

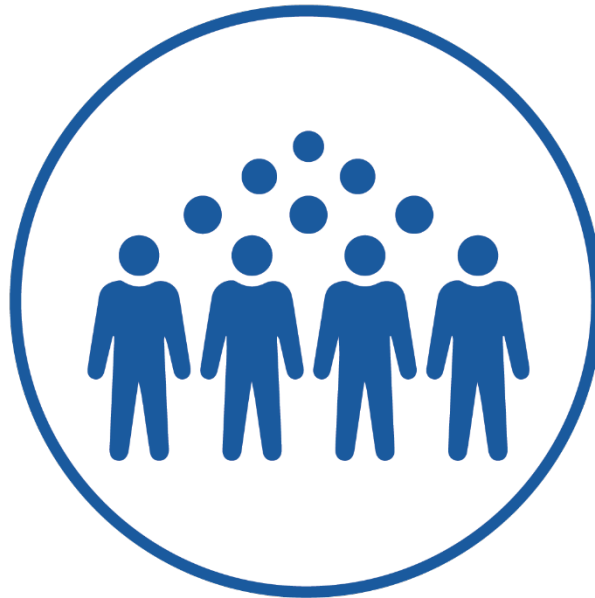


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# Labour & Human Rights

## Consolidated Policies & Reports

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# 1 Introduction

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The Don-Bur Group's employees are of great value and the key to our success. The Group must strive to provide a workplace where employees can fulfil their potential in an open and inspirational working environment. We must maintain a strong commitment to high standards that deliver a fair, respectable and safe workplace for all employees in the Group. The purpose of this policy is to define the labour and human rights standards to which all employees in the Don-Bur Group are entitled.

## 2 Equality & Diversity Policy

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### 2.1 Introduction

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The Company considers all forms of discrimination to be unacceptable in the workplace. The Company is committed to providing equal opportunities throughout employment, including in the remuneration, recruitment, training and promotion of staff.

The Company is committed to ensuring that no employee receives less favourable treatment or is unlawfully discriminated against on grounds of disability, gender, sex, sexual orientation, marital status, race, colour, religious convictions, age, nationality or ethnic origin.

All employees will be made aware of the provisions of this policy and all employees are required to ensure that the policy is carried out properly.

The Company will not ignore, or treat lightly, grievances or complaints from employees on the assumption that the individual is oversensitive about discrimination.

### 2.2 Recruitment and Promotion

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The Company will ensure that information about vacant posts will be circulated as widely as possible, so that it may reach as wide a group as possible regardless of race, religion, sex, colour, age, marital status, nationality, ethnic origin, disability or sexual orientation.

No recruitment literature or advertisements will imply a preference for any one group of applicants unless there is a general occupational qualification which limits the post to a particular group, in which case this must be clearly stated. Where a particular qualification is required, the company will (as far as reasonably practicable) state that a fully comparable qualification obtained overseas is as acceptable as a UK qualification.

The Company will comply with the Code of Practice of the Commission for Racial Equality and the Equal Opportunities Commission Code of Practice.

The Company will take all reasonable steps to recruit, employ and promote employees on the basis of ability, skill and qualification, without regard to any of the grounds referred to above.

The Company will avoid making any requirements when recruiting employees which would exclude a higher proportion of a particular sex or racial group.



## 2.3 Employment

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The Company will not unlawfully discriminate against an individual employee on the basis of race, religion, sex, colour, age, marital status, nationality, ethnic origin, disability or sexual orientation.

## 2.4 Selection

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All job applicants will be treated equally. Applicants will be considered on their merits and skills for employment, career development and promotion without discrimination.

No such decisions will be taken by the Company which cannot be objectively justified in the particular circumstances.

## 2.5 Training, Facilities and Benefits

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All employees will be provided with the appropriate training for their needs regardless of their race, religion, sex, colour, age, marital status, nationality, ethnic origin, disability or sexual orientation.

The Company will make no distinction based on such grounds between the training, facilities and benefits it provides its employees.

## 2.6 Monitoring

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The Company will ensure that all aspects of the policy are kept under review in order to ensure the effectiveness of its Equal Opportunities Policy. From time to time, the Company will review its selection criteria for recruitment, training and promotion to ensure they do not constitute or could lead to unlawful discrimination.

## 2.7 Responsibilities

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The responsibility for ensuring that this policy is upheld is with the Managers and Supervisors. They will be fully trained, informed and supervised in order to be able to carry out efficiently the equal opportunities policy and deal with any discriminatory acts.

Managers and Supervisors are responsible for knowing whether or not unacceptable behaviour is taking place in their particular areas of responsibility and will take preventative measures to ensure it does not occur.

If the Manager or Supervisor becomes aware that such behaviour has occurred, he or she must respond in accordance with the Company Discrimination and Harassment Procedure.

All complaints must be treated seriously and the failure of the Manager or Supervisor to carry out his or her duties in respect of equal opportunities could lead to disciplinary action being taken against him or her.



## 3 Grievance Procedure

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### 3.1 Policy

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The primary purpose of this grievance procedure is to enable staff to air any concerns that they may have about practices, policies or treatment from other individuals at work or from the Company, and to produce a speedy resolution where genuine problems exist. It is designed to help all employees to take the appropriate action, when they are experiencing difficulties, in an atmosphere of trust and collaboration.

Although it may not be possible to solve all problems to everyone's complete satisfaction, this policy forms an undertaking by the Company that it will deal objectively and constructively with all employee grievances, and that anyone who decides to use the procedure may do so with the confidence that their problem will be dealt with fairly.

This grievance procedure is not a substitute for good day-to-day communication in the Company where we encourage employees to discuss and resolve daily working issues in a supportive atmosphere. Many problems can be solved on an informal footing very satisfactorily if all employees are prepared to keep the channels of communication between themselves open and working well. This procedure is designed to deal with those issues that need to be approached on a more formal basis so that every route to a satisfactory solution can be explored and so that any decisions reached are binding and long lasting.

This grievance procedure is **entirely non-contractual** and does not form part of an employee's contract of employment.

### 3.2 Procedure

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If you cannot settle your grievance informally, you should raise it formally. This procedure has been drawn up to establish the appropriate steps to be followed when pursuing and dealing with a formal grievance.

#### 3.2.1 Stage 1

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In the event of your having a formal grievance relating to your employment you should, in the first instance, put your grievance in writing and address it to your line manager, making clear that you wish to raise a formal grievance under the terms of this procedure. Where your grievance is against your line manager, your complaint should be addressed to an alternative manager or to the human resources department. This grievance procedure will not be invoked unless you raise your grievance in accordance with these requirements.

