

3 Premier Court Boarden Close, Moulton Park Northampton NN3 6LF	Building Safety Compliance Policy Statement	
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Purpose of the Document

This Building Safety Act Compliance Policy Statement sets out how Drywall Contracts Ltd meets its obligations under the Building Safety Act and corresponding regulatory requirements set down in the Building Regulations.

It outlines our commitment to ensuring safety, regulatory compliance, and high standards of performance at all levels of our organization and throughout our projects.

Scope

This Policy applies to:

- All business units, departments, and sites operated by Drywall Contracts Ltd.
- All employees, contractors, sub-contractors, and operatives (collectively referred to as 'operatives').

Company Compliance Statement

This Policy, alongside our Health and Safety and Quality Management Systems, outlines our approach to compliance under the Building Safety Act in full understanding of our requirements as duty holders.

Senior leadership at Drywall Contracts Ltd have appointed a Director/Manager responsible for Building Safety Act compliance. This individual oversees policy development, risk management, and continuous improvement to ensure ongoing compliance. Regular board-level reviews are conducted to assess performance and allocate necessary resources.

We operate a governance structure that includes:

- **A Focus on Best Practice:** Working with our Trade Association, Finishes and Interiors Sector (FIS) to define best practice and to align all parts of our organisation and process to meet these requirements.
- **Risk Register:** Documenting all building safety risks, updated quarterly and aligned to FIS Risk Assessment Tools.
- **Compliance Audits:** Undertaking Periodic internal audits as well as utilizing our digitised Quality management system Trappco.. As a member of FIS we are also subjected to periodic Site Vetting visits and adhere to the FIS Code of Conduct.
- **Review Meetings:** Quarterly compliance review meetings chaired by senior leadership, involving site managers, health & safety advisors, and any relevant specialists.

We maintain comprehensive digital records at each project stage, ensuring clear visibility of design, construction, and maintenance data. All key documents (drawings, specifications, product data, installation records, and changes) are stored in a secure, centralized system accessible to authorized personnel and relevant stakeholders.

The principles of the Building Safety Act are integrated into our Day-to-day operations via:

3 Premier Court Boarden Close, Moulton Park Northampton NN3 6LF	Building Safety Compliance Policy Statement	
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- **Policies and Procedures:** Incorporated into all project management, site operations, and supply chain contracts.
- **Training & Competency:** All relevant staff have received the FIS Introduction to Building Safety Act Training. We have a mandatory induction and periodic refreshers for staff and operatives, covering responsibilities under the Building Safety Act, we also carry out regular toolbox talks covering various aspects.
- **Continuous Improvement:** Lessons learned sessions for completed projects feed back into policy refinement and best practice development

Drywall Contracts Ltd recognise that all duty holders – including clients, designers, principal contractors, and subcontractors – have responsibilities to uphold under the Building Safety Act. At Drywall Contracts Ltd we work with all parties to ensure each party understands their responsibilities by:

Competency General Requirement

- At tender stage we review all documentation to ensure that our company has or can acquire the competency and capability to undertake the works specified before submission.
- Where applicable and available we review the Contract and clarify responsibilities defined therein and ensure that this aligns to supporting documentation.
- At the outset of a project we confirm our clients, operatives and delivery partners understand their roles and responsibilities, signposting them to up-to-date legislative standards, manufacturers guidance and industry best practice resources (e.g. FIS Best Practice Documents, etc and encourage clients to review these resources.
- Prior to commencing works, Drywall Contracts Ltd clarifies (in writing) whether a Building is deemed Higher Risk, who holds key responsibilities under the Building Safety Act (e.g., allocation of duty holder roles such as Principal Designer or Principal Contractor).
- We organise our data in line with recommendations aligned to the principles of “The Golden Thread” where possible. We ensure our clients are aware of this and make recommendations and suggestions where relevant to help maintain their own complete project documentation, including drawings, product data, and installation records, as recommended in the “Golden Thread”.
- We utilise a range of digital tools such as various Cloud based systems, Trappco, HS direct health and safety platform, and or platforms that can streamline version control and record-keeping, ensuring the ‘Golden Thread’ remains unbroken.
- We work with the wider supply chain to confirm how safety-critical decisions are made and documented, ensuring compliance is a shared accountability. Anytime there is ambiguity or specialist sign off required, we issue tech subs that are approved by the design team

Here at Drywall Contracts Ltd we have placed a heavy emphasis within the business on compliance and competence and encourage our clients to implement similar principles across the supply chain. We achieve this by:

3 Premier Court Boarden Close, Moulton Park Northampton NN3 6LF	Building Safety Compliance Policy Statement	
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- Sharing our own Competency Management Framework with clients so they see how we assess and maintain operative competency. Part of this is achieved by completing Subcontractor Competence Questionnaires (PQQ). We also ensure that labour workforce have relevant NVQ's where possible
- Encouraging clients to verify that every subcontractor or specialist trade employed also meets industry-recognised competency requirements and has similarly implemented Competency Management practices within their business.
- Ensure clients provide sufficient time and opportunity to co-ordinate works with other appointed parties.

