phase to all relevant parties. This information will be gathered through pre-works meetings as well as through an assessment of the task, environment and personnel involved in the project.

Communication channels will be setup with other duty holders, the nature of which will differ project to project depending on the size / scale / nature of the works to be done. These channels will be confirmed at the early stages of the pre-construction phase. As a base level, all communication channels will be via a secure electronic means such as email and shared drives which have security measures in place to protect the information within. For larger projects, duty holders may incorporate their own / third party project management software in which we

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will contribute our information through that. An appointed person will ensure that these communication channels are kept up to date at least weekly unless information is available sooner.

We will also dynamically assess the site / project once works begin in order to update all duty holders with up to date information and make any revisions that may be necessary. If information is received from another party, a competent person within the business will review it and make revisions where necessary to the project file documentation.

A senior and competent person within the business is responsible for communicating the information gathered effectively to other duty holders. They will do so as and when information is made available to them. The information that we communicate includes (but is not limited to)

- General job details such as Site Address, Scope of Works, Duty Holders information etc
- Relevant Policies and Procedures detailing our compliance with HS Legislation as well as regulations applicable to the works (CDM, BSA, COSHH, etc)
- Identification of Hazards and relevant Control Procedures that will be applied in order to reduce the risk of harm as far as reasonably practicable
- Provisions for information, instruction and training to ensure competence across the workforce and Duty Holders (as well as any proof of qualifications / certifications)
- Mandatory requirements during the completion of works such as Site rules, PPE, Emergency Procedures, Welfare Requirements etc
- Any mandatory reporting procedures

In instances where we are acting as a contractor, the details of our work will be communicated to the PC, PD and the client (where required).

We will ensure that a handover is completed at the end of a project with all key information / documentation provided to other duty holders.

## Breaches

It is essential that all duty holders 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.

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

Key breaches that we will report with other Duty Holders include (but is not limited to)

- Indication / evidence of structural failings
- Fire Safety Breaches
- Non-Compliant Materials or Products being used
- Errors in the installation process
- Defects detected in the build process
- Near Misses, Incidents and Accidents

A competent person within the business / appointed person will gather information on the breach that has occurred and communicate a report to other Duty Holders.

## Reporting defects and issues

The report will also have a written copy which will be held within the project file, which is available upon request. The Duty Holder / Appointed Person will then report the breach to BSR if applicable.

We recognise our duty to notify relevant stakeholders, manufacturers, suppliers and accountable persons of any defects or issues found in construction products or systems which could impact building safety.

All operatives are given information, instruction and training on detecting such issues and how to raise them with a senior member of the team.

The senior person will ensure that remedy actions are carried out immediately to identify, control and respond to any defects or issues found in products or systems that could impact building safety. During this time, the senior person will seek assistance from other competent persons (if needed) to ensure that defects and issues are recorded and communicated with relevant parties such as stakeholders, manufacturers, suppliers and AP's. Communication will be backed up in writing (electronic format) so that a record can be kept to update project information.

Senior persons have stop the job authority, so if serious defects or issues are detected this may be a potential outcome whilst investigation / control is being implemented. If this is the case, then relevant parties will also be informed of this action.

Work will recommence once appropriate action has been taken and all parties have been informed and updated on the steps taken.

## 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

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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, 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

All project changes will be recorded and justified:

- Description, reasoning and affected documents.
- Advice received and credentials of person that was advising
- Notification to the Building Safety Regulator where required.
- Change impact assessments and communication to stakeholders.

## 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 will ensure that all individuals fulfilling dutyholder roles, including Principal Designers, Principal Contractors, and those managing safety in residential buildings, are trained and assessed in accordance with BS 8670/PAS8671/PAS8672.

We measure competence by ensuring the operatives at all levels have the right knowledge, skills, experience and training in regards to key Health and Safety measures as well as Building Safety and 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 key health and safety / fire safety training is kept up to date and that refresher training is carried out at least annually (or sooner if project dictates refresher knowledge) and bolster this with further in house training such as Toolbox Talks and Inductions.

Building regulations may, in relation to any work, impose competence requirements on any appointed person or any

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prescribed person.

A “competence requirement” is a requirement relating to—

- The skills, knowledge, experience and behaviours of an individual
- The capability of a person other than an individual to perform its functions under building regulations

The regulations may require an appointed person who is not an individual to give an individual acting under its control who has the appropriate skills, knowledge, experience and behaviours the task of managing its functions as an appointed person. We will ensure and evidence our (and our supply chains) capability, competence, and capacity to fulfil our obligations under building regulations

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 who will seek a plan of action in line with BS 8670/PAS8671/PAS8672.

