



HEALTH & SAFETY POLICY

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TONBANE CONSTRUCTION SERVICE LTD
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requirements and good practice.

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This policy will be reviewed at least annually to ensure that it remains up to date in respect of the legal requirements and good practice.

INTRODUCTION

It is the policy of Tonbane Construction Service Ltd that all provisions of the Health and Safety at Work Etc. Act 1974 and the Environmental Protection Act 1990 and the Environment Act 1995 shall be complied with as minimum standards.

It is the Policy of Tonbane Construction Service Ltd that high standards of Health, Safety & Welfare Provisions shall be achieved and maintained on all sites, workshops and offices.

Tonbane Construction Service Ltd is aware of its duties under the many associated Acts and Regulations several of these are listed below and form the basis of Tonbane Construction Service Ltd Health and Safety Policy.

- ✓ Management of Health and Safety at Work Regulations 1999
- ✓ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- ✓ Construction (Design and Management) Regulations 2015
- ✓ Electricity at Work Regulations 1989
- ✓ Provision and Use of Work Equipment Regulations 1998
- ✓ The Lifting Operations and Lifting Equipment Regulations 1998
- ✓ The Control of Noise at Work Regulations 2005
- ✓ Control of Substances Hazardous to Health Regulations 2002
- ✓ The Control of Asbestos at Work Regulations 2012
- ✓ The Control of Lead at Work Regulations 2002
- ✓ Manual Handling Operations Regulations (as amended) 2002
- ✓ Personal Protective Equipment Regulations 1992
- ✓ Health and Safety (First Aid) Regulations 1981
- ✓ Workplace (Health, Safety and Welfare) Regulations 1992
- ✓ Health and Safety (Consultation with Employees) Regulations 1996
- ✓ Health and Safety (Miscellaneous) Amendments Regulations 2002
- ✓ The Health and Safety (Safety, Signs and Signals) Regulations 1996
- ✓ The Hazardous Waste (England & Wales) Regulations 2005/ The Hazardous Waste (England and Wales) (Amendment) Regulations 2016
- ✓ The Work at Height Regulations 2005
- ✓ The Control of Vibration at Work Regulations 2005
- ✓ The Regulatory Reform (Fire Safety) Order 2005

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PART ONE - General Statement of Policy, Duties & Responsibilities

I. Policy Statement

Tonbane Construction Service Ltd recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

Throughout this Statement, terms such as “staff”, “workers”, “employees”, include both paid and volunteer workers. It is the policy of Tonbane Construction Service Ltd to promote the health and safety of the committee members, volunteers, staff and of all visitors to the Groups/Organisation’s premises (“the Premises”) and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety, and welfare of all personnel on the premises.
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety.
- Encourage persons on the premises to co-operate with the Organisation in all safety matter, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory.
- Ensure the provision and maintenance of plant, equipment and systems of work that are safe.
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances.
- Provide sufficient information, instruction, training, and supervision to enable everyone to avoid hazards and contribute to their own safety and health.
- Provide specific information, instruction, training, and supervision to personnel who have health and safety responsibilities (e.g., a person appointed as a Health and Safety Officer or Representative).
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the public or other persons that may arise for Tonbane Construction Service Ltd

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- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of Tonbane Construction Service Ltd arising out of or in connection with Tonbane Construction Service Ltd activities.
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen.
- Provide information to other employers of any risks to which those employer's workers on Tonbane Construction Service Ltd premises may be exposed.

This policy statement and/or the procedures for its implementation may be altered at any time by Tonbane Construction Service Ltd Management Team. The statement and the procedures are to be reviewed in the (winter) of each year by Tonbane Construction Service Ltd Health and Safety appointed person/rep including Tonbane Construction Service Ltd managing director. A report on the review, with any other proposals for amendment to the statement of procedures, is to be made to the next following ordinary meeting of the Management team.

1.2 Statutory Duty of the Group/Organisation

Tonbane Construction Service Ltd will comply with its duty to ensure, as far as is reasonably practicable, the health, safety, and welfare at work of its workers and of visitors to its premises and, in general, to:

- Make workplaces safe and without risks to health.
- Ensure plant and machinery are safe and that safe systems of work are set and followed.
- Ensure articles and substances are moved, stored, and used safely.
- Give volunteers/ workers the information, instruction, training, and supervision necessary for their health and safety.

In particular, the Group/Organisation will:

- Assess the risks to health and safety of its volunteers/workers.
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment.
- Record the significant findings of the risk assessment and the arrangements for health and safety measures.
- Draw up a health and safety policy statement; including the health and safety organisation and arrangements in force and bring it to the attention of its workers.
- Appoint someone competent to assist with health and safety responsibilities.
- Set up emergency procedures.

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- Provide adequate First Aid facilities.
- Make sure that the workplace satisfies health, safety, and welfare requirements, e.g., for ventilation, temperature, lighting and for sanitary, washing and rest facilities.
- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used.
- Prevent or adequately control exposure to substances that may damage health.
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise, or radiation.
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury.
- Provide health surveillance as appropriate.
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means.
- Ensure that appropriate safety signs are provided and maintained.
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

1.3 Statutory Duty of the Groups/Organisation's Workers

Employees also have legal duties, and Tonbane Construction Service Ltd confidently requests non-employed (voluntary) workers also to observe these. They include the following:

- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do.
- To co-operate with Tonbane Construction Service Ltd on health and safety.
- To use work items provided by Tonbane Construction Service Ltd correctly, including personal protective equipment, plant, and equipment, in accordance with training or instructions or material safety guide.
- Not to interfere with or misuse anything provided for health, safety, and welfare purposes.
- To report at the earliest opportunity injuries, accidents, or dangerous occurrences at work, including those involving the public and participants in activities organised by Tonbane Construction Service Ltd

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- Health and Safety law applies not only to employees in the workplace, but it also applies to organisations and people who occupy or use community buildings to which members of the public have access.

I.4 Policy for Visitors and Contractors

On arrival all visitors should be directed to the duty representative of the Management Committee, or a representative of the user/hirer of the building. This person is to take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.

On arrival, all visitors, including contractors and/or their workers, must sign a record of the date and time of their arrival and, before leaving, should further record their time of departure. Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the Duty representative of the Committee who will investigate and report to Tonbane Construction Service Ltd.

I.5 Tonbane Construction Service Ltd H&S Representative responsibility

Under The Management of Health and Safety at Work Regulations 1999 (As Amended 2006) Tonbane Construction Service Ltd must have access to competent help in applying the provisions of health and safety legislation and in devising and applying protective measures.

Tonbane Construction Service Ltd has an external/outsourced Health & Safety team/committee/advisors/volunteers. Their role is to provide Tonbane Construction Service Ltd with independent professional advice and guidance on all aspects of health and safety.

Upon request Health & Safety team/committee/advisors/volunteers will:

- Carry out Risk Assessments and COSHH assessments - these can be carried out on site or office and workshop locations as required.
- Aid Management to compile and develop health and safety documentation and procedures.
- Carry out health and safety training when required and identified as necessary.
- Carry out health and safety inspections whilst the work is underway on site at regular intervals, depending on the specific tasks underway at the time.
- Hold safety 'Toolbox' talks on site when considered appropriate for site activities and safe working practices.
- Investigate major accidents if they occur. They will liaise with Clients and the enforcing authority on our behalf.

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- Provide help and guidance on C.D.M. matters, such as, prepare or help to prepare both Health & Safety Plans and Health & Safety Files.

The Health & Safety team/committee/advisors/volunteers will provide continuing advice to Tonbane Construction Service Ltd on current and future Health and Safety Legislation and best practice.

I.6 Attendance Policy

Objective

The purpose of this policy is to set forth Tonbane Construction Service Ltd policy and procedures for handling employee absences and tardiness to promote the efficient operation of the company and minimise unscheduled absences.

Policy

Punctual and regular attendance is an essential responsibility of each employee at Tonbane Construction Service Ltd. Employees are expected to report to work as scheduled, on time and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

It is important that site operatives sign in/out using Tonbane Construction Service Ltd attendance register. Tonbane Construction Service Ltd working hours commence from 7:30am – 17:30pm. It is important that all site employees are signed in on time and leave work at the correct finishing working hours. Site managers are responsible for ensuring that all site employees are signed in and out using the attendance register template that can be found in the site folder.

This policy does not apply to absences covered by statutory leave and/or leave.

Absence

“Absence” is defined as the failure of an employee to report for work when he or she is scheduled to work. The two types of absences are defined below:

Excused absence occurs when all the following conditions are met:

- The employee provides to his or her supervisor sufficient notice at least 72 hours in advance of the absence.
- The absence request is approved in advance by the Managing director.
- The employee has sufficient Holiday days to cover the absence.
- Unexcused absence occurs when any of the above conditions are not met. If it is necessary for an employee to be absent or late for work because of an illness or an

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emergency, the employee must notify his or her supervisor no later than the employee's scheduled starting time on that same day. If the employee is unable to call, he or she must have someone make the call.

An unexcused absence counts as one occurrence for the purposes of discipline under this policy.

Employees with three or more consecutive days of excused absences because of illness or injury must give Tonbane Construction Service Ltd proof of physician's care and a fitness for duty release prior to returning to work.

Employees may be eligible for Statutory Sick Pay (SSP), which is £96.35 a week for up to 28 weeks. More information can be found on Statutory Sick Pay (SSP): employer guide - GOV.UK (www.gov.uk).

