

BSA Contractors Guidance

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The Building Safety Act 2022

The Building Safety Act 2022 (BSA), along with secondary legislation, introduces new obligations for individuals and organisations involved in the design, construction, and management of Higher-Risk Buildings (HRBs). It also implements new Duty Holder and competence requirements for all buildings, not only HRBs. These new responsibilities are in addition to the existing duties outlined in the Construction (Design and Management) Regulations 2015 (CDM) even though the terminology is similar in places. It is anticipated that the new Duty Holders can be the same as those with the health and safety responsibilities under CDM, but they will be required to be competent and demonstrate the appropriate skills, knowledge, experience, and behaviours to undertake their roles under the BSA and Building Regulations.

Contractors & Designer Competency Overview

The BSA also established the Building Safety Regulator (BSR) as the new regulatory body responsible for overseeing the safety and performance of buildings throughout their lifetime, with responsibilities commencing at the design stage and continuing during occupation.

All Contractors and Designers (whether TW employees or external companies and individuals) are required to demonstrate their competence under the BSA and the Building Regulations, in addition to the CDM Regulations. Therefore, during their appointment and as a Duty Holder in relation to design or building work, several key steps must be taken to ensure compliance and safety:

Competence Requirements: Contractors must demonstrate they have the necessary skills, knowledge, experience, and behaviours to carry out their work safely and effectively. This includes having relevant professional qualifications, accredited training, and appropriate work experience for their specific activities.

Organisational Capability: Contractors and Designers which are organisations (as opposed to individuals e.g. sole traders/professionals) must demonstrate their organisational capability to manage and execute building work and design work in accordance with all relevant safety requirements and building regulations, including BSA & CDM.

Evidence of Competence: The BSR requires Duty Holders to provide evidence of how they establish and maintain competence. This evidence can include records of training, qualifications, and previous work experience.

Transparency in Procurement: The procurement process should be transparent and fair, ensuring that all potential contractors are assessed proportionately based on their competence.

Ongoing Compliance: Contractors must continuously demonstrate that they meet the competence requirements throughout the duration of their work on a project, with effective systems in place. If they cease to satisfy the competence requirements the PC or PD must be notified. Where the person ceasing to be competent is the PC or PD, the Client must be notified. Notice must also be given to the Relevant Authority if a change of Duty Holder occurs any time after an application for building control approval is made or a building notice is given, and the Golden Thread must be updated.

Contractor & Designer Due Diligence - SMAS

All Contractors and Designers undertaking work for TW must demonstrate they have the necessary competence and resources required to effectively manage BSA Duty Holder requirements and Health and Safety related to their activities. This requirement varies depending on the nature of the work (often referred to as a Stage 1 assessment). No Contractor or Designer is allowed to tender for work unless they have completed the necessary SMAS assessment, including the additional Taylor Wimpey BSA Module. Contractors and Designers must demonstrate their competence by:

- Completing the necessary SMAS accreditation for the type of work and Duty Holder role, including the additional TW BSA SMAS competency module, which is an extra module beyond the standard SMAS requirements.
- Updating their SMAS accreditation annually.

During the Contractor's annual SMAS update, Contractors will be required to provide their BSA Management arrangements as part of a separate BSA module. The BSA module will be split into two strands:

- Strand A – General Construction
- Strand B – Higher-Risk Buildings (HRBs)

Strand A – Covers the competencies required for all types of construction activities, ensuring that fundamental safety standards are maintained across a wide range of projects. This strand addresses the essential behavioural competencies, risk management, and communication practices that apply to projects of varying complexity. It serves as the foundation for safety, helping Developers implement the core requirements of BS 8670-1 across general construction activities.

Strand B – Focuses on the specific needs of HRBs, including structures like HRBs over 18 Metres or 7 Storeys, as well as care homes and student accommodations. These projects carry additional Safety challenges that require enhanced measures for fire safety, structural stability, and management of safety information. Strand B builds on the core competencies of Strand A, ensuring that customers can meet the stricter requirements for HRBs with clarity and confidence.

