



# **AAA Satellites & Aerials Limited**

## **Building Safety Policy**

## **Statement of Intent**

We are committed to complying with the Building Safety Act / Building Regulations and managing risks specifically associated with electrical operations, including electrical hazards, safe installation, maintenance, testing, and emergency procedures.

We will work to the standards within the Building Safety Act and support all its directives. Electrical work plays a critical role in building safety, and our work directly affects worker safety, fire prevention, and site risk management.

We recognise that electrical operations can influence:

- Electrical shock and electrocution risks
- Fire hazards from faulty wiring or equipment
- Safe installation and maintenance of electrical systems
- Compliance with electrical codes and standards
- Safe access to electrical installations
- Emergency shutdown and isolation procedures
- Coordination with other trades to prevent hazards

It is our policy to:

- Comply with all dutyholder requirements and competency standards relevant to electrical work
- Ensure all operatives are trained and competent in electrical-specific safety requirements
- Maintain effective communication with Principal Designers, Principal Contractors, and clients
- Report occurrences relevant to electrical safety
- Maintain a Golden Thread of electrical-related information
- Ensure all electrical materials and equipment are compliant and traceable
- Carry out inspections, testing, and checks at key stages of installation and maintenance
- Ensure the safety, health, and wellbeing of our operatives
- Provide all operatives with relevant training in electrical safety, hazard recognition, and building safety
- Stay up to date with evolving legislation and best practice

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

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## **Golden Thread**

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

- Electrical design drawings and specifications
- As-installed electrical installation and maintenance records
- Testing and inspection certificates
- Material certifications and traceability
- Inspection logs and defect reports
- Training records for electrical operatives
- Incident reports relating to electrical systems
- Updates following design changes or regulatory updates

The Golden Thread supports:

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

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## **Duty Holders**

Dutyholders must ensure electrical systems are designed, installed, maintained, and tested safely. This includes:

- Ensuring electrical design complies with standards
- Ensuring electrical installation follows approved methods
- Ensuring correct materials and components are used
- Ensuring load limits and circuit protections are respected
- Ensuring regular inspections, testing, and maintenance
- Ensuring safe access and isolation procedures
- Ensuring fire and electrical hazards are managed

Accountable persons must demonstrate proportionate measures to manage electrical-related building safety risks, including:

- Electrical shock and electrocution
- Fire hazards
- Equipment failure

- Access and isolation safety
- Coordination with other trades

## **Duty Holder 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 electrical-specific responsibilities
- Appoint a competent point of contact for electrical-related communication
- Attend pre-works meetings and share electrical-specific information
- Communicate safety-critical electrical 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

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## **Communication**

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

- Sharing electrical-specific RAMS
- Sharing Construction Phase Plans where required
- Recording pre-project meetings via minutes
- Communicating safety-critical electrical information
- Using secure electronic communication channels
- Updating dutyholders weekly or sooner if required
- Reviewing information received from others and updating project files

We will communicate:

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

A full handover will be completed at project completion.

## **Breaches**

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

Examples include:

- Use of non-compliant or defective electrical materials or equipment
- Electrical installation not following approved methods
- Overloading circuits or equipment beyond capacity
- Unsafe access or isolation procedures
- Poor maintenance leading to hazards
- 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.

## **Change Log**

We will:

- Record all electrical-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:

- Electrical design alterations
- Material substitutions
- Load capacity changes
- Installation or maintenance method revisions

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## **Competency**

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

- Relevant electrical qualifications and certifications
- Working at height training (where applicable)
- Manual handling training

- Inspection, testing, and maintenance training
- 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.

We will:

- Complete annual Training Needs Analysis
- Review competencies quarterly
- Check training matrix monthly
- Provide induction training for all operatives
- Provide 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:

- Electrical hazard recognition
- Safe installation and maintenance procedures
- Emergency procedures
- First aid
- Welfare arrangements
- Health and safety consultation
- Raising concerns
- Accident reporting
- Company rules

Skills evaluations will identify further training needs.

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

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## **Supervision**

All electrical 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 electrical activities. Unsafe behaviour contributes significantly to workplace incidents, especially in electrical work where risks include:

- Electrical shock
- Fire hazards
- Equipment failure
- Working at height (where applicable)
- Coordination with other trades

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 electrical qualifications and certifications
- Evidence of training and CPD
- Adequate supervision
- Compliance with our policies

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## **Material Sourcing**

We will ensure:

- All electrical materials and equipment comply with relevant standards
- Components are traceable and certified
- Manufacturer instructions are followed
- Substitutions are approved and recorded

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## **Inspections and Checks**

We will carry out inspections at key electrical stages:

- Electrical installation
- Electrical modifications
- Electrical maintenance
- Testing and certification
- Regular safety inspections

Inspection results will be recorded and shared with dutyholders.

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## **Fall Prevention and Safety**

Electrical work may involve working at height. We will:

- Use appropriate fall prevention measures
- Provide personal protective equipment
- Train operatives in fall prevention
- Maintain clear access and egress
- Monitor weather conditions

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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
- Maintain emergency routes unobstructed

### **As a Principal or Sole Contractor**

We will:

- Manage electrical-related risks
- Coordinate with other trades
- Ensure electrical system safety and compliance
- Maintain Golden Thread information

### **As a Contractor or Sub-Contractor**

We will:

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

### **Emergency Action**

We will:

- Stop work immediately if unsafe
- Report electrical failures or hazards

Support emergency services with electrical information

## Sign Off & Approval

**Approved by:** Jack Miles

**Job Role:** Managing Director

**Signed:** *Jack Miles*

**Date:**