Tardiness and Early Departures

Employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work as scheduled, they must notify their site supervisor/manager no later than their regular starting time (7:30am). This notification does not excuse the tardiness but simply notifies the site supervisor/manager that a schedule change may be necessary.

Employees who must leave work before the end of their scheduled shift must notify a site supervisor/manager immediately. can result in a cut to their pay (salary) for that day.

Tardiness and early departures can result in a cut to their pay (salary) for that day.

Disciplinary Action

Excessive absenteeism is defined as two or more occurrences of unexcused absence in a 30-day period and will result in disciplinary action. Eight occurrences of unexcused absence in a 12-month period are considered grounds for termination.

- Sign in/out Registers
- Site employees who fail to sign in and out of the attendance register will be capped £50 for not following strict Tonbane Construction Service Ltd guidelines.
- Site employees who attended site 10 minutes late will be capped 1 hour pay (Based on their day rate)
- Site employees who leave their workplace/site 10 minutes early will be capped 1 hour pay (Based on their day rate)

Job Abandonment

Any employee who fails to report to work for a period of three days or more without notifying his or her site supervisor/manager will be considered to have abandoned the job and voluntarily terminated the employment relationship with Tonbane Construction Service Ltd.

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I.7 Environmental Policy Statement

Tonbane Construction Service Ltd recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environment impact and continually improving our environment performance as an integral part of our business strategy and operating methods. We will encourage customers, suppliers, and other stakeholders to do the same .

Policy Aim

We endeavour to:

- Comply with all relevant regulatory requirements (UK).
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impact.
- Incorporate environmental factors into business decisions.
- Increase employee's awareness and training.

Paper

We will:

- Minimise the use of paper in the office.
- Reduce packaging as much as possible.
- Seek to buy recycled and recyclable paper products.
- Reuse and recycle all paper where possible.

Energy and water

We will seek to:

- Reduce the amount of energy used as much as possible.
- Switch off lights and electrical equipment when not in use.
- Adjust heating with energy consumption in mind.
- Take energy consumption and efficiency of new products into account when purchasing them.

Office suppliers

We will:

- Evaluate if the need can be met in another way.
- Evaluate the environmental impact of any new products we intend to purchase.
- Favour more environmentally friendly and efficient product wherever possible.
- Reuse and recycle everything we are able to.

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Transportation

We will:

- Reduces the need to travel, restricting to necessary trips only.
- Promote the use of travel alternative such as email, videos/phone conferencing.
- Make additional efforts to accommodate the needs to those using public transport or bicycle.
- Favour 'Green' vehicles and maintain them rigorously to ensure ongoing efficiency.

Monitoring and Improvements

We will:

- Comply with all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee awareness through training.
- Review this policy and any related business issues at monthly management meetings.

Culture

We will:

- Update this policy at least once annually in consultation with staff and other stakeholders where necessary.
- Involve staff in the implementation of this policy, for greater commitment and improve performance.
- Prove staff with relevant environmental training.
- Work with suppliers, contractors and subcontractors to improve their environmental performance,
- Use local labour and materials where available to reduce Carbon footprint and help communities.

I.8 Anti-Modern Slavery Policy

Tonbane Construction Services Ltd has zero tolerance to modern slavery, human trafficking, and all forms of corruption and bribery directly and indirectly associated with these criminal acts.

Much modern slavery isn't visible in public. Someone is in slavery if they are:

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- Forced to work - through mental or physical threat.
- Owned or controlled by an 'employer', usually through mental or physical abuse or the threat of abuse.
- Dehumanised, treated as a commodity or bought and sold as 'property'.
- Physically constrained or has restrictions placed on his/her freedom of movement.

Modern forms of slavery can include debt bondage (where a person is forced to work for free to pay off a debt), child slavery, forced marriage, domestic servitude and forced labour (where victims are made to work through violence and intimidation).

Human trafficking involves men, women and children being recruited, harboured, or brought into a situation of exploitation through the use of violence, deception or coercion and forced to work against their will.

The way in which companies operate can affect the likelihood of slavery being a part of the final product. If a contractor is given a substantial project with a short turnaround time beyond the contractor's capacity, this could increase the risk of slavery as the contractor may subcontract work where lower standards apply.

Contractors may negotiate such low prices that subcontractors push down the price paid for materials and labour, increasing the likelihood of the use of forced labour. Contractors have a responsibility of ensuring that no forced labour has been used in building their projects. This should apply not only to production on their own sites but also to their subcontractors and suppliers, all the way down the supply chain.

Responsibility for the policy

The Director of Tonbane Construction Services Ltd has overall responsibility for ensuring this policy complies with our legal obligations, and that all those under our control comply with it. Day to day the responsibility for identifying risk and contravention of our Policy lies with our Contracts Managers who are in the front line and in direct contact with those most at risk.

Compliance with the policy

Everyone working for Tonbane Construction must read, understand, and comply with this Policy. Everyone is encouraged to raise concerns about any issue or suspicion of modern-day slavery directly with the director of Tonbane Construction Services Ltd.

I.9 Social and Ethical Policy Statement

It is essential for Tonbane Construction Service Ltd to undertake its activities in a socially, ethically, and environmentally responsible manner. This includes the ethical treatment of employees, customers, associates, contractors, suppliers, and the public.

Tonbane Construction Service Ltd are committed to making continuous improvements in the management of our environmental impact as part of our goal of developing a sustainable business. Tonbane Construction Service Ltd monitor and report on environmental issues and compliance with local legislation.

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Tonbane Construction Service Ltd will conduct our operations in accordance with accepted principles of good corporate governance.

Information received by employees in the course of business dealings cannot be used improperly for personal gain or for any purpose except that for which it was given. All employees have the right and the responsibility to resolve doubts or uncertainties about ethical questions or compliance with the law. We also strongly encourage an “open door” policy to bring any such queries, if necessary, to a higher level of management.

At all times, it is our policy to stay within the laws, rules and regulations of the countries, states or other jurisdictions in which we operate. It is our policy to co-operate fully with relevant public authorities and regulatory bodies as appropriate.

The Policy objectives are regularly reviewed and are supported by a few issue-specific policies and procedures, which are regularly audited.

Tonbane Construction Service Ltd strives to ensure that all employees are treated with respect and are appropriately rewarded. Tonbane Construction Service Ltd seeks to operate above the standards laid down by employment legislation and the 1998 Human Rights Act requirements, to implement an effective Equal Opportunities Policy and to acknowledge staff representation.

Tonbane Construction Service Ltd facilitates effective communication with and between its staff by various means.

Tonbane Construction Service Ltd does not tolerate sexual, racial or any other form of discrimination. Employees are encouraged to develop their skills on an ongoing basis

Tonbane Construction Service Ltd aim to recruit, employ, and promote employees on the sole basis of their ability and are committed to developing and enhancing each employee’s skills and capabilities. Our policies are designed to provide employees with safe and healthy working conditions and practices, and to enable everyone to work free from discrimination, harassment or bullying of any kind.

In return Tonbane Construction Service Ltd expect employees to act with integrity and maintain high ethical standards.

Commitment to Recycling:

- Tonbane Construction Service Ltd will recycle paper where possible.
- Tonbane Construction Service Ltd will recycle computer equipment where possible.
- Tonbane Construction Service Ltd will recycle used printer cartridges where possible.

I.10 Corporate Social Responsibility (CSR) policy

Policy brief & purpose

Our Corporate Social Responsibility (CSR) company policy refers to our responsibility toward our environment. Our company’s existence is not lonely. It's part of a bigger system of people,

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values, other organisations, and nature. The social responsibility of a business is to give back to the world just as it gives to us.

What is corporate social responsibility?

Our Corporate Social Responsibility (CSR) company policy outlines our efforts to give back to the world as it gives to us.

Scope

This policy applies to our company and its subsidiaries. It may also refer to suppliers and partners.

Policy elements

We want to be a responsible business that meets the highest standards of ethics and professionalism.

Our company's social responsibility falls under two categories: **compliance** and **proactiveness**. Compliance refers to our company's commitment to legality and willingness to observe community values. Proactiveness is every initiative to promote human rights, help communities and protect our natural environment.

Legality

Our company will:

- Comply with UK laws and regulation.
- Ensure that all its business operations are legitimate.
- Keep every partnership and collaboration open and transparent.

Business ethics

Tonbane Construction Service Ltd will always conduct business with integrity and respect to human rights. Tonbane Construction Service Ltd promote:

- Safety and fair dealing
- Respect toward the consumer
- Anti-bribery and anti-corruption practices

Examples of Corporate Social Responsibility

Protecting the environment

Our company recognizes the need to protect the natural environment. Keeping our environment clean and unpolluted is a benefit to all. Tonbane Construction Service Ltd will always follow best practices when disposing garbage and using chemical substances.

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Protecting people

We'll ensure that we:

- Don't risk the health and safety of our employees and community.
- Avoid harming the lives of local and indigenous people.
- Support diversity and inclusion.

Human rights

Our company is dedicated to protecting human rights. We are a committed equal opportunity employer and will abide by all fair labour practices. We'll ensure that our activities do not directly or indirectly violate human rights in any country (e.g., forced labour).

Donations and aid

Our company may preserve a budget to make monetary donations. These donations will aim to:

- Local Charities and community events.
- Alleviate those in need.

Volunteering

Our company will encourage its employees to volunteer. They can volunteer through programs organised internally or externally. Our company may sponsor volunteering events from other organisations.