Competency Matrix

Skills

The Contractor must ensure their Tradespersons have the necessary skills to undertake the task and are proficient in the techniques specific to the project, therefore, the Contractor must assess each work activity to ensure competency of tradespersons. This must be recorded. Records can be in a training matrix format, or an individual trade competency assessment.

The Contractors Tradespersons must:

- be competent in using tools and machinery safely
- have the ability to read and interpret drawings to have a clear understanding of specific requirements
- have a detailed knowledge of building regulations specific to the works to be undertaken

These must be recorded. Records can be in a training matrix format, or an individual trade competency assessment.

Knowledge

The Contractor must ensure their Tradespersons have a clear understanding of the BSA and its implications for construction work. Contractors can achieve this by briefing their operatives on the Taylor Wimpey BSA Manual or other industry-approved publications. This must be recorded. Records can be in a training matrix format, or an individual trade competency assessment.

The Contractor must ensure their Tradespersons have a clear understanding and familiarity with fire safety and structural integrity requirements e.g. Fire Barriers and Fire Door Installations. Training, including product-specific training and briefings, must be recorded. Records can be in a training matrix format, or an individual trade competency assessment.

The Contractor must ensure their Tradespersons have a clear understanding and Awareness of materials and their properties to ensure correct storage, handling, and installation. Training, including product-specific training and briefings, must be recorded. Records can be in a training matrix format, or an individual trade competency assessment.

Experience

The Contractor must review the competency and experience of their Tradespersons and record the following information within their individual assessment:

- Minimum of [X] years of experience (specify the number based on project requirements)
- Description of previous work experience e.g. housing development, or on HRBs or similar projects
- Experience and ability in collaborating with other trades and professionals on-site

Training and Certifications

The Contractor must review the competency and experience of their Tradespersons and record the following information within their individual assessment, note, that this information must be included within a training Matrix:

- Completion of accredited training programmes e.g. NVQ; City & Guilds
- Membership in trade bodies or organisations
- Ongoing professional development and training in new techniques and regulations
- Trades who do not hold formal qualifications and gained experience through 'Grandfather rights' must ensure the other elements of this assessment are complete, and the Contractor confirms they have assessed the quality of work and satisfied of the Trades individual competencies

Behaviours

The Contractor must ensure all Tradespersons have been briefed, and committed to the following:

- maintaining high quality and safety standards
- ensuring the correct installation of products and materials
- proactive approach to identifying and reporting concerns with installations, defective materials, or workmanship

Briefings must be recorded within their individual assessment, and recorded on their Training Matrix.

Assessment and Review

The Contractor must ensure the following are completed and recorded by Line Managers:

- Regular competency assessments to ensure skills and knowledge are up to date (it would be advised to undertake this assessment at least annually)
- Continuous improvement through Site Monitoring and feedback to individual Tradespersons (it would be advised this is undertaken at least monthly for Line Managers to visit the site to ensure Monitoring or workmanship)
- Documentation of competency assessments and training records (it would be advised to undertake this assessment at least annually)

The requirements must be recorded in the individual's Competency Assessment and Training matrix.

Contractor Information and Engagement

For new Sites, once Contractors have been appointed, the Contractor is required to attend a Pre-Start Meeting with the Production Management team. Additionally, the Contractor must provide the Site Manager with the following information:

CDM information

- Health and Safety Policy document
- Risk Assessments and Method Statements
- Training Matrix (e.g. face fit testing, manual handling, etc)

BSA Information

- Quality Policy/Procedures document
- Training Matrix (Product specific quality and installation training, Building Regulations briefings, or training records)

For existing Sites, Contractors are to ensure a Quality Policy/Procedures document and Training Matrix, or individual Tradesperson Assessment is available onsite by June 2025.