

Building Safety Act Policy

I. BSA and how TB+A will comply with our statutory duties

Troup Bywaters + Anders LLP (TB+A) understands the importance of the BSA and is committed to the new regime. This document sets out the processes and procedures that TB+A has in place to reflect our statutory duties under the BSA.

Policies, Procedures, Systems and Resources

We have a series of policies through our Integrated Management System (IMS). We take safety extremely seriously and Health & Safety is central to our thinking, approach and application. Our partners have been involved with the evolution of the Building Safety Act including consultation, involvement in industry working groups and development of the tools that are needed to drive through change in our industry.

Our Managing Partner sits on the Chartered Institute of Building Services Engineers (CIBSE) Working group developing the Building Services industry's response to the Dame Judith Hackitt recommendations and the primary and secondary legislation. This demonstrates our understanding and expertise and that we are committed to support (and have already supported) the Building Safety Act.

We have an Integrated Management System to ISO 9001, 14001, 45001 and 19650 that defines how projects are to be undertaken which include Gateways at each design stage where the basis of the design is reviewed – to see that the fire strategy is clearly defined and agreed, that systems are accessible and maintainable, and that interfaces are not overly complex. Adherence to Project Gateways is fundamental to successful outturn and project control.

These are documented and a Design Certificate process implemented that summarises where the project is at, the basis of design, any outstanding queries or information for sign off prior to moving to the next stage. Peer reviews are undertaken with senior involvement where TB+A study and critique the design at key stages. This demonstrates that we have the correct processes in place to ensure that the quality of work carried out is to an acceptable standard.

We also have access to the following key resources: TB+A internal guidance notes, CPD's and technical library suite (online).

2. TB+A's knowledge and experience as designers

We have a proven track record of working as an engineer on a range of projects for 66 years. Throughout this time, health and safety and compliance with Building Regulations have been paramount.

Furthermore we have worked through CIBSE on the knowledge, skills and behaviours (KSBs) of engineers in conjunction with the Engineering Council. We implement this throughout all projects not just those designated as Higher Risk Buildings. We helped develop the Engineering Council's UKSPEC 4.0 HRB that summarises the measures of Competence for the Engineers at each grade.

This Strategic Leadership has ensured that we have the knowledge and awareness of latest thinking and requirements to be implemented throughout the industry.

We have a diverse portfolio of projects across many built environment sectors which help us to maintain cross-sector learning and development.

Our whole-life services extend to the strategic asset management and facilities management gives us an appreciation of the key areas of safety, access, plant removal strategies etc for maintenance and operation.

3. TB+A's competency as an organisation and of its employees

We are competent both as an organisation, and with our individuals we employ. As above, as an organisation, we have organisational capability to perform our duties as a designer under the BSA. We use a pro forma PAS 8760 checklist, which we tailor and complete for every project to satisfy ourselves that we are competent. Our Constructionline certification, which meets the requirements of the 'standard construction' and 'HRB' question sets, along with the CIBSE Endorsed Organisation [currently working towards] requires exceptional standards and a commitment to the principles of best practice and professionalism. This further demonstrates our competency and capability as an organisation.

Roadshows have also been undertaken within our organisation to raise awareness and look at specific examples of approaches to fire safety in buildings – the roadshows were presented by Partners and our Learning & Development Advisor. Importantly we have been emphasising the criticality of seeking clarity of fire strategy and calling out poor practice or errors where they are seen – addressing one of the key findings of the Grenfell Report.

We also maintain the competence of our individual employees and ensure they have the skills, knowledge, experience and behaviours necessary for their relevant role. This is reflected in our recruitment processes and the way we assign work.

We have also focused our Learning & Development of our people through competence pathways – our L&D Advisor has developed through consultation our TB+A KSBs that are the overarching knowledge, skills and behaviours to be demonstrated by everyone in our partnership. These are themed in Safety, Sustainability, Technical Delivery and Communication. We require our people to complete qualitative and quantitative study through CPD in utilising these competence pathways.

Our senior management are involved in day to day training and mentoring of our teams passing the knowledge and experience as people develop through their career.

As an Investors in People Platinum accredited employer, we invest significantly in mentoring, training and support for our people. This mentoring and training ensures that our employees are suitably competent and experienced for their roles. We also ensure that our employees develop their competence and experience through on-the-job training, site experience, mentoring and shadowing engineers. We actively review our people's development through their personal reviews. Our apprentices and trainees have a training mentor and T&D pathway mentor aligning with the journey to Chartership.

We assess competency on a project-by-project basis, and moving forward we will maintain a record of competency for each project we are involved in. Individuals' competency records will be reviewed by the project lead at the outset of a project to ensure that the appropriate personnel are allocated to the project in question.

We ensure that our employees are provided with the correct tools and materials for their role – an example being our investment in Revit software and training. This ensures that we use the correct resources (although this does not relate to any physical materials).

We also require our subconsultants to provide evidence and confirmation of their competency and we review this on a regular basis through a professional competency register, which is held by our HR department and kept private to our business due to confidentiality reasons. Finally, we have a TB+A competency framework/ guidance note which is held internally and describes the knowledge, skills and behaviours generally required at TB+A. This is in conjunction with the UKSpec 4+ HRB version published by the Engineering Council, and also with our personal development review forms.

4. TB+A's history regarding sanctions

No serious sanction has occurred in relation to TB+A within the past five years prior to the date of this policy. As set out under the Building Safety Act, serious sanction means:

- + the issue of a compliance notice which referred to contravention or likely contravention of a requirement of Part A (structure) or Part B (fire safety) of Schedule 1 of the Building Regulations;
- + the issue of a stop notice;
- + the conviction of any offence under the Act, the Health and Safety at Work etc. Act 1974, the Building Act 1984, or the Regulatory Reform (Fire Safety) Order 2005; or
- + the finding under a report published by an inquiry under the Inquiries Act 2005 that any action or inaction resulted in one or more deaths or was likely to have been a contravention of any requirement of the Act, the Building Act 1984, the Health and Safety at Work etc. Act 1974, the Regulatory Reform (Fire Safety) Order 2005, or Part A (structure) or Part B (fire safety) of Schedule 1 of the Building Regulations.

5. TB+A's approach to projects

Establishing team responsibilities from the outset and avoiding ambiguity is key and we often use the BSRIA BG6 and its proforma, which is a platform that sets the required detail for each RIBA gateway and responsibilities of all members of the project team through design and construction. We input this into the Design Responsibility Matrix to identify where roles and responsibilities sit around the team.

We tend to input the following on our projects:

Achieve compliance with the Building Regulations;
Implement a clear change control process through the project;
Help to bring all information together in a single place; and
Reflect the Fire Strategy through the design documents with performance specifications and details for finalisation of design, testing and certification by the specialist contractors.

By embedding safety from the highest level in our partnership we provide the strategic leadership and management needed for the successful delivery of a project.

We will also use a checklist in relation to each project to ensure that each phase/ duty is being met, i.e., whether we have confirmed that the client is aware of its duties, whether we have confirmed that our subconsultants are competent, etc. Finally, we will ensure the efficient storage and retention of information in relation to a specific project so that this is accessible during the project and once practical completion has been achieved.

We also aim to alleviate the risks of mitigation and control the functionality of fire protection technologies and systems by stipulating performance criteria based on the Fire Strategy (by others) and liaising with the specialist design contractors for these elements.

Signed: James Campbell – Managing Partner

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