- Football

Preserving the environment

Apart from legal obligations, our company will proactively protect the environment. Examples of relevant activities include:

- Recycling
- Conserving energy
- Organising reforestation excursions
- Using environmentally friendly technologies

Supporting the community

Our company may initiate and support community investment and educational programs. For example, it may begin partnerships with vendors for constructing public buildings. It can provide support to non-profit organisations or movements to promote cultural and economic development of global and local communities.

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Local Labour

On a site-specific basis, there may be local requirements for the use of local labour (typically from within the borough or 15 miles). Where applicable, Tonbane Construction Service Ltd will provide employment opportunities to local people to aid these requirements .

Responsible Trading

We are committed to maintaining high standards amongst our suppliers. We oppose the exploitation of workers, and we will not tolerate force labour, or labour which involved physical, verbal, or psychological harassment, or intimidation of any kind. We will not accept human trafficking or the exploitation of children and young people in our business and undertake all reasonable and practical steps to ensure that these standards are maintained.

Training

Tonbane Construction Service Ltd will ensure that all operatives or operatives of their sub-contractors working on site are given regular training to:

- Understand and manage the environmental risks, nuisance impacts, legislative and regulatory requirements associated with their work
- Reduce the potential environmental and nuisance impacts associated with their work
- Respond appropriately in the event of an environmental incident or community complaint. As a minimum, training should be provided through toolbox talks covering subjects relevant to achieving the aims above, for example waste segregation, noise reduction, preventing water pollution, spill response and fuel handling procedures. Tonbane Construction Service Ltd can provide toolbox talk sheets for use if required. Tonbane Construction Service Ltd project team should be notified when these have been undertaken. All operatives will also be required to attend the site induction which will include key information on sustainability management on site.

Energy

Tonbane Construction Service Ltd shall take reasonable measures to reduce the climate change impacts of their site activities, including their construction works, welfare and office activities.

Where Tonbane Construction Service Ltd is supplying welfare units, 'eco- friendly' ranges should be selected.

Pollution

Tonbane Construction Service Ltd shall actively manage and minimise the pollution risks to air, land and water associated with their works. This includes the risk from the use of chemical substances (e.g., fuels) and risk from noise, heat or light. All works should be undertaken in compliance with the Environment Agency's Pollution Prevention Guidelines as a minimum.

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Suppliers

Where possible, Tonbane Construction Service Ltd will use local suppliers. This will bring a positive economic advantage to local businesses where they will benefit further by profiting from development projects occurring within the local area. This could potentially increase demand therefore increase the labour force required for the supplier hence increase employment rates for the local community.

1.11 Equal Opportunity Policy

What does this policy cover?

We do not tolerate discrimination or harassment in any part of Tonbane Construction Service Ltd operations. We are fully committed to promoting equal opportunities in employment.

So, this policy covers any and all aspects of our company operations, how we treat those who work for and with us and how we recruit or engage others to join that community.

- a. This means that our policy covers, but is not limited to, the following:
- b. Your pay and your employment conditions
- c. Our recruitment processes
- d. How we may appraise, reward, incentivise, promote, train, and commit to the continuing professional development of our workers
- e. Our procedures for addressing grievances and disciplinary matters
- f. How we end employment contracts and exit employees, including related matters, such as how we give references
- g. How visitors, clients and suppliers and other key business contacts and stakeholders are treated

It also means that we will ensure, as far as possible:

- a. Full access to everyone applying for job vacancies and job opportunities with our business, and
- b. That all relevant decisions are made on the basis of objective criteria.

You should familiarise yourself with this policy and all Tonbane Construction Service Ltd other policies, including, in particular our Anti-Modern slavery Policy .

Who does it apply to?

All employees, apprentices, consultants, officers, contractors, interns, volunteers, job applicants, agency, and casual workers.

This policy will be reviewed at least annually to ensure that it remains up do date in respect of the legal requirements and good practice.

It is not part of your employment contract

This policy is not part of your employment contract. We, Tonbane Construction Service Ltd, may amend this policy at any time.

What is discrimination?

Under UK employment law, there are a number of characteristics relevant to an individual who is covered by the policy that must not unfairly be considered (if accounted for at all) in decisions relating to any aspect of their working life.

These characteristics are called ‘protected characteristics’ and they are listed immediately below:

- a. Age
- b. Disability
- c. Gender reassignment
- d. Marital or civil partnership status
- e. Pregnancy or maternity
- f. Race (which includes colour and ethnic/national origin)
- g. Religion or belief
- h. Sex
- i. Sexual orientation

If employment-related decisions are made about an individual on the basis (whether wholly or partially), of any of these protected characteristics, it is almost inevitable that unlawful discrimination will have taken place.

The sorts of actions that would fall into this category of unlawful and prohibited initiatives, include (but aren’t limited to) those set out below. These actions need not be intended or directly committed by someone (indirect responsibility may be sufficient for someone to have unlawfully discriminated) and an omission or failure to do something may be just as culpable as a positive action.

We will not tolerate their practice by anyone within our business:

a. Direct discrimination...

when someone with a protected characteristic is treated less favourably than somebody else has or would have been in identical circumstances. An example of this would be where an applicant for a job is rejected on grounds of their racial background. Further examples would be where a pregnant employee, or one with young children, is not promoted.

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b. ***Indirect discrimination...***

when a group of people with one of the protected characteristics is disadvantaged by a provision, criterion or practice that is applied to all staff (unless the treatment may be justified for a good business reason). Examples of this would be:

- I. Insisting, without good reason, that all staff must work full time, (which indirectly discriminates anyone with child-care responsibilities, women in particular).
- II. Requiring all staff to work onsite and refusing to consider a request to work remotely or under alternative conditions, like flexible hours to avoid commute times, which could disadvantage someone with a disability or a phobia (e.g., someone who suffers claustrophobia or panic attacks on commuting routes).
- III. Refusing to provide a room for reflection and prayer, which would discriminate against individuals practising certain faiths.
- IV. Dismissing or not employing a woman because she is pregnant or of child-bearing age.

c. ***Harassment...***

covers hostile, humiliating, degrading, intimidating or similarly offensive treatment or conditions to which an individual

with one or more protected characteristics is subjected. Any such actions deprive an individual of their dignity and violate them. We draw no distinction between actions that may be labelled as 'joking' and not intended to cause offence, and those that may have been more direct and premeditated in their delivery. So, for example, in line with legal definitions, reflecting general standards of decency, we will regard any of the following as falling within the definition of harassment:

- I. Making lewd comments and/or displaying pornographic material
- II. Calling someone unkind, derogatory, or otherwise unwelcome names or nicknames
- III. Making insensitive jokes, whether about someone directly, or the content of which would be evidently offensive to anyone with a protected characteristic
- IV. Excluding colleagues and/or making them feel that they have no option but to exclude themselves

d. ***Victimisation***

This has a particular meaning under UK employment law, and it is narrower than an ordinary dictionary definition, covering the situation only where:

- a. worker has complained of discrimination (or harassment),

This policy will be reviewed at least annually to ensure that it remains up to date in respect of the legal requirements and good practice.

- b. or has supported a fellow worker in making a complaint about these concerns, and has then suffered reprisals from others, including those responsible for that worker's employment prospects and working conditions.

e. Other discriminatory actions that are also prohibited

The UK's employment law also identifies other actions that can be unlawful under the equal opportunities' legislation. Examples of these include:

- a. Failing to make reasonable adjustments to minimise certain disadvantages suffered by a disabled employee (or job applicant)
- b. Instructing another person (or applying pressure on them) to discriminate
- c. Knowingly assisting somebody else when they carry out a discriminatory act
- d. Discriminating against somebody believed to have a protected characteristic, whether or not they actually do, or because they associate with a third party who does.

Our procedures and approach to this policy

Duties and responsibilities

Overall responsibility for the effective implementation and operation of the policy lies with Tonbane Construction Service Ltd management, specifically with the Managing Director and our HR Manager. All managers are expected to lead by example and attain and maintain appropriate standards of behaviour within the teams they manage.

However, everyone who works in and with Tonbane Construction Service Ltd is responsible for ensuring that this policy works to prevent the activities that it prohibits from taking place within our business.

Because we are a values-led business, this goes beyond the legal obligations that each one of us has, (and regardless of our job titles or how long any of us has worked for or with Tonbane Construction Service Ltd).

However, you need to be aware that the breach of these legal obligations alone will mean that any individual can be found personally liable for unlawful discrimination where they have breached this policy and they will face disciplinary action by us and potentially other legal actions. This is because if you breach this policy, you may also make the Company liable for your actions, and both of us may have to pay compensation to anyone who claims against us.

We therefore expect you to take personal responsibility for adhering to this policy's aims and commitments and for promptly and appropriately drawing any breaches of them to our attention.

We always welcome feedback on how we can best promote and ensure equal opportunities throughout Tonbane Construction Service Ltd. Please let your manager or the Managing

This policy will be reviewed at least annually to ensure that it remains up to date in respect of the legal requirements and good practice.

Directors know if you have any ideas or would like to be involved in any of our existing initiatives.

Recruitment, promotions and identifying candidates for other opportunities

In any selection process that we use within our business, whether we're selecting interviewees for job opportunities, offering jobs, identifying individuals for promotion or considering other opportunities or necessities (like redundancy situations), we will apply a rigorous, objective selection process using non-discriminatory criteria, as far as possible.

We emphasise here, however, that both direct and indirect age discrimination may be justified and lawful, if the less favourable treatment, criterion, or practice amounts to a proportionate means of achieving a legitimate aim.