A manager (who may not be the manager to whom your grievance was addressed) will then invite you to attend a grievance meeting to discuss your grievance and you have the right to be accompanied at this meeting by a trade union official or a fellow employee of your choice. Every effort will be made to convene the grievance meeting at a time which is convenient for you and your companion to attend. If this means that the meeting cannot be held within a reasonable period (usually within five working days of the original date set), we ask that you make arrangements with another companion who is available to attend. Any employee who is chosen to accompany another in a grievance hearing is entitled to take paid time off for this purpose.



You must make every effort to attend the grievance meeting.

At the meeting, you will be permitted to explain your grievance and how you think it should be resolved. Please note that it is prohibited for you to record (whether covertly or otherwise) the proceedings at the grievance meeting, and at any appeal meeting, without the express permission of the Company.

Following the meeting, the Company will endeavour to respond to your grievance as soon as possible and, in any case, within five working days of the grievance meeting. If it is not possible to respond within this time period, you will be given an explanation for the delay and be told when a response can be expected. You will be informed in writing of the Company's decision on the grievance and notified of your right to appeal against that decision if you are not satisfied with it.

### 3.2.2 Stage 2

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In the event that you feel your grievance has not been satisfactorily resolved, you may then appeal in writing to a Director of the Company within five working days of the grievance decision. You should also set out the grounds for your appeal.

On receipt of your appeal letter, a more senior manager or a Director (who again may not be the person to whom your appeal was addressed) shall make arrangements to hear your grievance at an appeal meeting and at this meeting you may again, if you wish, be accompanied by a trade union official or a fellow employee of your choice.

You must make every effort to attend the grievance appeal meeting.

Following the meeting, the senior manager or Director will endeavour to respond to your grievance as soon as possible and, in any case, within five working days of the appeal hearing. If it is not possible to respond within this time period, you will be given an explanation for the delay and be told when a response can be expected. You will be informed in writing of the Company's decision on your grievance appeal.

This is the final stage of the grievance procedure and the Company's decision shall be final.

## 3.3 Disciplinary issues

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If your complaint relates to your dissatisfaction with a disciplinary, performance review or dismissal decision, you should not invoke the grievance procedure but should instead appeal against that decision in accordance with the appeal procedure with which you will have been provided.

In the event that the Company discovers a grievance previously raised by you is malicious, fabricated or falsified it reserves the right to take disciplinary action against you. Please note that this could result in your dismissal for gross misconduct.



## 4 Training & Development

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### 4.1 Employee Handbook

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#### 4.1.1 GENERAL INFORMATION FOR HOURLY PAID EMPLOYEES

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##### PLACE OF WORK

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Your normal place of work in terms of work base will be at Mossfield Road, Adderley Green. The Company reserves the right to require the employee to work at such other places of business of the Company (within reasonable commuting distance of the employee's home), as the employer may from time to time reasonably require whether on a temporary or permanent basis on giving 1 weeks prior written notice to the employee of such requirement.

##### HOURS OF WORK

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Day Shift: 7:30 am – 17:00 pm Monday to Thursday and 7:30 am – 12:30 pm Friday

(unless employed on a different basis)

Morning Break 9:30am – 9:45am

Lunch Break 12:30pm – 1:00pm

Night Shift:

Monday to Thursday 6:00 pm - 6:00 pm

Breaks 9:00pm – 9:15pm

Lunch Break Midnight to 00:30 am

Break 3:00am – 3:10am

##### WORKING TIME REGULATIONS

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Under the Working Time Regulations 1998 a worker's average working time (including overtime) must not exceed 48 hours in each 7 day period. The Regulations provide that this limit will not apply where a worker has agreed with their employer in writing that it should not apply in their case. See Paragraph 4.5 in your Statement of Terms and Conditions.

##### LAY-OFF AND SHORT TIME WORKING

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The Company reserves the right to lay you off or put you on short time working where the needs of the Company's business make this necessary, for example because there is a temporary cessation of or reduction in work or a temporary closure of the workplace. You will be notified of the lay-off or short time working, the date when it will start and how long it is anticipated to last for. The position will then be kept under regular review by the Company.

In the event that you are laid off or put on short time working, your entitlement to pay on workless days in that period of lay-off or short time working will cease and instead, if you





qualify, you will be paid guarantee payments at the prevailing statutory rate during that period. Guarantee payments are paid for a maximum of the first five workless days within a three-month period.

Your continuity of employment will not be affected by a lay-off or short time working.

### PROBATION PERIOD

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Your employment by the Company is subject to a probation period of three months during which time you will be required to demonstrate your suitability for the position in which you are employed. To this end your progress will be assessed on a regular basis.

The probation period may be extended at the Company's discretion by a further three months e.g. maximum of six months, and this is without prejudice to the Company's right to terminate your employment before the expiry of the probation period.

An extension may be implemented in circumstances where your performance or conduct during probation has not been entirely satisfactory but it is thought that an extension to the probation period may lead to improvement, or where you have been absent from work for any reason for a significant period during probation.

During the probation period and during any extension to your probation, you will, if you are absent from work due to sickness, be entitled only to Statutory Sick Pay (SSP).

Your employment may be terminated at any time during or at the end of the probation period (or during or at the end of any extension to your probation) on the grounds of unsuitability for the role, poor or unsatisfactory performance, misconduct, poor attendance, poor timekeeping, lack of capability, for reasons of health and safety or if it is believed or established that you do not have the qualifications, experience or knowledge that you claimed to have at the time of recruitment. This list is not exhaustive. Any termination will be confirmed to you in writing and there will be no right of appeal.

At the end of your probation period, the Company will carry out a review within a reasonable time of its expiry and it will not be deemed to have been completed until the Company has carried out its review and formally confirmed the position in writing to you. If your probation period has been successfully completed, your continued employment by the Company will be confirmed.

During the probation period and during any extension to your probation (and until the Company has carried out its review at the end of it and formally confirmed the position in writing to you), the notice period will be one week once 4 weeks have been completed and the Company's normal disciplinary and capability procedures will not apply.

### CLOCKING

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Your proximity swipe card issued to you is required for three purposes:

- Entrance and exit to site (for Health and Safety Procedure)
- Attendance Clocking (for wage payments)
- Job clockings



You must clock in and out at all times (INCLUDING MID-DAY LUNCH BREAKS). A valid clocking is the only proof that you have presented yourself for work on time and therefore attracted a full shift's pay, and it is your responsibility to ensure that this happens. The Company reserves the right to pay from the nearest 15 minutes after the claimed start time of any employee who fails to clock i.e. any employee who claims to have arrived on time but not reported this to his Manager until after the start bell.