Information Management, Communication and Reporting

Document Control and The Golden Thread

At Drywall Contracts Ltd our projects are managed through a variety of Digital systems. We have integrated these into our business using the principles and guidance from FIS' Golden Thread documents and utilising industry-recognised tools and software.

- **Digital Platform:** All design drawings, specifications, approvals, change records, and site installation details are uploaded to a secure cloud-based document management system, this is usually undertaken by main contractors and clients.
- **Access Controls:** Defined user permissions to ensure only authorized personnel can update or view sensitive files.

Client Management and Change Control Protocols

- Maintain open lines of communication so the client understands specific building safety requirements that affect work sequencing, materials selection, and onsite procedures as it pertains to our work and the wider supply chain.
- Maintain open lines of communications to do with design or specification changes to help the client align with the Building Safety Act and in line with our established responsibility as a subcontractor. Communicate and adhere to clear protocols regarding requirements for signing off any changes.
- Issue and record acceptance of Client confirmation of duties statement, where applicable

Safety Critical Details

- Share relevant project documents, risk assessments, and method statements (RAMS), highlighting critical safety elements and regulatory obligations where relevant.

Internal Communications

We maintain an open communication policy through:

3 Premier Court Boarden Close, Moulton Park Northampton NN3 6LF	Building Safety Compliance Policy Statement	
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- **Site Inductions:** Mandatory for all personnel, where applicable, highlighting specific building safety requirements. Inductions cover information requirements and any occurrence reporting responsibilities.
- **Toolbox Talks:** Weekly sessions focusing on current site conditions, tasks, and any legislative updates. Where possible these will be co-ordinated with manufacturers to ensure delivery team aware of the specific installation requirements of the products and systems that are installing
- **Stakeholder Updates:** Sequence regular project meetings with our team, clients, design teams, and building owners to share progress and address emerging building safety concerns.

We have robust reporting mechanics; If any areas onsite are found to be non-compliant, be it by the installer, building inspection, site manager or other involved or 3rd party Drywall Contracts Ltd will:

- **Incident/Non-Compliance Reporting:** Immediate reporting through a formal incident form or digital reporting platform.
- **Change Control:** Change management register (data log) with key events on a project and the process is communicated to team focussing on what constitutes a 'major and a notifiable' change and how it should be addressed.
- **Whistleblowing Channel:** Confidential channel for personnel to raise concerns about building safety without fear of retribution.
- **Corrective Action:** Investigations conducted by our Commercial manager Chris Taylor, followed by root-cause analysis and remedial action, working with involved parties.

Conducting Regular Safety Briefings and Reviews

- The DCL team join all safety briefings, including site inductions and toolbox talks. Our clients and delivery partners are invited to join our own briefings and talks and are actively encouraged to join whenever significant updates to safety regulations onsite occur.
- We engage in routine project meetings with the client to review compliance performance, capture lessons learned and implement improvements when necessary.

Escalation and Resolution of Potential Issues

- If a client's approach appears to conflict with regulatory requirements or similar industry standard, we escalate concerns through formal channels to ensure a safe and legal response is implemented before resuming work.
- Document any non-compliance issues or near-misses and collaborate with the client to establish corrective actions, supporting a culture of shared responsibility.

Risk Register

Where applicable, and if a job is identified as high risk, we create a risk register (based on FIS Risk Management tools) to identify risks that would impact compliance and safety

3 Premier Court Boarden Close, Moulton Park Northampton NN3 6LF	Building Safety Compliance Policy Statement	
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Risks include but are not limited to:

- Site storage in accordance with the manufacturer's instructions
- Quality checks at delivery
- Adherence to the supplier's installation instructions
- Damage during the construction process
- Workmanship issues
- Failure to record instructions, responses and installations at required stages.

Handover Information

- At the outset of the project agree what handover information is required to support Regulation 38 compliance and effective maintenance of the building, and ensuring that fire strategy drawings are issued detailing key points.
- Ensure this information is checked and handed over at the appropriate contractual point.