A legitimate aim must relate to a genuine business need on our part that is not related to age discrimination itself. For example, a legitimate aim potentially justifying age discrimination might include:

- Economic factors such as business needs and efficiency.
- The health, welfare and safety of the individual concerned (including the protection of young people or older workers);
- The particular training requirements of the job.

All job adverts and opportunity announcements must be:

- Discussed with and signed off by Aidan McGrory, one of whose responsibilities is to ensure that any advert is compliant with this policy
- Located and/or circulated so as to reach as wide and diverse a pool of interested candidates as possible, and
- Worded so as to encourage, as far as possible and reasonable, applications from individuals of all characteristics to apply – or, at the very least, so as not to discourage any individuals with protected characteristics from applying.

There may be circumstances where some indication of required skills (that do discriminate) is justified and where self-deselection is inevitable, for example, where the job vacancy is for a window cleaner who works at height, wearing abseiling harnesses. The job advert might specify that interested candidates must be willing and capable of abseiling to be considered for the job.

If you are involved in interviewing and or any other part of our recruitment process, you must never ask a job applicant about their health, attendance record, or whether they have a disability before making a job offer to them (except in very limited circumstances).

This policy will be reviewed at least annually to ensure that it remains up to date in respect of the legal requirements and good practice.

You can ask someone if they have any particular needs or requirements with which you can assist if they are coming to meet you for an interview. In certain limited cases, it may also be permitted to make a job offer conditional on a successful medical examination.

During interviews or other interactions with candidates for a role, you must not ask anything that might infer a bias against any candidate with one or more protected characteristics. So, for example, asking a candidate if they are married, intend to have children (or any more children), or whether their religion permits them to work at weekends, are strictly no-go zones.

If you are ever in doubt about what can or must not say, or if you believe that a particular job vacancy needs a medical examination as part of the recruitment or onboarding process, you must check the position with Aidan McGrory.

Monitoring the policy and our personnel

During any recruitment and onboarding process, we may ask questions that include some protected characteristics to help us monitor our diversity and how we are succeeding in our commitment to promote equal opportunities. Including health or disability questions in equal opportunities monitoring exercises is acceptable, but the data gathered must not be used for any employment-related decisions, such as whether to offer a role or opportunity to a particular candidate.

We may also record and analyse information about equal opportunities more generally within the workplace. We do this so that we can make sure this policy operates successfully. The data helps us to refine it, review the composition of our workforce, and to promote workplace equality.

When you join the Company, you give us consent to gather and process this data about you.

Handling breaches and enforcement

We take all allegations of breach and any breaches that we discover very seriously. All allegations and/or suspicions of breach will therefore be thoroughly investigated.

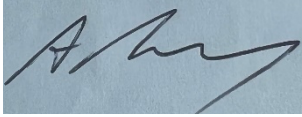
If you wish to complain or raise an allegation of breach (or potential breach) under the policy, you should contact your Employer as soon as possible. If you want to take formal action, you will need to follow our grievance procedure and read our policy on harassment and bullying.

Anyone raising a concern about matters covered by this policy, who does so in good faith, will have our full support and co-operation in getting to the bottom of what has happened and any appropriate action that needs to follow on from that examination. This will be the case regardless of our conclusions and including where we determine that the allegation was mistakenly made. There will never be any reprisals against those who genuinely have, or consider that they have, valid grounds to bring concerns about discrimination to our attention.

However, complaints made in bad faith, for whatever reason (including where this is an attempt to avoid or to deflect disciplinary action), will be treated as misconduct and may lead to a dismissal for gross misconduct.

This policy will be reviewed at least annually to ensure that it remains up to date in respect of the legal requirements and good practice.

We will also take prompt disciplinary action against you if we discover that you have harassed or discriminated against anyone else in breach of this policy. If we conclude that your behaviour amounts to gross misconduct, we will be within our rights to dismiss you without notice and with no payment in lieu of that notice.

A handwritten signature in black ink on a light blue background. The signature is stylized and appears to be 'A. H. J.'

Signed

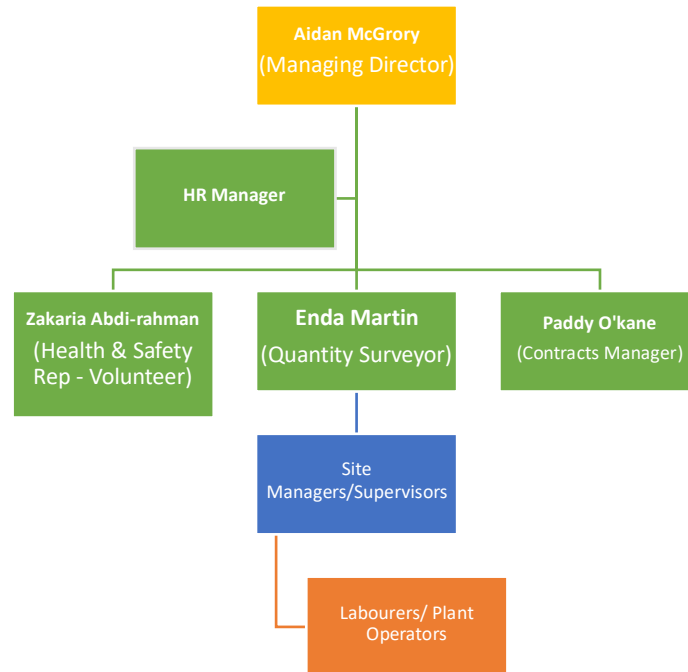
Date: 11.10.2022

**Managing Director Responsible for Tonbane Construction Service Ltd
Health, Safety and Environment**

This policy will be reviewed at least annually to ensure that it remains up to date in respect of the legal requirements and good practice.

Part Two - Organisation for Putting Policy into Effect

1. Organisation Chart



2. Putting policy into effect

The Managing Director accepts the ultimate responsibility for all health, safety and welfare matters in all aspects of Tonbane Construction Service Ltd operations, and in order to achieve the objectives of the Safety Policy Statement authorises and delegates the following duties and responsibilities.

The Managing Director will:

- ✓ Establish systems to monitor compliance with the statutory duties laid down under the Health and Safety at Work Act 1974 and the appropriate Regulations and Codes of Practice.
- ✓ Oversee and ensure that those for whom they are responsible also comply with the proper standards of Health, Safety and Welfare as are applicable to the tasks being performed.
- ✓ Ensure that adequate finance resources are available and are applied so as to meet the needs of Health and Safety.
- ✓ Review any risk assessment findings when developing Management health and safety policy.

This policy will be reviewed at least annually to ensure that it remains up to date in respect of the legal requirements and good practice.

- ✓ Institute proper reporting, investigation and costing of ill health, injury, damage and loss; promote action and analysis to discover accident trends.
- ✓ Hold periodic meetings at which they should discuss Health and Safety matters raised by employees, at these meetings they should consider any information / reports from Tonbane Construction Service Ltd Health and Safety rep, as to whether any procedural changes are called for and whether the safety policy should be revised.
- ✓ Ensure that all levels of staff receive adequate and appropriate safety information, instruction, and training.
- ✓ Ensure arrangements are made for all site staff to be provided with adequate information concerning relevant sections of the Health and Safety Plan.
- ✓ Set an example by high personal standards of application and discipline in 'health and safety' such as the wearing of appropriate personal protective equipment when visiting sites.

When Tonbane Construction Service Ltd is acting as the Principal Contractor they will:

- ✓ Ensure co-operation between contractors
- ✓ Ensure the development of the Health and Safety Plan and the provision of information to contractors
- ✓ Ensure the provision of information to the Principal Designer for the Health and Safety File

Site Managers/Supervisors

- ✓ Co-ordinate the activities of contractors. Organise sites so that work is carried out on the day-to-day basis to the required standard with minimum risk to men, equipment, and materials.
- ✓ Develop the Health and Safety Plan and provide relevant information to contractors.
- ✓ Monitor that site rules and other instructions are observed on site.
- ✓ Report all injury accidents and dangerous occurrences to the Contracts Manager for entry into the Accident Book; investigate these accidents and occurrences in an attempt to establish the cause and to prevent a recurrence.
- ✓ Give all Operatives precise instructions on their responsibilities for correct working methods; monitor that they do not take unnecessary risks and ensure that details of risk assessments are understood.

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- ✓ Arrange delivery and stacking of materials to avoid doubling risks by double handling; position plant effectively; ensure that any electricity supply is installed without endangering men and equipment, arrange for safe storage of liquefied petroleum gas.
- ✓ Plan and maintain a tidy work area and ensure welfare facilities are maintained in a clean safe condition.
- ✓ Implement arrangements with the Principal Contractor and other contractors on site to avoid any confusion about areas of responsibility.
- ✓ Check that all machinery and plant, including power and hand tools, are maintained in good condition and that persons using them are adequately trained and competent.
- ✓ Make sure that suitable protective clothing and equipment is available and used as appropriate.
- ✓ Accompany HM Enforcement Officer (Factory Inspector) on any site visits and act on his recommendations. In the event of the issue of an 'improvement' or a 'prohibition' notice by the Officer telephone details to the Contracts Manager and immediately send the notice itself to the Managing Director and Tonbane Construction Service Ltd Health and Safety Rep.
- ✓ Carry out regular 'Toolbox' Instruction Training to all operatives on a regular basis and maintain records.
- ✓ Set an example by high personal standards of application and discipline in 'health and safety' such as the wearing of appropriate personal protective equipment when visiting sites.