If an employee does not clock on due to a claimed lost card this will be treated as a late arrival as above. **In addition to treating this as a non-clocking, after the first replacement we will charge £5 for any subsequent re-issue that occurs in the following 12 months due to loss or mislaying of cards.**

**YOU MUST NOT CLOCK SOMEONE ELSE'S CLOCK CARD, SUCH PRACTICES ARE DEEMED TO BE GROSS MISCONDUCT AND WILL BE SUBJECT TO DISMISSAL WITHOUT NOTICE**

### PAY

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Your hourly rate of pay will be as agreed upon offer of employment. Wages are paid directly into your Bank/Building Society account each Friday. Please ensure Payroll receives your P45/P46 at your earliest convenience.

### PAY STRUCTURE

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#### DAYS

1st 41 hours @ basic

Additional hours @ basic + ½

Sunday basic x 2 Overtime of 8 hours or more, an additional £25 overtime bonus will be awarded

#### NIGHTS

1st 46 hours @ basic plus the shift premium Additional hours @ basic + ½

Sunday basic x 2 Overtime of 6 hours or more, an additional £25 overtime bonus will be awarded

If a Bank Holiday is worked prior payment agreement and authorisation must be granted by the Production Director

Only exemptions to the above hours are Holidays and Medical Certificates

Additional payments can be awarded on merit for the following:

Team Leader Responsibilities

First Aid Training Grading Bolt-on

### HOLIDAYS

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The Company will give you notice of the exact dates you are required to take as annual leave as early as possible after the start of the holiday year and in any event at least one month in advance of the shutdown.

On termination of employment, you will be paid for any holidays not taken in that year. If on termination, you have taken more holidays than you have accrued in that year, the Company will deduct the value of any unearned holidays from any final payment of salary made to you. Holiday pay will be at a rate derived from basic annual salary accruing at 2.5 days per month (2.33 on fixed term contracts) for day shift workers and a rate of 2 days per month for night shift workers worked of the holiday year.

### DAY SHIFT

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Permanent Employees – 30 days per year (this is inclusive of Bank Holidays and factory shutdown)

Fixed Term – 28 days per year (this is inclusive of Bank Holidays and factory shutdown)

### NIGHT SHIFT

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Permanent Employees – 24 days per year (this is inclusive of Bank Holidays and factory shutdown) i.e. the equivalent of six working weeks, in line with day shift entitlement.

The holiday pay is calculated on the basic pay per week divided by number of contracted working days.

Ample notice should be given of any required days off. Normally this is the minimum of twice the length of time off requested e.g. 1 day off requires 2 days' notice, 2 weeks off requires 4 weeks' notice.

### ABSENCE

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#### IF YOU ARE ABSENT FROM WORK:-

Telephone the HR Department by 9:30 am on the first day absence and on a daily basis until a return to work date is established or a medical certificate is submitted. It is your responsibility to inform the Company that you are absent, and to provide the reason for your absence and when you are likely to return to work.

#### FOR ABSENCE WHICH MAY QUALIFY FOR STATUTORY SICK PAY:-

- a) Follow the above procedure
- b) For sick absence of 4 days or more in a row an Employee's Statement of Sickness (SC2 Form) must be completed and sent to the HR Department
- c) For sick absence of 8 or more days in a row a Doctor's Certificate (known as a "Fit Note") is required from the 8th day of absence onwards.

### GENERAL INFORMATION

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You should ensure that All Medical Certificates reach the HR Department as soon as possible to avoid late payment of Statutory Sick Pay. Any undue delay may exclude you from SSP Payments.



Please note that if you are in receipt of a Doctor's Certificate (Form Fit Note) and wish to return to work before the end of the period stated by the Doctor

you must obtain a signing off Certificate, otherwise you will not be allowed to commence work.

### **IMPORTANT**

You are required to telephone the Company on the last day of cover on your current SC2 or Fit Note Certificate.

A return to work interview will be carried out by your Line Manager following your return to normal duties. Should amended duties be advised by your GP, a pre-return to work meeting may be arranged before any amendments to your work be permitted

Failure to comply with the above or completing a false and inaccurate statement could lead to disciplinary action being taken.

Appendix 3 Disciplinary Procedure

Appendix 4 Grievance Procedure

### **CAR PARKING**

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The Company provides a Car Park situated apposite the main works entrance but please note that any parking on or adjacent to Company property is at the employees' own risk. The Company will not be responsible for any damage or loss incurred. Parking on the pavement area at the entrance/exit of the car park is not permitted at any time.

### **SECURITY**

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The Company operates security procedures via a permanent Security Team and as such you are advised that the Security Officers are empowered to stop and search cars and baggage of persons when leaving the site:

- a) The Company reserves the right to search any employee (within the constraints set out by legislation and relevant codes of practice), their vehicle or their bags and toolboxes, subject to and in accordance with the rules set out below.
- b) A search may be carried out at any time whilst the employee is on Company premises and in particular when the employee is seeking to enter or leave the premises.
- c) A search may only be conducted by one or more persons duly authorised in writing by the company. Written authorisation will be produced on demand to the employee requested to submit to a search. A search will be conducted in the presence of a third party.
- d) Refusal to co-operate in a search proposed to be conducted in accordance with these rules will be regarded as a serious breach of contract and would result in disciplinary action being taken, in accordance with the Company disciplinary procedures.
- e) If during the course of a search, the employee is found to be in unauthorised possession of property belonging to the Company, another employee or a visitor to the company, the employee may be detained on Company premises until such time as the police arrive, at the discretion of the Company. The employee, the witness and the person carrying out the search will be requested to provide the Company with a written statement.



f) Any property discovered will be retained by the Company and may be produced as evidence to the Police at the Company's discretion.

### 4.1.2 PERSONAL PROPERTY

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You are responsible for looking after your own money, valuables and other personal property brought onto the Company's premises, for example, your handbag, wallet, mobile phone etc.

You must take due care of your personal belongings whilst at work. For security reasons, where you are unable to carry your personal belongings with you, you are advised to lock them securely away and you should not leave them unattended at any time.

The Company holds no liability to compensate you in the event of loss or damage to your personal property (whether caused wilfully, accidentally, by theft or otherwise)

### 4.1.3 CCTV

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The Company uses CCTV within the scope of the data protection Act 1998, for the purpose of staff/visitors wellbeing and premises security.

Cameras are located at various places on the premises, and images from the cameras are recorded.

### 4.1.4 DRUGS & ALCOHOL

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Under no circumstances should alcohol or drugs be consumed on the premises, failure to adhere to this rule will result in termination of Employment. See Appendix 1.

#### TELEPHONES

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You are contractually obliged to be productive for the whole of the working shift and therefore not allowed to engage in social activities or actions which detract you from work.

Use of camera phones or separate cameras to take images or video on site is a serious breach of both individual and corporate confidentiality and will be dealt with as such. Only authorised use of camera phones/cameras for operational reasons will be permitted.

We have a legal duty of care to protect your hearing whilst at work and therefore provide various ear defenders for this purpose. We require you to visibly use this equipment and therefore not wear earphones.