Competency Management and Training

We maintain a Competency Management Framework to ensure our employees and operatives have the right Skills, Knowledge, Experience, and Behaviours required to carry out their duties in a legal and safe manner. This includes:

1. **Competency Matrix:** Documenting the roles and required qualifications/certifications (e.g., NVQs, CSCS, or other trade-specific accreditations).
2. **Clear job description and scoping documents:** Ensuring individuals are clear on their individual responsibilities and supervisory protocols
3. **Training Plans:** Annually reviewed role-specific training plans covering Building Safety Act principles, site safety, and best practices.
4. **Performance Assessments:** Regular appraisals and site audits to verify ongoing competency.
5. **Behavioural Codes of Conduct:** Reinforcing a safety-first culture and proactive compliance mindset.

DCL conducts periodic refresher training, safety toolbox talks, and site briefings, whenever there are significant regulatory updates or industry best practice developments, in line with industry Best Practice Documents and relevant guidelines.

We also verify the organisational capability or individual competency of third-party contractors and supply chain partners by:

- **Pre-Qualification:** We make use of our DCL issue Subcontractor competence questionnaires to evaluate and approve contractors before engagement.
- **Continuous Monitoring:** Ongoing reviews of performance, including site inspections, documentation checks, and confirmation of qualifications.
- **Corrective Action Process:** In cases of non-compliance, we require corrective measures and may suspend or terminate contracts if critical non-compliance issues

3 Premier Court Boarden Close, Moulton Park Northampton NN3 6LF	Building Safety Compliance Policy Statement	
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arise. We make use of Non conformance reports to ensure that these issues are documented.

Roles and Responsibilities

- **Managing Director /Commercial Manager Responsible for Building Safety:** Oversees implementation, updates policies, ensures resources are allocated, provides technical advice.
- **Project Managers / Site Managers:** Day-to-day responsibility for enforcing policy requirements and maintaining site compliance.
- **Health & Safety Advisors:** Conducts training, and coordinate audits.
- **Operatives (All Trades):** Follow site rules, attend training, report any concerns or non-compliance, and maintain required competencies.

Individual Competence Records

Trade Workers

- **Skills (Qualifications):**
 - ☐ Valid CSCS card (or equivalent recognised scheme).
 - ☐ Relevant NVQ Level 2 (or higher) for general where possible for site specific tasks or working towards
 - ☐ Competence checked routinely
- **Occupational Works Supervisors**
 - ☐ Valid CSCS card (or equivalent recognised scheme).
 - ☐ Relevant NVQ Level 3 (or higher) Supervisor qualification or working towards
 - ☐ SSSTS or equivalent qualification
 - ☐ Encouraged to attend relevant manufacturer training.
- **Site Supervisors and Managers**
 - ☐ Valid CSCS card (or equivalent recognised scheme).
 - ☐ Relevant NVQ Site Supervisor Qualification or working towards
 - ☐ SMSTS or equivalent qualification

All records checked are stored on a cloud based system

Ongoing Monitoring and Review

We are at the cutting edge of the Interiors Industry and pride ourselves on staying current and compliant. Our Memberships with organisations such as FIS have helped us to stay up to date on new developments and we have several processes that support our efforts:

3 Premier Court Boarden Close, Moulton Park Northampton NN3 6LF	Building Safety Compliance Policy Statement	
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- **Internal Audits:** Moving forward we will we review and assess our compliance with the Building Safety Act and BuildUK Common Assessment Standard criteria. annually
- **Management Reviews:** Moving forward we will implement Biannual reviews with senior management to evaluate policy effectiveness and compliance trends.
- **Third-Party Assessments:** We welcome external audit or accreditation bodies, such as Constructionline and FIS, to verify compliance, ensuring transparency and continuous improvement.

Sign-Off and Policy Approval

This Compliance Policy Statement is approved by Drywall Contracts Ltd and shall be reviewed and updated on an annual basis or sooner if there are significant legislative or organizational changes.

- **Managing Director / Director Responsible for Building Safety**



Jon Jacznik

Managing Director

Date: 30/01/2026

Appendix / Supporting Documents

1. [BuildUK Common Assessment Standard](#)
2. [FIS Best Practice Documents](#)
3. [FIS Introduction to the Golden Thread](#)
4. [FIS Introduction to the Building Safety Act](#)
5. [FIS Sector Guide to Competency Management Plans](#)
6. [FIS Integrated Management Standard and Risk Management Toolkits](#)

Internal Company Procedures : Health & Safety Policy, Quality Manual, Training Matrix