

VERAXUS LTD OFFICIAL POLICY

BUILDING SAFETY ACT COMPLIANCE POLICY

A practical policy for accountable, competent and records-led construction and refurbishment delivery under modern building safety expectations.

DOCUMENT CONTROL

Company	Status	Effective date / review
Veraxus Ltd	Approved	Effective: 08 May 2026 Next review: 08 May 2027, or earlier if required

POLICY AT A GLANCE

<p>Accountable delivery Veraxus Ltd assigns and communicates practical responsibilities for planning, coordination, supervision, information control and escalation.</p>	<p>Competent work Work is allocated to people and organisations with suitable skills, knowledge, experience, behaviours and organisational capability.</p>
<p>Controlled information Project records, instructions, changes, risk information and evidence are kept in a clear, usable and proportionate form.</p>	<p>Safety-led decisions Programme, cost, procurement and change decisions must not knowingly undermine compliance, building safety or client assurance.</p>

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Controlled copy note: This document may be issued as a controlled PDF for client assurance, tender submissions, website download, internal governance and professional stakeholder review. Where a later signed copy is issued, the later signed copy takes precedence.

Plain language summary: Veraxus Ltd aims to plan work properly, appoint competent people, communicate clearly, keep useful project records and escalate building safety concerns before they become uncontrolled risks.

Document use: This policy is intended for internal governance, client assurance, tender submissions, website publication and project-readiness evidence. It should be read alongside project-specific appointments, contracts, building control requirements and professional advice where those apply.

Publication note: A plain-language website summary may be used for visitors, but this electronically approved policy remains the controlled reference document for formal client, tender and governance use.

1. INTRODUCTION

1.1 Safety-led project culture: Veraxus Ltd is committed to delivering construction and refurbishment works in a safe, responsible and compliant manner. Building safety is treated as part of project discipline, not as a separate paperwork exercise.

1.2 Accountability and proportionate control: The company recognises that the Building Safety Act 2022 and related regulatory changes strengthen expectations for accountability, competence, information management, risk control and transparent decision-making across the construction sector.

1.3 Practical application: Veraxus Ltd applies this policy in a proportionate way across its own role, project scope, appointment terms, building type, jurisdiction and client requirements. Where specialist regulated obligations apply, the company will seek appropriate professional, building control, design, legal or compliance support.

1.4 Company position: Veraxus Ltd does not assume a regulated dutyholder, principal designer, principal contractor, accountable person or higher-risk building role unless formally appointed and competent to do so for the specific project.

2. PURPOSE OF THIS POLICY

The purpose of this policy is to set a clear framework for how Veraxus Ltd recognises, plans, manages, records and escalates building safety matters during construction and refurbishment work.

- **Legal awareness:** support awareness of the Building Safety Act 2022, Building Regulations 2010 as amended, dutyholder duties and higher-risk building procedures where relevant.
- **Client assurance:** show clients, principal contractors, public sector buyers, advisers and stakeholders that building safety is considered in project planning and delivery.
- **Operational control:** embed practical controls for competence, site discipline, information sharing, change management, risk escalation and documentation.
- **Tender readiness:** support proportionate compliance evidence for commercial, landlord, insurance, public sector and higher-value construction opportunities.
- **Continuous improvement:** allow Veraxus Ltd systems to develop as the company grows and as regulatory expectations evolve.

Policy position: This policy forms part of Veraxus Ltd wider compliance framework and should be read alongside health and safety, CDM, fire safety, quality, environmental, data protection, contract and project-specific requirements.

3. SCOPE AND OPERATING CONTEXT

3.1 Business context: Veraxus Ltd is a construction and refurbishment contractor delivering commercial and residential works. The business operates with a lean, director-led structure, direct oversight, subcontractor/supplier coordination and documentation-led project control.

3.2 Experience context: The company approach is informed by exposure to larger project environments, coordinated delivery, disciplined site management, client communication and structured compliance systems. Veraxus Ltd does not claim principal ownership of historic third-party developments unless specifically evidenced.

3.3 Jurisdiction note: This policy is written primarily around the England building safety and building regulations regime. Where projects are carried out in Wales, Scotland or Northern Ireland, Veraxus Ltd will check the applicable local building control, fire safety and construction requirements.

4. REFERENCE BASIS AND GUIDANCE ALIGNMENT

This policy has been aligned with official and recognised sources in a practical, non-academic way. The references below inform the policy controls, but project-specific law, appointments, contract terms and building control requirements must still be checked for each job.