3. Employees

All employees are required to ensure that they:

1. Carry out duties in accordance with Tonbane Construction Service Ltd health and safety policy arrangements. Health and Safety Plan and any policy arrangements laid down by the Principal Contractor or client on site, as applicable to the task being performed.
2. Fully observe the Safety Rules.
3. Report to their immediate supervisor without undue delay anything affecting the safety of any plant, tools, or equipment, and do not use such defective plant, tools or equipment.

This policy will be reviewed at least annually to ensure that it remains up to date in respect of the legal requirements and good practice.

4. Use only those items of equipment or machinery they have been trained and authorised to use and use in accordance with the manufacturer's instructions.
5. Take proper care of and make proper use of all personal protective equipment in accordance with instructions.
6. Follow the information, instruction and training provided.
7. Report all accidents and incidents to the appropriate supervisor on site.
8. Conduct themselves in an orderly manner and refrain from any form of horseplay.
9. Make themselves aware of the location of:
 - a. First Aid Box
 - b. Accident Book
 - c. Fire Protection Equipment.
 - d. Emergency Escape Routes and Assembly Point.
10. Not use alcohol or drugs in such a way as to influence their performance at work. Consumption of alcohol or illegal drugs at work as a breach of Company rules and disciplinary measures will be taken.

4. Tonbane Construction Service Ltd Subcontractor Selection Process

Tonbane Construction Service Ltd may utilise sub-contractor labour on an as-required basis to perform specialist activities or for labour only support during periods of increased workload.

All Sub-Contractors are required to be:

- ✓ Competent to carry out the work for which they may be engaged.
- ✓ Provided with all the information they require to plan for the health, safety and welfare of their employees and anyone that could be affected by their work.
- ✓ Able to carry out any work in a manner that protects the health and safety of all who may be affected by the work.

Subcontractors are selected in accordance with our subcontractor requirements and pre-works questionnaire. We require relevant health and safety documentation, including training certificates, policies, and insurances, along with project specific risk assessments and method statements for each contract awarded. The supplied documents will be reviewed to assess the competence of the subcontractor, along with ongoing monitoring processes (Labour only Sub-Contractors are excluded from providing Operational documentation).

Employees of subcontractors shall be trained and competent for any task that they are to undertake. Proof of their having received suitable safety training shall be provided to site management, prior to being allowed to start work. All Safety Method Statements will be evaluated by appointed managers. In the event of a proposed Safety Method Statement failing to clearly identify the necessary controls, work may not be allowed to progress.

This policy will be reviewed at least annually to ensure that it remains up to date in respect of the legal requirements and good practice.

The Tonbane Construction Service Ltd Managing Director is responsible for approving subcontractors.

Subcontractors are responsible for providing risk assessments and method statements for the work for which they are engaged. Where work involves the use of hazardous substances, COSHH assessments must be accompanied by suppliers' material safety data sheets (MSDS), and copies of any atmospheric monitoring carried out as required by any COSHH assessment must also be supplied.

Subcontractors are responsible for providing evidence that persons working for them are suitably qualified and have received health and safety training.

When required to do so, subcontractors must release their employees to attend Site Induction and Toolbox Talks. The subcontractor is also responsible for ensuring that all persons under his control are aware of the following:

- ✓ Site Fire Procedures.
- ✓ Site First Aid Arrangements.
- ✓ Site Rules.
- ✓ Welfare Arrangements.

Subcontractors must ensure that all equipment used when working on behalf of the company is fit for the intended purpose and in a good state of repair and that persons that will use it have received suitable training. Where equipment is subject to statutory inspection, copies of the most recent examination certificates must be provided. This applies to equipment owned by the subcontractor and equipment obtained on hire.

Where a subcontractor will be using highly flammable liquids, liquefied petroleum gasses (LPG) or compressed gas cylinders they are responsible for providing safe storage for these when they are not in use.

Subcontractors are responsible for providing, maintaining, and enforcing the use of any personal protective equipment (PPE) needed by persons working for them. Where the use of specialist equipment such as harnesses, fall arrest equipment and self-contained breathing apparatus is required, the subcontractor is responsible for providing copies of training certificates for all persons that will use such equipment.

Unless agreed in writing beforehand, subcontractors are responsible for ensuring that persons working for them have access to suitable first aid arrangements.

Unless agreed in writing beforehand, subcontractors are responsible for making arrangements for the safe disposal of any waste arising from their work, in accordance with current legislative requirements.

A post-contract assessment will also be carried out on completion of each project for the purpose of reviewing and improving our own, and subcontractor performance. Subcontractors performing badly on the grounds of health and safety, quality, communication, or delivery will be notified of a need for improvement. Recommendations for removing from our approved list may be made depending on the extent of the issues identified.

This policy will be reviewed at least annually to ensure that it remains up to date in respect of the legal requirements and good practice.

Key Documentation to comply with this Policy

- Sub-Contractor selection internal audit pro-forma
- Pre-Works Sub-Contractor questionnaire
- Post-Works Subcontractor assessment

Accident Reporting Requirement

Any incident within the remit of RIDDOR must be reported to Project/Site Manager, Managing Director and to the Health and Safety Executive. In addition, any 'near miss' incidents must be reported to the Project/Site Manager in order to assist with the development of Company Risk Assessment information.

Specified incidents are investigated as required by the Company procedures. The full co-operation of subcontractors will be required during such investigations.

Accident Forms and Book

The book must be kept in a locked drawer once completed. Any injury suffered by a worker or visitor in the course of employment or otherwise on the Groups/Organisation's premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by Tonbane Construction Service Ltd.

Safety of other Workers and General Public

All work shall be progressed and co-ordinated so as not to endanger other workers or members of the public. This requirement extends to the parking of vehicles and the storage of materials. Controls and limitations involving work on or near public highways or rights of way will be specified within the Project Health and Safety Plan issued by the Company with the invitation to tender. All contractors must comply with the controls and limitations.

Access/Egress and Housekeeping Standards

Subcontractors will be required to clear work areas under their control as work is progressed. Materials may only be stacked/stored at locations approved by the Company's Site Management.

Particular attention will always be given to maintaining emergency evacuation routes and designated mobile plant haul roads/routes

Hazardous Material and Substances

Subcontractors authorised to import manufactured hazardous substances onto site shall always carry out assessments of the products, and the by-products of the process. The significant risks shall always be recorded and made known to the workers involved.

Limitations and requirements regarding products and their storage will be identified in the Pre-tender Health and Safety Plan.

This policy will be reviewed at least annually to ensure that it remains up to date in respect of the legal requirements and good practice.

Electrical Systems – Working on or In Close proximity

Work shall not be carried out on or near live electrical systems or apparatus, whether energised or not unless :

- The circumstances have been strictly controlled
- Are justified in each case
- Are subject to a Permit to Work system
- Conditions, limitations, and controls shall be clearly identified in the invitation to tender.
- Electrical Apparatus or Systems may include:-
 - Underground conductors
 - Overhead power lines
 - In situ services
 - Commissioning or testing installations

‘Near’ is described in HSEGS6 Avoidance of Danger from Overhead Electric Lines as being :

- 15m safe working distance from steel pylon supported lines
- 9m safe working distance from wooden pole supported lines

It is essential that the subcontractor or employer undertaking the work should consult the owner of the lines (usually the Electricity Board) without delay in order that the proposed work can be discussed, and adequate time given for the line to be diverted or made dead or other precautions to be taken and verification of the safe working distances obtained. Near, in relationship to underground cables is to be no closer than 0.5m as quoted in the HSE publication “Avoiding Danger from Underground Services HS(G)47.

All High-Risk work situations will require a Permit to work system to be introduced.

Safe Working at Height

Only subcontractors specifically authorised may work from scaffolding erected by or on behalf of the Company. Subcontractors so authorised shall always arrange inspection of the scaffolding with regard to suitability, stability and use. Defects must be reported to the Site Manager without delay.

Subcontractors authorised to bring mobile towers, or other proprietary staging’s, ladders, steps or hop ups onto site must ensure they comply with the appropriate British or European Nationalisation Standards. Proprietary systems may only be erected by trained personnel and in accordance with the manufacturers erection instruction. All working platforms erected at 2m or greater must be entered in the register and signed by the erector as being correct for use

This policy will be reviewed at least annually to ensure that it remains up do date in respect of the legal requirements and good practice.

prior to it being taken into use for the first time. If the tower or platform remains erected for a period of seven days or more it must be re-inspected and signed as correct in the register.

Fire Precautions/ Fire Prevention Management

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of the Group/Organisation in relation to fire.

Each project shall have in place a fire safety plan. The plan shall list authorised hot work operations. Subcontractors and specialisations who are appointed to carry out the following operations:

- Welding
- Angle grinding
- Use of LPG

will be subject to their own Permit-to-Work controls when identified as a requirement to adequately control the risks.

Health and Safety Rules and Plan

All workers must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which Tonbane Construction Service Ltd may publish from time to time.

The Health and Safety Management Committee will appoint a Health and Safety site rep, including representation both of themselves and of staff (both paid and volunteer):

- ✓ To have a broad overview of Health and Safety matters.
- ✓ To keep the Organisation's Health and Safety policy and procedures under review.
- ✓ To conduct safety tours of the premises.
- ✓ To ensure that risk assessments are carried out, including assessments regarding substances hazardous to health (COSSH Regulations).
- ✓ To take such action as may be required to ensure that the Organisation's responsibilities for Health and Safety are fulfilled.
- ✓ To report to the Senior Management on their performance of these responsibilities.