All mobile phones and music players therefore must be turned off at all times other than recognised break periods and anyone contravening this rule will be subject to disciplinary measures.

Special dispensation from this will only be given in a genuine emergency situation by a senior manager and this will only be granted prior to use and on a temporary basis, so such a request must be renewed for each and every day that this concession is needed.

You are also reminded that inappropriate comments made by texts or on social media sites about the Company, its products or its employees or any content

placed that prejudices the Company's reputation will be deemed as gross misconduct and therefore a dismissible offence, whether this occurs inside or outside working hours.



The use of mobile phones and personal stereos during working hours is therefore prohibited, with the exception of mobile phones used by key operatives as an essential part of their job. Any employee failing to comply will be dealt with through the disciplinary procedure.

### SMOKING

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Smoking, including E-cigarettes is only permitted during recognised break times, inside the shelters located at the designated areas listed below:

- Shelter in Top Shop yard
- Shelters Opposite Gucci Workshop
- E-cigarette Area

The above controls are both a legal requirement and a mandatory condition of our insurance and anyone found to be contravening these rules will be liable to **INSTANT DISMISSAL**

### HEALTH AND SAFETY AT WORK INFORMATION

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The Health & Safety at work act now makes Health & Safety at work everyone's business. In addition to the Company's responsibility for Health & Safety at work, you are reminded that you can be held responsible for any acts or omissions at work that not only endanger your health & safety but that of other people.

To make you aware of the obligations under health & safety please read the following information.

No member of staff should leave site without seeking prior authorisation from a Manager. Failure to do so will be deemed as Gross Misconduct and a serious breach of Health & Safety, therefore this will result in Disciplinary action been taken.

### IN THE CASE OF FIRE

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Should any person discover a fire then it is their duty to alert the factory by immediately contacting the Security Lodge or by breaking the nearest "Fire Call Point".

Upon hearing the alarm all employees (without exception) should leave their place of work (or wherever they happen to be at the time) via the nearest escape route, ensuring that all machinery is turned off using the Emergency Stop Button if one is fitted.

Upon reaching the outside of the building they should immediately proceed to their Assembly Point where a roll call will take place (All employees working outside normal working hours must assemble at the fire assembly point).

If you are temporarily transferred to another department it is your responsibility to ensure that you are aware of all escape routes from that department and the location of the "**Fire Call Point**". **On exiting the area you should assemble at your Assembly Point using an outside route.**

In the event that you are in the company of a visitor to the site (other than a contractor) it is your responsibility to ensure they leave the Department along with you and report to your Assembly Point. On arrival at your Assembly Point ensure that the visitors' name is added to the attendance sheet so that a cross reference can be made with the Visitors Log.



Under no circumstances should anybody return to their place of work once the alarm has sounded until instructed to do so by their Manager. This includes going back for personal belongings. **FAILURE TO COMPLY WITH THIS MAY RENDER YOU LIABLE TO DISCIPLINARY ACTION AND YOUR LIFE MAY BE AT RISK.**

Any employee who is late for work and arrives after 7:30 am MUST report to their Supervisor/Manager.

### **TO AVOID FIRE**

- Smoking is NOT PERMITTED inside any part of the premises.
- Smoking is only allowed in the designated smoking areas outside at authorised break times.
- Ensure that cigarettes are extinguished in the receptacles provided.
- Do not allow rubbish to accumulate.

### **FIRE EXITS AND FIRE POINTS**

These areas must be kept clean and tidy at all times, and must not be fouled up by surplus materials.

Fire buckets must be filled with the appropriate sand or water

Vehicles must not be parked in front of fire points or exits

If any fire extinguisher is exhausted for any reason whatsoever please notify your Departmental Manager, Safety Representative or Maintenance Department.

## **4.1.5 WELFARE, FIRST AID & ACCIDENT REPORTING**

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### **MEDICAL EXAMINATION**

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The Company may require you to undergo a medical examination by a medical practitioner or occupational nurse at any stage of your employment. The cost of any such examination will be met by the Company and you will co-operate in the disclosure of all results and reports to the Company. The Company will only request such an examination where reasonable to do so but your failure to co-operate without justifiable reason may result in disciplinary action being taken.

### **FIRST AID**

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Qualified First-Aiders are positioned across the site, including our on-site Security Team and are permitted to administer basic first-aid (this does not include dispensing of any medication).

### **REMEMBER ACCIDENTS ARE CAUSED, THEY DON'T JUST HAPPEN.**

All accidents MUST be reported to your Line Manager and/or Health & Safety Manager immediately however slight so that the necessary documentation and investigation can be completed.

**By constantly thinking about Health & Safety and trying to foresee the possible consequences of your acts or omissions at work most accidents can be avoided.**



### OVERALLS AND PROTECTIVE EQUIPMENT

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Steel fabrication can create a hazardous working environment. We consider the wearing of safety (i.e. steel toecap) shoes essential and therefore require the employee to wear such protection at all times whilst at work

Long hair must be tied back.

When overalls etc. have been issued to you, wear them at all times when doing your job. They have been provided for your benefit. Take care of your overalls and keep them in good condition. Change them every week. Ensure that all overalls are kept separate from your outdoor clothing and are safely put away at the end of each working day. All overalls **MUST BE RETURNED** should you decide to leave the Company.

You will be issued with personal protective equipment, e.g. ear protection, goggles/safety glasses, respirators, masks or gloves etc. Use the equipment, it has been provided to protect you and is for your benefit. Keep this equipment in good working order and condition. Ensure that the equipment is safely stored away when not being used. If the equipment becomes worn out then get it replaced promptly.

#### **REPORT ANY HAZARD OR DEFECT TO YOUR SUPERVISOR/MANAGER**

Always be on the lookout for danger. Don't assume someone else will report a hazard or defect.

#### **USE PERSONAL PROTECTIVE EQUIPMENT PROPERLY**

Know when and how to use personal protective equipment. Always inspect equipment before you use it (this includes overalls etc.)

It is in your own interest to follow the above guidelines.

#### **IF IN DOUBT CONTACT YOUR SUPERVISOR OR MANAGER**

### HAZARD SPOTTING AND REPORTING

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If you see a hazard or unsafe working practice or condition which could possibly lead to, or cause an accident, report it immediately to your Supervisor or Manager to ensure that action is taken to remedy any unsafe situation. Always refer to the "Stop & Think" Cards.

#### **GENERAL ITEMS:**

Always keep your work area in a clean and tidy state; a tidy worker is a safe worker.

If you drop anything onto the floor, pick it up immediately and put it into the bins provided.

Wear proper footwear for the job to avoid accidents occurring due to falling objects striking the feet or toes.