Reference / guidance	How it informs this policy
Building Safety Act 2022	Strengthens building safety accountability and supports the wider regulatory framework for higher-risk buildings, dutyholders, competence and oversight.
Building Regulations 2010, as amended	Sets requirements for building work and the dutyholder and competence framework now relevant to clients, designers, contractors, principal designers and principal contractors.
GOV.UK / BSR: Design and building work - meeting building requirements	Official guidance on duties and competence requirements for clients, designers and contractors carrying out design and building work.
GOV.UK / BSR: Building control approval for higher-risk buildings	Official guidance on when Building Safety Regulator approval is required, who applies, and how higher-risk building work is managed.
GOV.UK / BSR: Golden thread guidance	Guidance on managing and storing required information about higher-risk buildings in a secure, usable, digital and accessible form.
CDM Regulations 2015 and fire safety legislation	Relevant where project health and safety, construction coordination, fire precautions, existing buildings, residents, occupied premises or access/egress risks apply.

Guidance alignment note: The policy is intended to show proportionate operational control. It does not replace formal building control approval, statutory notices, project-specific dutyholder appointments, professional design responsibility, fire safety assessments or legal advice where those are required.

5. KEY DEFINITIONS

Term	Meaning in this policy
Building safety	The management of fire, structural, construction, regulatory and information risks that may affect safe design, construction, refurbishment, occupation, maintenance or future use of a building.
Relevant requirements	Applicable requirements under building regulations, building control approvals, project specifications, statutory obligations, client instructions and competent design information.
Dutyholder	A person or organisation with legal responsibilities under building regulations or related regimes, such as client, designer, contractor, principal designer or principal contractor.
Higher-risk building	In the England regime, generally a building that is at least 18 metres high or has at least 7 storeys and contains at least 2 residential units, or is a hospital or care home, subject to detailed criteria.
Golden thread	The required, reliable and usable body of information needed to understand the building and manage building safety risks, especially for higher-risk buildings.
Competence	The appropriate skills, knowledge, experience and behaviours, supported by organisational capability where an organisation is appointed.

6. BUILDING SAFETY PRINCIPLES

<p>6.1 Accountability</p> <p>Responsibilities are identified, communicated and escalated. Decisions affecting compliance, cost, programme, sequencing and risk should be recorded where they are material.</p>	<p>6.2 Competence</p> <p>People and organisations are selected for the task they are asked to perform, with suitable supervision and support where competence is developing.</p>
<p>6.3 Cooperation and communication</p> <p>Veraxus Ltd supports clear communication between clients, principal contractors, designers, subcontractors, suppliers, building control and other relevant project parties.</p>	<p>6.4 Risk awareness</p> <p>Site conditions, existing building constraints, access arrangements, sequencing, resident/occupier interface, fire safety and material/product risks are considered before and during work.</p>
<p>6.5 Compliance-led delivery</p> <p>The company aims to deliver work in line with relevant requirements, project information, specifications, approvals and safe systems of work.</p>	<p>6.6 Evidence and continuous improvement</p> <p>Records are kept at a level proportionate to the project. Lessons learned are used to improve procedures, tenders, RAMS, supplier checks and handover information.</p>

7. DUTYHOLDER AWARENESS

Veraxus Ltd recognises that dutyholder responsibilities depend on project role, appointment, building type, jurisdiction, design responsibility and whether the project involves higher-risk building work. The company will not rely on assumptions where dutyholder status is unclear.

Role	Veraxus Ltd awareness position
Client	Makes suitable arrangements, appoints competent parties, provides relevant building information and, for higher-risk building work, manages the Building Safety Regulator approval process.
Designer / Principal Designer	Controls or coordinates design compliance, shares information, manages design risks and supports compliance with relevant requirements.
Contractor / Veraxus role	Plans, manages and monitors its work, cooperates with others, provides supervision/instruction/information, and raises concerns where work may affect compliance.
Principal Contractor	Plans, manages, monitors and coordinates building work, controls contractor interfaces, manages information flow and should not accept non-compliant building work.
Building Control / BSR	Approves or oversees building control matters depending on building type and jurisdiction. BSR is the building control authority for in-scope higher-risk building work in England.