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the Duty representative of the Committee who will investigate and report to the Organisation.

This policy will be reviewed at least annually to ensure that it remains up to date in respect of the legal requirements and good practice.

Personal Protective Equipment (PPE)

All projects under the control of the Company are designated safety helmet and industrial footwear sites, to European Conformity (CE) mark standards. All other PPE requirements shall be assessed by and supplied by the respective subcontractors.

Equipment and Appliances

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of Tonbane Construction Service Ltd and any directions for the use of such must be followed precisely with adequate and sufficient supervision, information, and training.

Defective equipment, furniture and structures must be reported as such without delay.

Safety Co-ordination on Site

The Site Manager is the appointed Company representative authorised to co-ordinate and implement Safety Management procedures and controls on site. All subcontractors and workers shall co-operate with the implementation of the Plan at all times.

Safety Awareness Training

Subcontractors tendering for work on Company projects will be required to confirm their safety awareness training strategy and frequency of training.

Source of Guidance

In developing the Company Safety Management controls and procedures, publications from the following sources are used:

- Health and Safety Executive
- Construction Industry Training Board (CITB)
- Building Employers Confederation (BEC)
- Construction Industry Research and Information Association (CIRIA)
- Building Research Establishment (BRE)
- British Standards Institute (BSI)

Subcontractors may also wish to refer to those for general guidance.

This policy will be reviewed at least annually to ensure that it remains up to date in respect of the legal requirements and good practice.

5. Consultation with Employees

Consultation with Employees Regulations 1996

The regulations require employers to consult with all employees regarding their health and safety, either directly or through elected representatives of employee safety. On sites covered by the Construction (Design and Management) Regulations 2015 the Principal Contractor needs to establish arrangements for co-ordinating consultation carried out by other employers.

Tonbane Construction Service Ltd will consult with employees in good time on matters relating to their health and safety at work. In particular, consultation must take place on:

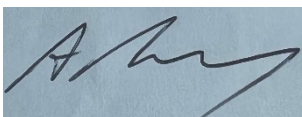
- ✓ Measures which could substantially affect employees' health and safety
- ✓ Arrangements for appointing competent persons to assist in compliance with health and safety requirements and the implementation of emergency procedures.
- ✓ Information on risks and preventative measures.
- ✓ Information on the planning and organisation of health and safety training.
- ✓ The effects of new technology on the health and safety of employees.

Tonbane Construction Service Ltd will decide whether to consult with all employees at one time or, if it is more relevant, to consult with groups of employees on the matters directly relevant to their own health and safety at work, recognising that different groups may be exposed to varying risks.

If Tonbane Construction Service Ltd chooses to consult with representatives of employee safety, all employees will be informed of the representatives' names and the group of employees which they represent.

Safety Briefing and Site Toolbox talks

Managers required to conduct safety briefings and deliver site toolbox talks will be trained in presentation techniques when identified as a requirement. In the interests of consistency and continuity, standard briefings and site toolbox talks shall be based on the relevant section of Construction Safety Notes (CITB) – GE 700 series and the Construction Site Safety Toolbox Talk Notes (CITB GT 700)



Signed

Date: 11.10.2022

Managing Director Responsible for Tonbane Construction Service Ltd

This policy will be reviewed at least annually to ensure that it remains up to date in respect of the legal requirements and good practice.

Part Three - Arrangement and Procedures

Tonbane Construction Service Ltd Managing Director including Site Managers/Supervisors and Health and Safety Rep is responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels. Site Managers/Supervisors and Health and Safety Rep details and contact number will be displayed on notice boards and relevant Health and safety documents.

Site Management

Site Management will be given appropriate training to provide them with an understanding of their responsibilities for health, safety, and welfare. Basic safety training for site managers should cover:

- i. Accidents and accident prevention.
- ii. Understanding of the Health and Safety at Work etc. Act 1974, Management of Health, and Safety at Work Regulations 1999, CDM Regulations 2015 and other relevant health and safety legislation
- iii. Risk assessment and the legislation which specifically requires assessments to be carried out.
- iv. Common health and safety issues such as Welfare facilities, Manual Handling, Access and egress requirements, Personal Protective Equipment, First Aid.
- v. Site inspection and site management skills.
- vi. Specific training requirements dependent on the type of works being undertaken such as: scaffolding, excavations, lifting operations, LPG etc.

Plant Operator

All plant operatives must comply with the Construction Industry Training Board Certification Scheme or the National Plant Register, and if requested, show the relevant documentation. Plant operators must ensure pre-Plant inspections are conducted prior to use of any plant .

Demolition

All demolition supervisors and operatives should have proof of training carried out by the National Demolition Training Group of the CITB or equivalent acceptable qualification.

This policy will be reviewed at least annually to ensure that it remains up do date in respect of the legal requirements and good practice.

Further guidance should be obtained from H.S.E. publication Guidance Notes GS29 1/2/3/4. Construction (Design and Management) Regulations 2015.

On-Going Training

Training will be repeated periodically, and where risk assessments identify a need for specific training to be carried out before operatives are exposed to new or increased risks due to a change of responsibility, new working methods or equipment, etc. (e.g., when starting work on a new project or construction site.)

Temporary Works (TW)

Tonbane Construction Service Ltd recognises its responsibilities to temporary worker. Site Supervisors must provide induction training and information to all new starters Temporary or Permanent. All TW must be conducted in accordance to BS 5975 Design Temporary procedures and Tonbane Construction Service Ltd TW policy

Tonbane Construction Service Ltd will maintain records of all health and safety training undertaken.

Young People at Work

Tonbane Construction Service Ltd acknowledges its responsibilities under The Management of Health and Safety at Work Regulations 1999 (Management Regulations) Relating to Young Persons. Tonbane Construction Service Ltd will ensure to:

- ✓ Assess risks to young people, under 18 years old, before they start work.
- ✓ Take into account their inexperience, lack of awareness of existing or potential risks and immaturity.
- ✓ Address specific factors in the risk assessment.
- ✓ Provide information to parents of school-age children about the risk and the control measures introduced.
- ✓ Take account of the risk assessment in determining whether the young person should be prohibited from certain work activities, except where they are over minimum school leaving age and it is necessary for their training and:
 - ✓ Where risks are reduced so far as is reasonably practicable.
 - ✓ Where proper supervision is provided by a competent person.

This policy will be reviewed at least annually to ensure that it remains up to date in respect of the legal requirements and good practice.

i. The Construction (Design and Management) Regulation 2015 - CDM

Tonbane Construction Service Ltd is aware of the CDM Regulations. The functions of Principal Designer and the Principal Contractor are recognised, and Tonbane Construction Service Ltd will prepare contractors plans/risk assessments/method statement as required.

Tonbane Construction Service Ltd will update the Health and Safety Plan as required by the CDM Regulations.

The Principal Contractor needs to keep details of features of the project, which could involve significant risks during the structure's lifetime together with details of services, plant, and equipment for the Principal Designer's requirements to prepare the Health and Safety File.

Tonbane Construction Service Ltd Health and Safety rep will advise Tonbane Construction Service Ltd on the Regulations and will liaise with the Client and the Principal Designer as and when required.

Tonbane Construction Service Ltd recognises the statutory tasks to be performed if they are appointed under the CDM Regulations:

A summary of roles and duties under CDM 2015 - Summary of role/main duties

Clients

They are organisations or individuals for whom a construction project is carried out. Make suitable arrangements for managing a project. This includes making sure:

- ✓ Other duty holders are appointed.
- ✓ Sufficient time and resources are allocated.
- ✓ Relevant information is prepared and provided to other duty holders.
- ✓ The principal designer and principal contractor carry out their duties.
- ✓ Welfare facilities are provided.

Domestic clients

They are people who have construction work carried out on their own home, or the home of a family member .

This policy will be reviewed at least annually to ensure that it remains up do date in respect of the legal requirements and good practice.

Domestic clients are in scope of CDM 2015, but their duties as a client are normally transferred to:

- ✓ The contractor, on a single contractor project.
- ✓ The principal contractor, on a project involving more than one contractor.

The works are not done as part of a business, whether for profit or not, however, the domestic client can choose to have a written agreement with the principal designer to carry out the client duties.

Designers

They are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work.

When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during:

- ✓ Construction; and
- ✓ The maintenance and use of a building once it is built.
- ✓ Provide information to other members of the project team to help them fulfil their duties.

Principal designers

They are designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience, and ability to carry out the role.

Plan, manage, monitor, and coordinate health and safety in the pre-construction phase of a project. This includes:

- ✓ Identifying, eliminating, or controlling foreseeable risks.
- ✓ Ensuring designers carry out their duties.
- ✓ Prepare and provide relevant information to other duty holders.
- ✓ Liaise with the principal contractor to help in the planning, management, monitoring and coordination of the construction phase.

This policy will be reviewed at least annually to ensure that it remains up to date in respect of the legal requirements and good practice.

Principal contractors

They are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.

Plan, manage, monitor, and coordinate the construction phase of a project. This includes:

- ✓ Liaising with the client and principal designer
- ✓ Preparing the construction phase plan.
- ✓ Organising cooperation between contractors and coordinating their work.

They Ensure:

- ✓ Suitable site inductions are provided.
- ✓ Reasonable steps are taken to prevent unauthorised access.
- ✓ Workers are consulted and engaged in securing their health and safety; and
- ✓ Welfare facilities are provided.

Contractors

They are those who do the actual construction work and can be either an individual or a group.