Avoid spillage of any kind, but in the event of any spillage, ensure that it is cleaned up immediately. In the event of oil spillage, ensure that sawdust is put on the spillage. This will prevent people slipping and falling on the spillage.

Always be aware of personal hygiene, wash your hands thoroughly before eating or drinking.





Always dry hands thoroughly.

Always work in the correct and safe manner **DO NOT TAKE SHORT CUTS.**

### WORKSHOP CLEANLINESS

---

Please ensure that all workshops are kept free from any surplus materials lying on the floor, and refrain from leaving materials against all walls.

Please ensure that any materials in the workshops that are to be used on vehicles are stacked neat and tidy out of harm's way.

Please ensure that all paper and plastic tea cups etc., are put into receptacles provided. They are not only untidy, but fire hazards.

Please ensure that all gangways and working areas around vehicles are kept clean and tidy.

Do not throw away any fixings or fasteners left on the floor. Return them to their storage area.

Do not drop materials from vehicle roofs, ladders, cat walks, trestles, steps etc.

Do not throw missiles of any description through the air.

### NOTES

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It shall be the duty of every employee at work to:

Take responsible care for the Health & Safety of himself and other persons who may be affected by his acts or omissions at work.

To co-operate with his employer or any other persons in so far as is necessary to enable these duties or requirements to be carried out.

No person shall intentionally or recklessly interfere with or misuse any equipment provided, and shall co-operate with its safekeeping.

Only senior employees over 21 years of age may drive customer's vehicles and only on being given written permission by Management.

Fork lift trucks will only be driven and operated by experienced personnel, who have passed the relevant test and been given written permission by Management.

Fork lift trucks are not designed to carry passengers. Hitching a lift, standing or sitting on them whilst in motion is strictly forbidden.

volt equipment should be used where available and all tools should be returned to a safe place after use. Any damage to tools or mains leads should be reported to your supervisor or directly to the maintenance electrician.

## 4.2 Apprenticeship Handbook

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### 4.2.1 History of Don-Bur

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The name "Don-Bur" derives from the name of its founder, Donald Burton. In 1981, as part of one of the first management buy-outs, Welford Truck Bodies became Don-Bur, which was located on a 4-acre site with just 70 members of staff.

Today, still based in Stoke-on-Trent in the heart of England, the Don-Bur group of companies has 6 divisions, all under the umbrella of Don-Bur (Bodies & Trailers) Ltd. The group now has an annual turnover of circa. £50 million.

Don-Bur (Bodies & Trailers) Ltd now covers some 18 acres, much of which has been developed into covered manufacturing and assembly bays. Around 500 staff are now responsible for the impressive production rate of 1,500 units per annum covering anything from 7.5 tonne rigid bodywork to complex hydraulic moving deck trailers.

### 4.2.2 Introduction

---

Working together with NSEG Training Association, Don-Bur will be taking on a number of Engineering Apprentices each year as part of a long-term commitment to develop and retain critical skills at the large commercial trailer manufacturing plant in Stoke-on-Trent.

In addition to our commitment to NSEG we are also keen to up skill our current workforce through the Apprenticeship Programme working alongside System Group for Managerial/Supervision & Accountancy qualifications. This training is offered to all our employees who demonstrated the willingness and potential to grow within the business.

Apprenticeships, from initial training up to and including Technician level 3 and Graduate level 4 schemes, are vitally important to offer career stability and planned, structured growth for a wide variety of individuals seeking self-improvement. The schemes provide a valuable platform to provide a long-term partnership which will benefit both Don-Bur and apprentices alike.

- Apprentices must be aged 16 or over - there is no upper age limit for apprenticeship training.
- Apprentices can be new or current employees.
- As the employer, we are responsible for paying your wage and giving you your contract of employment. (Your pay will be at least the Apprentice wage rate)
- We will offer apprentices the same conditions as other employees working at similar grades or similar roles. This includes:
  - Paid Holidays
  - Sick Pay
  - Any benefits
  - Support such as coaching or mentoring
- Apprenticeships must last for at least a year. They can last up to 5 years depending on the level the apprentice is studying.
- We will pay our Apprentice for time spent training or studying for their apprenticeship, whether while at work or at a college or training organisation.
- All our Apprentices will be employed in a real job that gives them the opportunity to gain the knowledge and skills, they need to work in a particular industry and to pass their End Point Assessment (EPA).
- All Apprentices must be committed to work towards an approved apprenticeship standard.



- You must sign an apprenticeship agreement with our training provider.
- You must also sign a commitment statement for your Apprenticeship.
- A comprehensive Health & Safety induction will take place.

### 4.2.3 Support from or Training Providers

---

Our Training Providers will support our Apprentices throughout their Apprenticeship programme from initial recruitment to completion of all training. This will mean you will come in contact with various members of our training providers such as Tutors, Assessors and Coaches:

#### B. Tutors and Assessors

---

This team is responsible for your training and assessing you throughout your qualifications. They will contact you to arrange a visit and discuss their role. They will deliver your day-release training and be involved in assessing the components of your Apprenticeship by assessment site visits to Don-Bur. All visits will be agreed with you and your manager in advance.

#### C. Learning Coaches

---

Their role is to ensure apprentices are attending off the job training and work, as required, and providing or signposting you for support to ensure you are making good progress in your learning. They can assist with issues around attendance at work but apprentices should also be subject to our internal processes just like any other employee.

### 4.2.4 The Apprenticeship Training Programme

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#### Frameworks & Standards

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Prior to 2017, all apprenticeships were known as Frameworks. These are primarily qualification-focused. On a Framework, apprentices are assessed continuously throughout their apprenticeships, usually by compiling a portfolio consisting of lots of individual pieces of evidence. The main aim at the end of a Framework is to have achieved a competency-based qualification, such as an NVQ, and a technical qualification, such as a BTEC.

Since 2017, the Government has promoted the development of Apprenticeship Standards. A standard contains a list of the skills, knowledge and behaviours an apprentice will need to have learned by the end of their apprenticeship. Standards are occupation-focused; they are not qualification-led. The learning happens throughout the apprenticeship and the apprentice undertakes a final End Point Assessment (EPA). They need to prove that they can carry out all aspects of their job. They develop transferable skills and gain credibility too.

#### Off-the-job Training

---

Apprenticeships must involve at least 20% off-the-job training. This 20% off-the-job training requirement is measured over the course of an apprenticeship, but must be completed before EPA.

The off-the-job training is an essential part of an apprenticeship and therefore must take place during employed time.

It is up to Don-Bur and the training provider to decide at what point during the apprenticeship the training is best delivered (for example, a proportion of every day, one complete day a



week, one week out of every five, a proportion at the beginning, middle or end). This will depend on what is best for the organisation and the apprentice and on the technical or theoretical requirements of the apprenticeship standard.