Appointment control: Before accepting an appointment, Veraxus Ltd will check the scope, role, competence expectations, insurance position, design responsibility, information requirements and escalation route. Any regulated role must be accepted clearly and in writing.

8. HIGHER-RISK BUILDING TRIGGERS

Higher-risk building work carries additional procedural, information and approval expectations. Veraxus Ltd will apply an early trigger check where the project may involve a higher-risk building, high-rise residential building, hospital, care home, major refurbishment, external wall works, passive fire measures, layout changes, escape routes or remediation works.

Trigger area	Veraxus Ltd control
Height / use trigger	Check whether the building is at least 18 metres high, has at least 7 storeys, contains at least 2 residential units, or is a hospital or care home.
Existing HRB work	Check whether the work is on an existing higher-risk building and whether BSR approval, category classification, evidence or project-specific documentation is required.
Change trigger	Check whether work changes the internal layout, number of storeys, number of units, external dimensions, staircases, escape routes, active or passive fire measures, or common parts.
Information trigger	Confirm what building information, surveys, design documents, product data, compliance evidence, records and handover information must be captured.
Approval trigger	Do not start work that requires building control approval until the required approval route is confirmed by the client, principal dutyholder, building control body or BSR as applicable.

Higher-risk building caution: If a project may be in scope, Veraxus Ltd will ask for clear confirmation of the building status, appointed dutyholders, approval status, change control process, mandatory occurrence route, golden thread requirements and stop-work rules before proceeding.

9. COMPETENCE AND ORGANISATIONAL CAPABILITY

Competence is fundamental to building safety. Veraxus Ltd considers competence at both individual and organisational level and recognises that confidence, price or availability is not a substitute for capability.

- **Assessment before appointment:** experience, technical understanding, qualifications where applicable, insurance, supervision arrangements, past performance and ability to work safely.
- **Supervision and instruction:** workers and subcontractors must receive sufficient information, instruction and oversight for the work they carry out.
- **Specialist limitations:** specialist design, structural, fire, M&E, asbestos, façade, building control or legal matters must be referred to competent specialists where required.
- **Evidence of competence:** training records, certificates, RAMS, method statements, trade evidence, product familiarity, portfolio evidence and credible experience may be requested or retained.
- **Honesty about limits:** Veraxus Ltd and its subcontractors must not overstate competence or accept roles that require capability they do not possess.

10. PROJECT PLANNING AND COORDINATION

Building safety should be considered before work starts, not added at the end. Veraxus Ltd uses planning, sequencing, communication and document control to reduce avoidable risk.

<p>Scope review</p> <p>Review the scope, drawings, specifications, surveys, assumptions, exclusions, access constraints and approval status before mobilisation.</p>	<p>Sequencing</p> <p>Consider interfaces with other trades, occupied premises, escape routes, noisy works, temporary protection, deliveries, curing times and handover.</p>
<p>Coordination</p> <p>Clarify who controls the site, who issues instructions, who approves changes, who manages design information and who receives safety concerns.</p>	<p>Resource planning</p> <p>Allocate suitable time, supervision, labour, materials, specialist support and documentation effort so compliance is not undermined by rushed delivery.</p>
<p>Pre-start checks</p> <p>Confirm RAMS, induction, welfare, access, permits, power, isolation, asbestos information, fire precautions and resident/client communication as applicable.</p>	<p>Handover thinking</p> <p>Identify early what evidence, O&M information, photographs, product data, guarantees, test results or completion records will be needed.</p>

11. INFORMATION MANAGEMENT

Reliable information helps clients, designers, principal contractors, subcontractors and building control bodies understand what has been planned, instructed, changed, installed, inspected and handed over.

Record type	Control expectation
Project information	Scope documents, drawings, specifications, surveys, site photographs, client instructions, change records, RFI/clarification records and handover documents.
Decision records	Material compliance decisions, substitutions, hidden defects, sequencing changes, risk escalations and client/principal contractor instructions should be recorded proportionately.
Golden thread support	Where higher-risk building requirements apply, Veraxus Ltd will support the appointed dutyholders by providing required information in a clear, secure and usable format.
Document control	Records should be named, dated, stored securely, issued to the right parties and protected against loss, unauthorised alteration or informal uncontrolled revision.
Digital and data care	Where records include personal data, photographs or sensitive site information, the Veraxus Data Protection Policy and project confidentiality requirements also apply.