Their responsibilities include:

- ✓ Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety.
- ✓ For projects involving more than one contractor, coordinate their activities with others in the company project team – in particular, comply with directions given to them by the principal designer or principal contractor.
- ✓ For single-contractor projects, prepare a construction phase plan.

Workers

They are the people who work for or under the control of contractors on a construction site

They must:

- ✓ Be consulted about matters which affect their health, safety, and welfare.
- ✓ Take care of their own health and safety and others who may be affected by their actions.
- ✓ Report anything, they see which is likely to endanger either their own or others' health and safety.
- ✓ Cooperate with their employer, fellow workers, contractors, and other duty holders.

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- ✓ Organisations or individuals can carry out the role of more than one duty holder, provided they have the skills, knowledge, experience and (if an organisation) the organisational capability necessary to carry out those roles in a way that secures health and safety.

ii. CDM Regs 2015 - Tonbane Construction Service Ltd

Tonbane Construction Service Ltd recognises their duties under the regulations.

1. Places of work must be so far as is reasonably practicable safe and without risk to health and be provided with safe access and egress and have suitable and sufficient working space.
2. Suitable and sufficient steps should be taken to prevent falls. Specific measures will be based on Risk Assessment as required by the Work at Height Regulations 2005.
3. Steps should be taken to prevent any person from falling through any fragile material.
4. In order to prevent danger to any person, steps should be taken to prevent material or objects from falling. If it is not practicable to prevent the fall of materials or objects, measures must be taken to prevent people from being struck; the measures may include the provision of fans, debris nets, etc. Materials must not be deposited from a height where they are likely to cause an injury and must be stored so that they cannot be accidentally dislodged.
5. Steps should be set in place to ensure the stability of new or existing structures to prevent accidental collapse. Any measures used to support a permanent structure must be erected and dismantled only under the supervision of a competent person.
6. Demolition and dismantling of any structure must be planned and carried out under the supervision of a competent person. A safe system of work must be established, including the appointment of a competent shot-firer, warning notices and signals, written procedures, and emergency arrangements, etc.
7. In Excavations suitable and sufficient measures must be taken to prevent people being trapped or buried. Support systems must only be installed, altered, and removed if supervised by a competent person. Where people could be endangered, steps must be taken to prevent the fall of persons, vehicles, plant, equipment, or materials into the excavation.

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8. Cofferdams and caissons must be suitably designed and constructed for the purpose and properly maintained. When cofferdams and caissons are installed, altered, or dismantled the work should be done under the supervision of a competent person.
9. Suitable and sufficient steps are required to prevent drowning where persons engaged in construction work are liable to fall into water or other liquid. Steps should also be taken to ensure the safe transportation of persons to and from their place of work, where people are conveyed to work by water.
10. Construction sites are required to be organised as to allow pedestrians and vehicular traffic to move safely and without risk to health. Traffic routes need to be set up to allow separation of vehicles and pedestrians. Wherever possible clearly displayed warning signs should be provided and visitors should be escorted around the site.
11. Permanent or temporary doors and gates etc. need to be provided with suitable safety devices for example:
 - a. Sliding doors, etc, must be prevented from accidentally coming off their tracks
 - b. Upward opening doors, etc, must be prevented from falling back
 - c. Powered doors, etc, must be prevented from causing injury by trapping
 - d. Powered doors, etc, must either open automatically in the event of power failure or be capable of manual operation where necessary to ensure health and safety.
12. Vehicles on site are to be operated and used safely, suitable, and sufficient steps should be set in place to ensure this.
13. Suitable and sufficient steps are required to manage the risks from fire or explosion, flooding, or any substance liable to cause asphyxiation. Plans of action should be set in place for any such eventualities. Emergency routes and exits to enable persons to reach a place of safety quickly in the event of danger. Arrangements for dealing with foreseeable emergencies are required. These arrangements should be communicated to all employees and tested at regular intervals. Fire detection and firefighting equipment need to be provided.
14. The Contractor in charge of the site should plan for the welfare of Employees. A good supply of air, whether it be fresh or purified needs to be provided for the workplace. Protection from adverse weather and a reasonable temperature is required to be maintained in indoor places of work. Lighting needs to be provided. Emergency lighting is also required where the failure of primary lighting could result in a risk to Health and Safety.

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15. The site should be kept tidy and have a reasonable standard of cleanliness. All plant and equipment are required to be safe and without risk to health.
16. All persons involved in construction work are required to be trained, knowledgeable and experienced.
17. Suitable and sufficient steps must be taken to ensure, so far as reasonably practicable, that during working hours the temperature at a construction site that is indoors is reasonable having regard to the purpose for which that place is used. Where necessary to ensure the health or safety of persons at work on a construction site that is outdoors, the construction site must, so far as is reasonably practicable, be arranged to provide protection from adverse weather

iii. First Aid and Accident Reporting

Fire Drills and Evacuation Procedures

First Aid

The current First Aider(s) for the premises is/are displayed (on the Notice Board in the Reception Area). First Aid Boxes are provided in the following location(s):

- Reception (example)
- Kitchen (example)
- Site office

At least one trained First Aider or appointed person will always be available during working hours. Records and dates must be kept by the HR of any First Aiders' qualifications.

An assessment will be made by the First Aider or Appointed Person to ensure that there is adequate and appropriate provision for first aid. The First Aider or Appointed Person is responsible for checking first aid boxes.

A list of first aid facilities will be posted in each construction site office. All employees will receive information on first aid arrangements as part of the specific site induction.

All employees when going on site for the first time must find out where the first aid facilities are available and the procedure for summoning the emergency services.

Accidents

In the event of an injury or illness, call for a member of staff or ring for an ambulance directly.

To call an ambulance – dial 999 and ask for “ambulance”. All accidents must be reported to the Health and Safety Officer or another member of staff on duty immediately or as soon as

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practicable; All accidents must be entered on an accident form, available from the reception desk. The procedures for “notifiable” accidents as shown in Appendix A below must be followed; The Health and Safety rep will investigate incidents and accidents, writing a detailed report for the Organisation’s Management Committee to consider the actions necessary to prevent recurrence.

Fire Drills and Evacuation Procedures

Fire Drills

- All workers and volunteers must know the fire procedures, position of fire appliances and escape routes.
- The fire alarm points, fire exits and emergency lighting system will be tested by an external Fire Officer/Health and Safety rep during the first week of each month and entered in the log book provided.
- The Fire Officer will arrange for Fire Drills and Fire Prevention Checks (see Appendix C below) to be carried out at least once every three months and entered in the log book. In addition, these Drills will be carried out at different times and on different days, so that all users/hirers know the procedures.
- The last person securing the premises will ensure Fire Prevention Close Down Checks are made of all parts of the premises at the end of a session (See Appendix C).

in the event of Fire

- Persons discovering a fire should sound the nearest alarm.
- The first duty of all workers is to evacuate all people from the building by the nearest exit immediately the fire is discovered.
- All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed.
- The assembly point for the building is at the designated area explained in induction (Live construction site)
- No-one should leave the assembly point without the permission of a member of staff.
- If any fire occurs, however minor, the Fire Brigade must be called immediately by dialling 999 and asking for “Fire”.

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- When the Fire Brigade arrives advise whether all persons are accounted for and location of fire.

Bomb Warnings

If you receive a warning, try to find out from the caller:

- The approximate location of the bomb and likely time of detonation.
- Whether the police and fire brigade have been notified.
- Try to RECORD EXACTLY WHAT IS SAID:
- Notify the Police immediately on 999.
- DO NOT SOUND THE FIRE ALARM but evacuate the building taking into consideration any information from the bomb warning.
- Assemble in the designated area explained in induction on live construction site unless the bomb warning implies otherwise.

Part Four – Appendices

APPENDIX A – ACCIDENT REPORTING

Accidents

All accidents which occur during work for the Group/Organisation and/or for the User/Hirer, or on premises under the control of the Group/Organisation must be recorded.

Accidents to Workers or Contractor’s Staff

For ALL Accidents:

- ✓ Complete Accident Form and give to Health & Safety Officer
- ✓ For accidents reportable to the Health & Safety Executive (for contractors see c))

If accident results in incapacity for work for more than 3 calendar days, then complete the online form F2508 with copies to the Managing Director.

If accident results in fatality, fracture, amputation, or other specified injury (see section 4, below) then immediately notify:

Health & Safety Executive on HSE’s Infoline Tel: 0845 345 0055 And the Managing Director.

Follow up within seven days with completed online form F2508 with copies to the Chair of the Management Committee.

If a reportable accident involves a contractor’s employee and the premises are under the control of someone other than the contractor, then the person in control of the premises is responsible for reporting the accident.

If a contractor’s employee is at work on premises under the control of the contractor, then it is the contractor or someone acting on his/her behalf who is responsible for reporting the accident.

Accidents to Members of the Public

For ALL Accidents:

- ✓ Complete Accident Form and give to Health & Safety rep and Site manager
- ✓ For accidents reportable to the Health & Safety Executive

If an accident results in fatality, fracture, amputation or other specified injury (see section 4 below) then immediately notify:

Health & Safety Executive, Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG

And the managing director

Some injuries may not be fully identified until the casualty has been to hospital. It is therefore essential that, if it is known that an individual has gone to hospital as a result of an accident, follow up action is carried out.