Most Apprenticeships will be taught by day release, on a set day per week which will have already been agreed. In exceptional circumstances requiring a change to the regular day, you will be notified in advance.

### 4.2.5 Contracts of employment/ Apprenticeship Agreement

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#### Contracts of Employment

---

- All Apprentices will have an employment contract with Don-Bur. A contract is an agreement that sets out an employee's:
  - Employment Conditions
  - Rights
  - Responsibilities
  - Duties
- Employment contracts will be in writing.
- A contract 'starts' on the 1st day of employment.
- Employees are legally entitled to a Written Statement of the main terms and conditions of employment within two calendar months of starting work. This will include details of things like pay, holidays and working hours.

#### What is an Apprenticeship Agreement?

---

Don-Bur will sign an apprenticeship agreement with your every apprentice. This gives details of what you agree to do for the apprentice, including:

- How long Don-Bur will employ the Apprentice for.
- The training Don-Bur will give the Apprentice.
- The Apprentice working conditions.
- The qualifications the Apprentice is working towards.

#### What is a commitment statement?

---

Don-Bur will also have a commitment statement with all Apprentice and the training provider. It must include:

- The planned content and schedule for training.
- What is expected and offered by the employer, the training organisation and the apprentice.
- How to resolve queries or complaints.

#### Paid Holidays

---

Within the Contract/Apprenticeship Agreement the number of paid days holiday a year should be detailed. All apprentices are covered by the same national legislation on paid holidays as other staff. The current legislation entitles all staff working 5 days per week to 30 paid holidays per year, or pro-rata if they work less.



### 4.2.6 Legislation

---

Apprentices like all Don-Bur's other employees are subject to a range of legislation covering areas such as Employment Law, Health and Safety Legislation and Equality Legislation. All of our Apprentices will be treated the same as all other employees in relation to this legislation where the legal responsibility lies with the Don-Bur. There are 3 specific pieces of legislation which apply to our Apprentices that may not apply to other employees. These are:

#### A. National Minimum Wage

---

The government has created a national minimum wage for apprentices, which only applies to this group of employees. If Don-Bur wish, then we can pay more than this hourly rate. We may offer our apprentice small pay rises linked to specific achievements during training. For apprentices aged 19 years or over, the national minimum wage for an apprentice only applies during the first year.

#### B. Working hours legislation for under 18's

---

There is legislation in place which limits the working hours of young people under 18 years of age. The Direct.gov government run website currently advises the following on this issue;

"A young worker cannot usually be made to work more than eight hours per day or 40 hours per week. These hours cannot be averaged over a longer period and you are not allowed to ignore these restrictions.

They will only be able to work longer hours if you either need to:

- keep the continuity of service or production

Respond to a surge in demand for a service or product and provided that:

- there is no adult available to do the work
- their training needs are not negatively affected."

These restrictions only apply to those under 18, apprentices aged 18 or over can be required to work longer hours providing they are paid. The working hours should be discussed and agreed with the applicant before commencing with any Apprenticeship.

#### C. Risk assessments for employing a young person

---

Don-bur ensures that all relevant Risk Assessments are completed prior to any Apprentice commencing employment with the Company.

### 4.2.7 Safeguarding

---

**Safeguarding is the process of minimising the risk that young people are subject to including bullying or abuse in the workplace.**

Although safeguarding is an important issue for all employees, irrespective of their age. Issues with safeguarding are not commonplace and there are no requirements to carry out DBS (Disclosure and Barring Service) checks on staff because you are employing a young person.

However, there are some simple things that we have done to minimise the risk including:



**A.** Providing a named person within the organisation that the apprentice should contact if there are any issues in this area

and showing them who and where this person is.

**B.** Where further advice or support is needed - contact Paul Williams @ NSEG.

**C.** If concerns are raised these will be fully investigated.

**Every apprentice at Don-Bur will go through a formal review of their progress at least every 12 weeks or more frequently if required.**

The purpose of this review is to look at your progress both with your Training Provider and in the workplace.

Each Training Provider will have their own software as their online learning platform for our Apprentices to login to regularly and complete any training logs assessments as required.

This software can also be used to track and monitor all types of work-based training.

### End Point Assessment

---

The purpose of the End Point Assessment (EPA) is to test that an apprentice is fully capable of doing their job before

they receive their apprenticeship certificate. It also helps to demonstrate that what an apprentice has learned can be applied in the real world.

- EPA is separate to any qualifications or other assessment that the apprentice may undertake during the on-programme stage of the apprenticeship.
- At the end of an apprenticeship, the apprentice will go through a 'gateway' process where they are signed-off by Don-Bur as ready for a final assessment of their knowledge and practical capabilities.
- The assessment will be graded (in most cases) and the Independent Assessment Organisation (IAO) and assessor must be independent of, and separate from, the training provider and employer.

### 4.2.8 Options once the Apprenticeship has been completed

---

1. Progressing to a higher-level Apprenticeship with support from Don-Bur. This transition depends upon your role and responsibilities within the organisation and your ability to meet the demands of the higher qualifications. This will need to be discussed with your tutor/assessor before the Apprenticeship has been completed. They will be able to advise both Don-Bur and the apprentice on this option. This option enables the apprentice to receive further training in additional skills and enables Don-Bur to train the Apprentice in a broader role with higher level skills.
2. Becoming an employee. Don-Bur are committed to employing all of our Apprentices in permanent roles to go on and become a member of our skilled workforce at the end of their Apprenticeship. They would be employed like any other member of staff on a new contract of employment and would then be entitled to the national minimum wage for their age group, as a minimum.