12. RISK IDENTIFICATION AND CHANGE CONTROL

Risks and changes must be visible, discussed and controlled. Veraxus Ltd expects personnel and subcontractors to stop, ask and escalate where continuing work could create unsafe, defective or non-compliant outcomes.

Area	Examples	Control response
Existing building risk	Hidden defects, structural concerns, fire stopping gaps, damp, asbestos information gaps, unknown substrate, services, occupied areas.	Survey, photograph, isolate where needed, notify the client/principal contractor and agree the safe instruction route before proceeding.
Design or compliance concern	Unclear drawings, conflicting specification, unsuitable product, missing approval, access or escape issue, fire safety concern.	Raise an RFI/clarification, seek competent advice and avoid informal changes to safety-critical details.
Programme pressure	Requests to accelerate works, overlap incompatible activities, skip inspection, use unsuitable alternatives or cover work before approval.	Record the concern, explain the risk and refuse unsafe or non-compliant shortcuts.
Change or variation	Instruction to change product, location, sequence, specification, quantity, protection, access or handover requirement.	Confirm scope, time, cost, compliance effect and approval route in writing before implementing material changes.
Mandatory occurrence awareness	For in-scope higher-risk building work, certain safety occurrences may require notices/reports through the appointed dutyholder system.	Follow the project mandatory occurrence route where applicable and notify the relevant dutyholder promptly.

Change control principle: A change that looks small commercially may be significant for building safety if it affects fire performance, structure, escape, compartmentation, services, materials, future maintenance or statutory evidence.

13. SITE CONTROL, QUALITY AND MATERIALS

13.1 Site discipline: Work areas must be kept organised, controlled and supervised. Access, storage, protection, waste, welfare, temporary works, fire precautions, tools, power and live-environment interfaces must be managed proportionately.

13.2 Quality control: Veraxus Ltd will use appropriate inspections, photographs, checklists, hold points, client sign-offs and snagging records to support compliant and evidence-based delivery.

13.3 Materials and products: Materials, systems and substitutions should be suitable for the intended use, obtained from appropriate suppliers and supported by relevant data sheets, certification, installation guidance or warranties where required.

13.4 Non-compliant work: Veraxus Ltd will not knowingly cover, accept or hand over work where a material safety, quality or compliance concern remains unresolved.

14. SUPPLY CHAIN RESPONSIBILITY

Suppliers and subcontractors form part of the practical building safety control system. Veraxus Ltd expects supply chain partners to communicate honestly, work within competence limits and provide evidence requested for compliance, quality and handover.

Subcontractor checks	Supplier checks
Capability, insurance, competency evidence, RAMS, past performance, supervision needs and ability to meet client/project requirements.	Product suitability, technical data, lead times, warranties, certification, batch information and substitution controls.

<p>Instructions and communication</p> <p>Subcontractors receive relevant drawings, scope, RAMS, access constraints, quality expectations and escalation contacts.</p>	<p>Evidence requirements</p> <p>Photographs, completion notes, certificates, commissioning evidence, delivery tickets, datasheets and sign-off records where applicable.</p>
<p>Interface awareness</p> <p>Subcontractors must consider how their works affect other trades, existing buildings, residents, fire routes, finishes and future maintenance.</p>	<p>Non-circumvention of controls</p> <p>Cost, time or availability pressures must not be used to bypass competence, approval, quality or safety controls.</p>

15. REPORTING AND ESCALATION

Safety, quality and compliance concerns must be reported promptly. Early escalation protects the project, client, building users and Veraxus Ltd.

Scenario	Required response
Immediate danger	Stop the affected activity if safe to do so, secure the area, warn affected persons and contact site management or emergency services where necessary.
Building safety concern	Notify the Veraxus Director/site lead and the relevant client, principal contractor, principal designer or dutyholder route.
Design/specification concern	Raise an RFI or written clarification and request competent confirmation before proceeding with affected work.
Hidden defect or site discovery	Photograph, record location, protect the area and obtain instruction before covering or altering the condition.
Client/principal contractor instruction	Confirm any material verbal instruction in writing, especially where it affects compliance, time, cost, risk, access or handover evidence.

16. TRAINING AND AWARENESS

Veraxus Ltd will maintain practical building safety awareness proportionate to its role, project complexity and business scale. Awareness may be delivered through management briefings, inductions, toolbox talks, RAMS communication, supplier/subcontractor instructions and project-specific briefings.

