

POLICY NAME:	WHISTLEBLOWING	DATE:	JANUARY 2026
POLICY REVISION:	02	BY	JONATHAN CLARK
REVIEW PERIOD:	ANNUALLY	REVIEW:	JANUARY 2027



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1. AMENDMENTS AND UPDATES

ISSUE	DATE	AMENDMENT / CHANGE
FIRST	Unknown	All previous versions saved in 'Archive' server
02	Jan 2026	Template, wording and sections, part of GFS improvement process.

2. PURPOSE

The purpose of this policy is to define Glass and Framing Solutions Limited's commitment to ensure compliance with the Building Safety Act 2022 and all relevant regulations. It establishes a framework for managing safety across all projects, promoting a culture of accountability, and ensuring the safety of buildings for occupants and stakeholders.

3. SCOPE

This policy applies to:

- All employees, temporary staff, agency staff and contractors working at Glass and Framing Solutions Limited.
- All third-party suppliers, contractors, and business partners are expected to comply with the principles outlined in this policy.

4. POLICY STATEMENT

Glass and Framing Solutions Limited is dedicated to:

- Ensuring the safety and wellbeing of building occupants, workers, and the public.
- Maintaining compliance with the Building Safety Act 2022 and associated regulations.
- Establishing robust processes to identify, assess, and mitigate building safety risks.
- Promoting transparency, accountability, and a commitment to high standards in all operations.

5. ROLES AND RESPONSIBILITIES - BUILDING SAFETY RESPONSIBLE PERSON (BSRP)

- Oversee compliance with building safety regulations.
- Ensure that all safety measures are in place and effectively maintained.
- Act as the primary contact for building safety concerns and incidents.

6. ROLES AND RESPONSIBILITIES - EMPLOYEES AND CONTRACTORS

- Adhere to all building safety requirements, policies, and procedures.
- Report safety concerns or breaches promptly.
- Participate in mandatory training related to building safety.

7. KEY PRINCIPLES - RISK MANAGEMENT

- Conduct risk assessments to identify and mitigate building safety hazards.
- Document and regularly update risk registers for each project.

8. KEY PRINCIPLES - SAFETY ASSURANCE

- Implement and monitor fire safety, structural safety, and building maintenance protocols.
- Ensure that all materials and systems meet regulatory standards and project specifications.

9. KEY PRINCIPLES - RESIDENT AND STAKEHOLDER ENGAGEMENT

- Provide clear communication to residents and stakeholders about safety measures and concerns.
- Establish a process for residents to raise building safety concerns.

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10. COMPLIANCE AND RECORD KEEPING

- Maintain detailed records of safety checks, risk assessments, and compliance audits.
- Submit all required reports to regulatory bodies on time.
- Regularly review and update procedures to align with changes in building safety legislation.

11. INCIDENT REPORTING AND RESPONSE

- All incidents related to building safety must be reported immediately to the Building Safety Responsible Person.
- Investigate incidents thoroughly and implement corrective actions.
- Document incidents and share findings with relevant stakeholders to prevent recurrence.

12. TRAINING AND AWARENESS

- Provide training to all employees, contractors, and subcontractors on building safety regulations and best practices.
- Ensure ongoing professional development to stay updated on the latest standards and legislation.

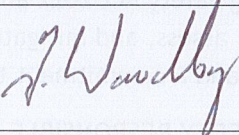
13. CONTINUOUS IMPROVEMENT

- Conduct regular audits to evaluate the effectiveness of the building safety processes.
- Seek feedback from employees, contractors, and residents to improve safety measures.

14. REVIEW AND CONTINUOUS IMPROVEMENT

This policy will be:

- Reviewed annually by Senior Management or more frequently if legislation or business operations change.
- Updated as necessary to ensure continued compliance and effectiveness.
- Supported by periodic audits and feedback mechanisms to identify and address potential weaknesses.

SIGNED:	
NAME:	Tony Waudby
TITLE:	Managing Director
SIGNED FOR:	Glass and Framing Solutions Limited
DATE:	15 th January 2026