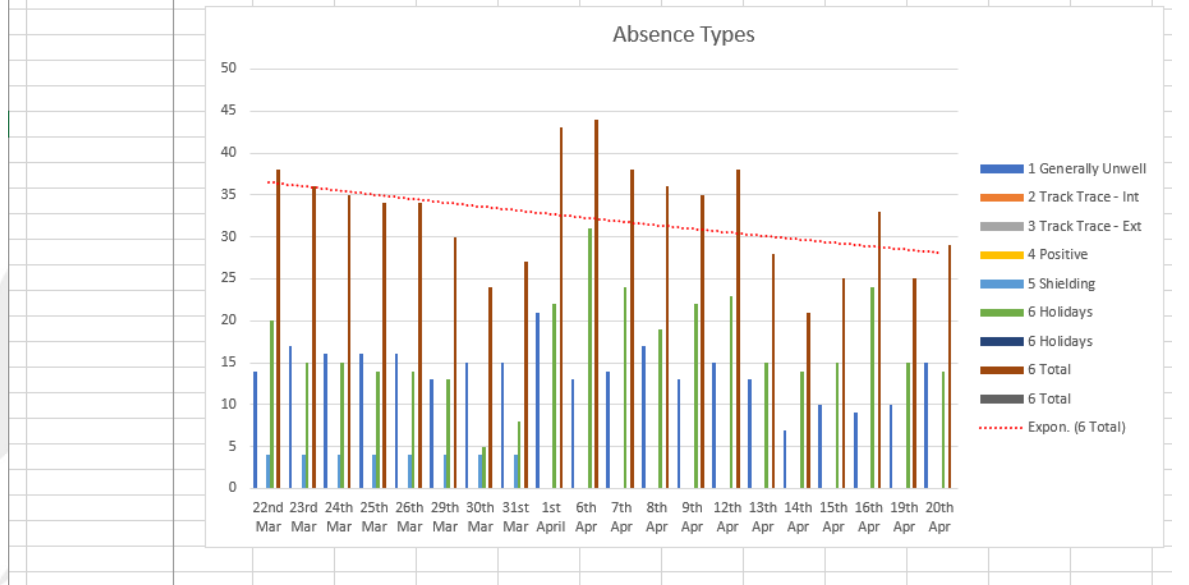


3. Leaving your organisation. If the two options detailed above are not possible at the end of the Apprenticeship, then Don-Bur the apprentice and the tutor/assessor will need to set a date for the Apprentice to leave the organisation once the Apprenticeship is completed. It is not possible to continue to employ them as an apprentice once they have completed their Apprenticeship.

### 4.3 Absence Tracker

Below: extract from the absence tracker.

	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr
	12th Nov	13th Nov	16th Nov	17th Nov	18th Nov	19th Nov	20th Nov	23rd Nov	24th Nov	25th Nov	26th Nov	27th Nov
1 Generally Unwell	12	16	17	14	13	15	17	14	9	9	11	10
2 Track Trace - Int	15	16	15	13	12	8	8	7	2	1	0	0
3 Track Trace - Ext	13	13	11	11	10	10	9	3	5	7	4	3
4 Positive	6	6	5	4	4	3	2	1	0	0	0	0
5 Shielding	0	0	2	2	3	3	3	3	2	3	3	4
6 Holidays	12	14	17	13	14	14	20	14	5	12	12	16
<b>Total</b>	<b>58</b>	<b>65</b>	<b>67</b>	<b>57</b>	<b>56</b>	<b>53</b>	<b>59</b>	<b>42</b>	<b>23</b>	<b>32</b>	<b>30</b>	<b>33</b>





## 4.4 Document Examples

### 4.4.1 Induction & PPE Checklist

Group Health & Safety  
Induction Checklist

Subject	Completed by	Date	Comments
<b>Welcome</b> Introduction to departmental manager and line manager Complete and check any outstanding documentation and forms Collect P45 and NI number Issue swipe/security card			
<b>Structure and organisation of the business</b> Brief history Products and services Key clients Organisational structure Executive/management structure Locations Departments Regulatory bodies Future plans and developments			
<b>Structure of the department</b> Departmental structure and role Its relationship with other departments Introduction to other managers Introduction to work colleagues			
<b>Tour of the office</b> Entrances and exits Toilets			

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Group Health & Safety  
Induction & PPE

**WEARING OF SAFETY GLASSES AND GLOVES  
RECORD OF ISSUE AND ACCEPTANCE**

To be completed by the recipient and the issuing manager when safety glasses & gloves are issued to an employee.

I CONFIRM THAT I HAVE RECEIVED THE FOLLOWING SAFETY GLASSES & GLOVES AND UNDERSTAND THE INSTRUCTIONS FOR THEIR CORRECT USE

A: Safety Glasses

B: Safety Gloves

\_\_\_\_\_

I acknowledge receipt of one pair of safety glasses and 2 pairs of gloves. I understand that I am to wear these glasses and gloves at all times within my work area and that I am responsible for the safe keeping of these. Any loss or damage will be reported to Manager/ Supervisor.

**Recipient**

Name:.....Signature:.....Date:.....

**Issuing Manager**

Name:.....Signature:.....Date:.....

**A copy of this receipt to be filed with the HR department**

Page | 3 of 5

### 4.4.2 Appraisal Form

Employee Appraisal

05/11/2022

Name: \_\_\_\_\_  
 DOC: \_\_\_\_\_  
 LOS: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Manager: \_\_\_\_\_

Poor      Average      Good      Excellent

Productivity				
Skill Level				
Ability to read drawings				
Team Member				
Attitude				
Flexibility				
Attendance				
Time Keeping				
Bell to Bell Working				
Quality				
Efficiency				
H&S				
Accidents				
Training Required				

CURRENT RATE      NEW RATE

Manager/Supervisor Comments:

Date:

HR Manager Comments:

Date:

Employee Comments:

Date:

Director Comments:


Date:

Next Review Date \_\_\_\_\_





4.4.3 Performance & Development Review



**Confidential**

**Performance & Development Review Form**

**Please:**

- Read the attached guidelines before commencing the PDR
- Prepare for the meeting


Name:	
Job title:	
Job Description Current & Accurate:	
Reviewer:	
Date of this Review:	
Date of last Review:	

\* If you **do not** have a current or accurate job description, please review and agree one with your line manager

Please review your own performance objectively over the last 12 months on the forms provided as per the guidelines.

Note : Objectives set should be Measurable Realistic and Achievable within a given Timeframe

4.4.4 Initial Medical Questionnaire



**Workwell Health**  
Flexible Occupational Health Support

**Initial Medical Questionnaire**


Name:		
Works Site:		
Job Title:		
Home address:		
Date of Birth:		

<p><small>Have you any history of the following conditions? Please answer yes or no.</small></p> <p>Asthma</p> <p>Hay Fever</p> <p>Any other allergy</p> <p>Eczema</p> <p>Dermatitis or other skin rash</p> <p>Pneumonia or Bronchitis</p> <p>Tuberculosis</p> <p>Chronic cough, Shortness of breath</p> <p>Heart Disease</p> <p>Chest Pain</p> <p>High Blood Pressure</p> <p>Heart trouble or murmur</p> <p>Circulation disorder</p> <p>Varicose veins</p> <p>Anaemia or blood disorder</p>	<p>Diabetes</p> <p>Thyroid or other gland disorder</p> <p>Jaundice</p> <p>Stomach trouble or ulcer</p> <p>Kidney trouble</p> <p>Rupture/hernia</p> <p>Ear trouble</p> <p>Eye trouble</p> <p>Arthritis</p> <p>Back strain/disc trouble</p> <p>Convulsions/tits/taints</p> <p>Psychiatric treatment</p> <p>Nervous breakdown/ Depression</p> <p>Gynaecological trouble</p>	<p>Are you attending a hospital or doctor at present?</p> <p>Are you taking any medicine/tablets regularly?</p> <p>Are you disabled in any way?</p> <p>Has a doctor advised you not to do certain jobs?</p> <p>Have you had any works accident or illness?</p> <p>Has injury or illness kept you off work for more than two weeks in the last two years?</p> <p>Have you been in hospital for treatment or tests in the last five years?</p> <p>Do you wear glasses or contact lenses?</p> <p>Is your hearing normal?</p> <p>Are you able to work shifts including nights?</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

WH IM 1.1 2008



#### 4.4.5 Occupational Health Assessment



**Occupational Health Department**  
**Report on Health Surveillance Assessment**  
**Confidential**

Name: ██████████	D.O.B: ██████████
Company: Don Bur Bodies & Trailers	Job Title: Welder
Date of Medical: 08.06.2022	

The above named individual has today completed an assessment containing the following:  
Lung Function, Hearing & Skin Assessment.