## Training Arrangements

We will

- Identify the training needs of employees via a Training Needs Analysis. A TNA will be completed at least annually to ensure that training needs are reviewed and anyone needing further CPD has access to it. We may complete a TNA more frequently if projects dictate it necessary
- Pro-actively review every operatives competencies on a quarterly basis to ensure that all operatives training is up to date, effective and that more training is organised should that be necessary.
- Ensure our training matrix receive monthly checks to ensure it is up to date. Our matrix will also be setup so that we receive notification of any expired training if this happens before a review
- Employ competent personnel and ensure to the best of its abilities that all work is carried out safely.
- Ensure that all employees and subcontractors receive induction training prior to commencing work on-site.
- Ensure that all employees and subcontractors receive regular toolbox talks and health & safety briefings to communicate information and maintain focus on health and safety at work.
- Ensure that senior operatives such as site supervisors / managers also receive ongoing CPD on key topics so that they are competent to fulfill their duties effectively
- Maintain records of induction training, toolbox talks, on the job training and more
- Provide copies of our operatives training certificates / cards to other duty holders / keep in site project file
- Carry out refresher training at regular intervals, especially for topics that are relevant to the current project
- Review and monitor performance of all individuals everyday throughout their work via a competent supervisor

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We recognise that as well as being a legal requirement, the provision of suitable and sufficient training and instruction is an essential part of ensuring that you know how to work safely and avoid risks to your health. The purpose of this procedure is to outline the arrangements we operate to ensure that you are provided with such training.

All new starters will receive a company induction on their first day. This will cover, but will not be limited to, the following:

- Fire and Emergency procedures.
- First Aid arrangements.
- Welfare arrangements.
- Arrangements for consulting employees on Health and Safety.
- Arrangements for raising Health and Safety concerns.
- Accident and Incident reporting.
- Our Health and Safety rules.

Following Induction, operatives will receive instructions regarding the tasks that they will be required to perform. At this stage, a skills evaluation will be carried out and, where appropriate, training needs identified. Where training needs are identified a training programme will be agreed on.

If you are working with us through our supply chain, it is our policy that your business must demonstrate and evidence your capability, competence, and capacity to fulfil your obligations under building regulations as well as associated health and safety / environmental legislation.

## Supervision

All of our tasks and projects will be supervised by competent individuals who have the knowledge, qualifications, skills and training to carry out this task effectively. All of our teams, whether they are directly employed or sub contracted, will be assigned competent supervision. Before the start of a project we complete a Site Supervision document, which details who is responsible on site for each time / compliance area (such as fire safety, health and safety etc). This site supervision document is then shared with other duty holders so they are aware of key personnel.

The level of supervision will differ from project to project, so the site supervision form acts as our written confirmation of supervision levels before a project begins.

The site supervisor will then update senior management / duty holders with key information throughout the duration of a project, they will also be in attendance at meetings so they can share feedback / best practice / compliance information so that it can be recorded in the meeting minutes.

It is company policy for site supervisors / management to:

- Ensure compliance across a project by providing supervision to all operatives within their team. They will ensure that operatives are following site rules and instructions, hazard reporting, adhering to policies and

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behaving safely

- Conduct daily, weekly and monthly inspections and checks. As part of these inspections and checks, key parts of the Building Safety Act requirements will be incorporated (such as indications of structural failings, fire safety risks etc). The results of these should then be communicated effectively to duty holders
- Ensure permit to work systems are in place and running effectively (if required)
- Carry out induction processes for operatives (and Contractors/Sub-contractors) as well as provide regular toolbox talks and training programs. Induction will cover everyone's duties under HS/CDM/BSA legislation
- Communicate company reporting procedure and emergency response procedures
- Complete competency checks on the workforce (regardless of employment status) to ensure that everyone working on site has the skills, training, qualifications and experience to do so effectively
- Maintain records of training, inductions, site inspections, incident reports, communication logs and other safety critical information.
- Supervisors will ensure records are secure, up-to-date, and easily accessible for audits or legal checks. Duty Holders may request this information at any time

## Behavioural Safety

We have implemented a behavioural safety initiative as we want all persons representing our company to think safe and work safe in line with the Building Safety Act and our requirements under all associated legislation. This is founded on the belief that behaviour turns systems and procedures into reality. Safe behaviour at work is of paramount importance and, as such, needs to be treated as a critical work related skill.