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Definition of Specified Major Injuries or Conditions

- ✓ Fracture of the skull, spine, or pelvis; any bone in the arm or wrist, but not a bone in the hand; any bone in the leg or ankles, but not a bone in the foot.
- ✓ Amputation of; a hand or foot, a finger, thumb, or toe; any part thereof if the joint or bone is completely severed

Other specified injuries and conditions:

- ✓ The loss of sight of an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye
- ✓ Injury (including burns) either requiring immediate medical treatment, or involving loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not due to direct contact
- ✓ Loss of consciousness resulting from lack of oxygen
- ✓ Decompression sickness requiring medical treatment
- ✓ Either acute illness requiring treatment, or loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin
- ✓ Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material
- ✓ Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours

IF IN DOUBT REPORT IT

Dangerous Occurrences

In the event of any of the following:

- ✓ Collapse/Overturning of machinery
- ✓ Explosion/collapse of closed vessel/boiler
- ✓ Electrical explosion/fire

Notify the following immediately:

Health & Safety Executive, Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG HSE's Infoline Tel: 0845 345 0055 email: hse.infoline@natbrit.com

And the Managing Director

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Occupational Diseases

- ✓ Poisoning
- ✓ Skin Diseases
- ✓ Lung Diseases
- ✓ Infections

On receipt of a written diagnosis from a Doctor, report the disease using online form F2508A to: hse.infoline@natbrit.com

And the Managing Director

Full details of Dangerous Occurrences and Occupational Diseases can be found in HSE RIDDOR Booklets 11 and 17.

IF IN DOUBT REPORT IT

Appendix B – CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH REGULATIONS)

Assessment

The assessment must be a systematic review

- ✓ What substances are present and in what form?
- ✓ What harmful effects are possible?
- ✓ Where and how are the substances actually used or handled?
- ✓ What harmful effects are given off, etc.?
- ✓ Who could be affected, to what extent and for how long?
- ✓ Under what circumstances?
- ✓ How likely is it that exposure will happen?
- ✓ What precautions need to be taken to comply with the COSHH Regulations?
- ✓ What procedures need to be put in place to comply with the Control of Asbestos at Work Regulations 2002?

Prevention or Control

Employers have to ensure that the exposure of workers to hazardous substances is PREVENTED or if this is not reasonably practicable ADEQUATELY CONTROLLED.

On the basis of the assessment, the employer has to decide which control measures are appropriate to the work situation in order to deal effectively with any hazardous substances that may present. This may mean PREVENTING exposure by:

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- ✓ Removing the hazardous substance by changing the process
- ✓ Substituting with a safe or safer substance, or using a safer form Or, here this is not reasonably practicable, CONTROLLING exposure by
- ✓ Totally enclosing the process
- ✓ Using partial enclosure and extraction equipment
- ✓ General ventilation
- ✓ Using safe systems of work and handling procedures

It is for the employer to choose the method of controlling the exposure and to examine and test control measures, if required.

The Regulations limit the use of Personal Protective Equipment (e.g., dust masks, respirators, protective clothing) as the means of protection of those situations ONLY where other measures cannot adequately control exposure.

The Employers must provide any of their workers and, so far is reasonably practicable, other persons on site who may be exposed to substances hazardous to health, with suitable and sufficient information, instruction, and training to that they know the risks they run and the precautions they must take.

Employers must ensure that anyone who carries out any task in connection with their duties under COSHH has sufficient information, instruction, and training to the job properly.

Appendix C – FIRE PREVENTION

Has the Fire brigade been consulted on:

- ✓ The number and width of escape routes so as to provide a ready means of escape from all parts of the premises?
- ✓ Emergency lighting and its maintenance?
- ✓ The most suitable way of raising an alarm in the event of fire?
- ✓ The contents of fire instruction notices?
- ✓ The numbers and types of fire extinguishers or other fire-fighting appliances which should be provided?
- ✓ Precautions to be taken with any activities involving the use of flammable liquids, naked flames, or heating processes?
- ✓ The desirability of battening or clipping seats together in sets of four where moveable seats are used for large audiences?
- ✓ The maximum number of people who should be allowed on the premises at any one time.

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- ✓ Are seating and gangways in the hall/rooms so arranged as to allow free and easy access direct to fire exits?
- ✓ Are exit doors always unlocked before the start of any session and kept unlocked until the last person leaves?
- ✓ Are escape routes and exit doors clearly sign-posted and marked so that anyone not familiar with the building can quickly see the ways out?
- ✓ Are escape routes and exit doors never allowed to become obstructed or hidden by chairs, stage props, curtains etc.?

Is Fire Equipment properly looked after?

- ✓ Are fire extinguishers, hose reels and fire alarm systems (where provided) regularly maintained by specialist fire engineering firms?
- ✓ Are staff/duty officers trained to use this equipment?
- ✓ Is equipment kept in its proper position and always clearly visible and unobstructed?

Are thorough close-down checks made of all parts of the premises at the end of an evening or session?

- ✓ No smouldering fires or cigarettes left burning.
- ✓ Heater and cookers turned off.
- ✓ Televisions and other electrical apparatus turned off and unplugged.
- ✓ Lights off?
- ✓ Internal doors closed?
- ✓ Outside doors and windows closed and secured?

Are all reasonable steps taken to prevent fires?

- ✓ Smoking not allowed in storerooms or backstage?
- ✓ Substantial ashtrays provided in areas where smoking is permitted?
- ✓ Heating appliances fitted with adequate and secure fire guards.
- ✓ If portable heaters have to be used, are they securely fixed and kept away from combustible materials?
- ✓ Precautions to ensure that convector type heaters are not covered with clothes and curtains.
- ✓ Temporary extensions or additions to the electrical installation carried out and checked by a competent electrician?

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- ✓ Sufficient socket outlets provided to obviate the need for long trailing flexes?
- ✓ Damaged leads replaced regularly?
- ✓ Cooking operations supervised by a reliable person.
- ✓ Scenery, decorations, and costumes for stage performances treated to make them flame retardant.
- ✓ All parts of the premises kept clear of waste and rubbish, particularly staircases, space under stairs, storerooms, attics and boiler rooms.

Appendix D – HEALTH AND SAFETY INSPECTION

Inspection

- ✓ A Health and Safety inspection of the building/site should be undertaken at least every month. One of these inspections may be undertaken at the same time as the annual building maintenance check.
- ✓ Appointed members of the site team, or a sub-group, should arrange to meet and carry out the inspection
- ✓ This inspection group will need to agree how each question needs to be answered
- ✓ When the form is complete and has been signed, matters noted as not satisfactory, together with any other concerns raised by the inspection, should be reported to the site manager and Managing Director .
- ✓ The inspection group should be authorised, where URGENT action is necessary, to make immediate reasonable response.
- ✓ The whole form should be made available to Senior leadership team
- ✓ The forms should be preserved in a file maintained for this purpose. As required action is taken, the responsible person should initial the form in the appropriate box.

Risk Assessment

- ✓ Risk assessments relate to activities within the premises or grounds
- ✓ Risk assessments NEED to be carried out in relation to every activity undertaken, whether by groups or individuals and including the work of paid staff AND volunteers
- ✓ Special attention should be paid to the circumstances of workers under the age of eighteen and to expectant mothers, women who have given birth within the past six months or who are breastfeeding
- ✓ A risk assessment needs to be carried out whenever a new activity is envisaged

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- ✓ Assessments need to be repeated whenever circumstances change:
 - Changes in layout of equipment
 - Observing trends on the accident form
 - Changes in staff
 - Introduction of new procedures, processes, or materials

Appendix E – DISPLAY SCREEN EQUIPMENT

Who is a Display Screen User?

The regulations are for the protections of workers (including self-employed workers and volunteers) who habitually use display screen equipment for a significant part of their normal work.

In some cases, it will be clear that the use of Display Screen Equipment is more or less continuous on most days and the individual concerned should be regarded as users. Where use is less continuous, ‘user’ status would apply if most or all of the following criteria are met:

- ✓ The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results.
- ✓ The individual has no discretion as to the use or non-use of the display screen equipment
- ✓ The individual needs significant training and/or particular skills in the use of display screen equipment to do the job
- ✓ The individual uses display screen equipment in this way more or less daily
- ✓ Fast transfer of information between the user and the screen is important
- ✓ requirement of the job
- ✓ The performance requirements of the system demand high levels of attention
- ✓ and concentration by the user; for example, where the consequences of error
- ✓ may be critical.

Workers’ Entitlement

Eye Test

Any worker covered by the Regulations is entitled to request an eye and eyesight test which will be paid for by the employer. Workers should inform their line manager, who will provide them with the forms to take to an option of the worker’s choice.

A worker may request a test if he/she:

- ✓ Is already a user for a significant part of his/her work

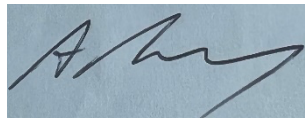
This policy will be reviewed at least annually to ensure that it remains up to date in respect of the legal requirements and good practice.

- ✓ Is about to start using display screen equipment for a significant part of his/her work
- ✓ Is experiencing visual difficulties which may reasonably be considered to be related to display screen work
- ✓ It is recommended by an optician at the time of an eye examination that the worker should have eye tests at regular intervals

We request that our Staff, Volunteers, Member and Visitors respect this Policy, a copy of which will be available on demand

Approved by the Tonbane Construction Service Ltd Managing Director

Signed:

A handwritten signature in black ink on a light blue background, appearing to be 'A. H. J.'

(Managing Director of Tonbane Construction Service Ltd)

Date: 11.10.2022

This policy will be reviewed at least annually to ensure that it remains up to date in respect of the legal requirements and good practice.