- **Core awareness:** building safety culture, dutyholder responsibilities, stop/ask/escalate expectations and the difference between CDM safety duties and building regulations compliance duties.
- **Project awareness:** site-specific risks, existing building information, HRB triggers, fire/structural concerns, access, occupation, programme and handover evidence requirements.
- **Role awareness:** what Veraxus Ltd has been appointed to do, what it has not been appointed to do, and when design, fire, structural, M&E or building control advice is required.
- **Record awareness:** why photos, instructions, change records, product evidence, sign-offs and handover documents matter for client assurance and future building safety.

17. PUBLIC SECTOR, HIGHER-VALUE AND HRB PROJECT READINESS

Veraxus Ltd recognises that public sector, landlord, commercial, insurance and higher-value projects often require greater procedural discipline and clearer evidence. The company will scale its systems to suit the project rather than relying on informal site practice.

Stage	Readiness control
Tender stage	Clarify role, scope, design responsibility, approvals, HRB status, programme, constraints, evidence requirements, exclusions and assumptions.
Pre-contract stage	Agree communication routes, dutyholders, building control status, insurance, RAMS, quality plan, documents, change control and handover expectations.
Delivery stage	Manage coordination, supervision, site records, inspections, materials, variations, risk escalation and client/principal contractor reporting.
Handover stage	Provide completion evidence, photographs, warranties, product data, O&M information, snagging closure and any agreed golden thread support records.
Aftercare stage	Retain relevant records, support reasonable queries and feed lessons learned into future procedures and tender evidence.

18. MONITORING AND CONTINUOUS IMPROVEMENT

Building safety compliance is an evolving area. Veraxus Ltd will review this policy and related procedures to keep them practical, proportionate and suitable for the company work profile.

- **Periodic review:** policy and procedures reviewed at least annually or earlier where required.

- **Operational learning:** lessons from site delivery, near misses, client feedback, tender feedback, inspections, disputes and handover are considered.
- **System development:** forms, registers, RAMS, supplier checks, evidence logs and handover packs may be updated as the business grows.
- **Regulatory updates:** changes to building safety law, Building Safety Regulator guidance, building regulations, public procurement standards or client requirements may trigger review.

19. POLICY REVIEW

Review item	Control position
Standard review cycle	Annually, with the next scheduled review on 08 May 2027.
Early review triggers	Legislative change, regulatory guidance updates, new dutyholder appointments, HRB project involvement, serious incident, client requirement, insurance requirement, tender requirement or material operational change.
Responsible ownership	Directors retain overall responsibility for ensuring the policy remains suitable for Veraxus Ltd operations.
Controlled update method	Any future update should be issued as a replacement controlled policy rather than informal amendment to the signed approval section.

20. DECLARATION AND ELECTRONIC APPROVAL

This Building Safety Act Compliance Policy is approved by Veraxus Ltd and applies across relevant company operations. It supports responsible construction and refurbishment delivery, client assurance, tender readiness, internal governance and professional standards.

Application area	Approval meaning
Company governance	The policy sets the expected standard for building safety awareness, planning, competence, communication, records and escalation.
Client and tender assurance	The policy may be issued to clients, advisers, contractors, portals and stakeholders as evidence of controlled building safety awareness.
Operational use	Personnel should use this policy when planning works, coordinating subcontractors, managing records, reviewing changes and escalating concerns.
Future improvement	The policy will be reviewed as systems, records, legal duties, tender requirements and operations develop.

Approval statement: Approved and signed electronically on behalf of Veraxus Ltd. This document has been electronically approved and signed by the Director of Veraxus Ltd. The typed signature below is intended to authenticate and approve this document on behalf of the company.

Approval item	Detail
Name	Alex Stefan
Position	Director
Signature	Alex Stefan
Date	08 May 2026
Document status	Approved
Next review	08 May 2027, or earlier if required

Final control check	Expected standard	Practical meaning
Complete document	Issue as a complete PDF.	The policy wording, approval, review status and controlled copy notes remain together.
No informal edits	Do not alter issued copies informally.	Future updates should replace the controlled policy in full.
Project limits	Check project-specific duties.	This policy does not replace statutory approvals, formal appointments, professional advice or client-specific procedures.
External issue	Use for tenders and assurance.	The signed PDF is the formal reference document where evidence of policy governance is needed.

Completion note: This policy has been prepared as a formal, electronically approved document for controlled use by Veraxus Ltd.