Our continuing aim will be to promote an understanding of safety and to identify how we can positively influence behaviour. It is estimated that up to 90% of workplace injuries are caused by unsafe behaviour. We will also operate a number of initiatives to support a reduction in unsafe behaviour.

- Have visible health and safety leadership is invaluable and, as such, Supervisors and Managers will be trained in behavioural safety techniques through attending training courses.
- All employees will receive on-going training to recognise both safe and unsafe practices and are encouraged to stop unsafe activities and suggest improvements to working methods through attending on site team briefs, toolbox talks and other relevant industry training.
- Through our internal reporting system and on-site suggestions by all employees to allow them the opportunity to report unsafe working conditions/practices and provide feedback and voice concerns on safety issues.
- We are strongly committed to an 'Open Door' management style and operatives are encouraged to voice any concerns or opinions directly to Managers in a relaxed environment.
- Operatives will receive feedback on their safety performance on site and actions resulting from their suggestions through a regular team briefs and appraisals.

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- A formal warning system on all of our workplaces across the business, where if operatives are found to be ignoring Safe Systems of Work, not wearing the required PPE for the task that they are carrying out, or not working in accordance with the work instructions, etc, they will be issued with a first warning.
- Further formal warnings within a 6-month period and they will be immediately suspended pending a disciplinary hearing within (one week) which may lead to a final warning or dismissal.

All operatives will be encouraged to play their part and encouraged to consider whether they think it is safe, otherwise don't do it. They are also able to challenge and report all people that disregard safety instructions and procedures (this can be done anonymously).

Safety procedures, instructions, equipment, and tools have been provided to keep our operatives, sub-contractors and visitors safe.

We will uphold to following best practice safety culture by:

- Examining past incidents and near misses to improve safety standards
- Practice positive reinforcement – to recognise safe behaviour, instead of only fault finding, positive reinforcement of behaviour-based safety results in behavioural changes that last
- Apply people focused interventions - Encouraging staff to take a proactive role in eliminating the root cause of unsafe acts is a step in the right direction. Participate in individual and group safety observations, coaching, and mentoring to demonstrate a commitment to open communication, fair leadership, and continuous improvement.
- Streamlining the reporting process – making it more user to friendly to report and follow up on improvement actions for a safer working environment for everyone involved.

## Sub Contractor Competence

It is our duty to ensure that all contractors working for us on a project have the relevant competencies working environments involving various levels of fire safety as well as structural failings in both a standard construction and high risk building environment. Competencies will be assessed prior to works being offered to the sub contractor (Via a PQQ).

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 and in line with BS 8670/PAS8671/PAS8672.

Sub Contractors documentation will be checked by an internal competent person to ensure that it is made to a satisfactory standard, any issues detected will be raised with the sub contractor and further information gathered. All sub contractors will be expected to adhere to site rules, fire safety and building safety regulations, with information, instruction and training being given to them throughout the duration of a project.

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Subcontractors are responsible for providing evidence that persons working for them are suitably qualified and have received health and safety training. This includes topics such as fire safety, first aid training and more. When required to do so, subcontractors must release their operatives to attend Site Induction and Toolbox Talks. The subcontractor is also responsible for ensuring that all persons under his control are aware of the following:

- . Site Fire Procedures
- . Site First Aid Arrangements
- . Site Rules
- . Welfare Arrangements

A post-contract assessment will be carried out on completion of each project for the purpose of reviewing and improving both our own, and subcontractor's performance. Subcontractors performing badly on the grounds of health and safety, quality, communication or delivery will be notified of a need for improvement. Recommendations for removing from our approved list may be made depending on the extent of the issues identified.

## 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 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.

Site Supervisors will carry out daily, weekly and monthly checks in line with company policy (See supervisor arrangements section above for more details).

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

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- 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. We will communicate these findings with other duty holders to ensure that everyone is aware of any non-conformances.

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 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

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- 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 AAA Satellites & Aerials Limited 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 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 AAA Satellites & Aerials Limited employees must attend. Where Clients provide copies of fire procedures. All AAA Satellites & Aerials Limited 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.

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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.

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.

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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

**Approved by:** Jack Miles

**Job Role:** Managing Director

**Signed:** 

**Date:**

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