**Lung Function Assessment**

I advise that the results for the above named individual were within normal limits.

Information has been discussed regarding use and upkeep of Personal Protective Equipment

The above named individual can continue to work with respiratory sensitizers within the workplace ensuring exposure remains as low as reasonably practicable.

Due for next assessment: 1 year (routine).

**Hearing Assessment**

I advise that the results for the above named individual were HSE Category 1. This is within normal limits for this individual.


Appropriate health education advice regarding hearing conservation and the importance of wearing and the upkeep of Hearing Protection provided has been offered.

The above named individual can continue to work in noise hazard areas within the workplace ensuring exposure remains as low as reasonably practicable.

Due for next assessment: 12 Months (new to noise exposure)

Workwell Health Services Ltd. - Co. Reg. No. 06307644  
Tel / Fax : 01782 393173 Mobile : 07973 942975  
e-mail : info@workwell-health.co.uk

#### 4.4.6 Respiratory Questionnaire



**Initial Respiratory Questionnaire**

Name:	Date of Birth:
Job Title:	Department:
How long have you been in your present post:	

Do you have any problems with your chest?	Yes	No	If yes, please give details:
Do you have any allergies?	Yes	No	If yes, please give details:

Have you ever worked in any of the following?	Yes	No	If yes, please give details:
Coal mine/other type of mine or quarry			
Foundry			
Boilermaking			
Pottery			
Cotton, flax or hemp mill			
The Armed Forces			

Have you ever worked with asbestos?	Yes	No
-------------------------------------	-----	----


Have you ever been exposed regularly to irritating gas or chemical fumes?	Yes	No
---------------------------------------------------------------------------	-----	----

Have you ever suffered from any of the following?	Yes	No	If yes, please give details:
Tuberculosis			
Pleurisy			
Asthma			
Bronchitis			
Hay Fever			
Pneumonia			
Recurrent chest infections			
Attacks of wheezing / breathlessness			
Chest pains, shortness of breath			

NRHQ 1.1.2008



### 4.4.7 Skin Questionnaire




**Workwell Health**  
Flexible Occupational Health Support

**QUESTIONNAIRE FOR DETECTION OF SKIN PROBLEMS**

Name:	Date of Birth:		
Company:	Job Title:		
Date of Assessment:	Assessor:		

	YES	NO
<b>1. Have you ever had any of the following symptoms?</b>		
a) Redness and swelling of the fingers or hands		
b) Cracking of skin on fingers or hands		
c) Blisters of the fingers or hands		
d) Flaking of skin on fingers or hands		
e) Itching of fingers or hands with cracks or splits		
f) Spots, redness, swelling of any other part		
g) Genital skin symptoms (if working with Mineral Oils)		
<b>2. Have these problems lasted for more than three weeks?</b>		
<b>3. Have these problems occurred more than once?</b>		
<b>4. Does your skin get better with periods off work?</b>		
<b>5. Have you lost time from work with this skin complaint?</b>		
<b>6. Do you think you know what causes the problem?</b>		
<b>7. Have you attended your own GP with this skin complaint?</b>		
<b>8. Have you ever had eczema or dermatitis?</b>		
<b>9. Have you ever seen a skin specialist?</b>		
<b>10. Do you use any of the following at work?</b>		
• Epoxy Resins		
• Isocyanates		
• Nickel		
• Mineral oil		
• Azo Dyes		
• Other		
<b>11. Do you wear gloves at work?</b>		
If yes, what type?		
<b>12. Do you have any allergies?</b>		
If yes, please give details:		
LEFT		RIGHT

### 4.4.8 Audiogram Questionnaire



**Workwell Health**  
Flexible Occupational Health Support

**Audiogram Questionnaire**

Name:	Date of Birth:		
Site:	Department:		
Date:	Date Started:		
Job Description:			
Do you work in a noisy area?	Yes	No	Did you wear hearing protection today prior to this test?
			Yes
			No

**AURAL EXAMINATION – GENERAL HEALTH**

1. Do you have to shout to make yourself heard where you work?	YES	NO
2. At present, is your hearing good?	YES	NO
3. If not, which ear is affected?	LEFT	RIGHT
4. Have you ever had any of the following problems with your ears?	YES	NO
Injury		
Pain		
Operation		
Infection		
6. Have you ever consulted a doctor or specialist about your hearing?	YES	NO
6. If yes, what kind of treatment did you have?		
7. Have you suffered a head injury?	YES	NO
Were you unconscious?	YES	NO
8. Do you ever notice noises in your ears or head?	YES	NO
If yes, when and how long do they last?		
9. Do you suffer from or have you ever had dizziness or giddiness?	YES	NO
If so, when and how long for?		
10. Have you ever been given tablets for the following complaints?	YES	NO
Malaria		
Heart Complaints		
Rheumatism		
Urine Problems		
Kidney Complaints		
Contraception		



4.4.9 Training Tracker


Don-Bur Training Tracker										Training Type				
Surname	Forename	Emp No.	Dept.	Perm/Any	Shift (D/N)	H&S Introduction	Induction Checklist	Safety Shoes Issued	HIGH VIS ISSUED	IOSH	TBT	EMER	EVAC	PROC
Surname	Forename	52		4 PERM	D	07.10.2005			15/01/2020	03/06/2019				
Surname	Forename	373		11 PERM	D	13.12.2011	03.06.2011							19
Surname	Forename	10304		32 PERM	N									
Surname	Forename	234		4 PERM	D			04/03/2020		04/12/2018				
Surname	Forename	50		11 PERM	D	COMPLETE		19/08/2020		06/12/2018				
Surname	Forename			7 AGY	D					12.8.20				
Surname	Forename	51		9 PERM	D			26.8.19		20.1.19				
Surname	Forename	109		5 PERM	D			23.7.20		6.12.18				
Surname	Forename	143		11 PERM	D	07.10.2005		26.11.18		6.12.18				
Surname	Forename	409		17 PERM	D			23.10.19						
Surname	Forename	14		32 PERM	D			29.08.2018		12.12.2018				
Surname	Forename	764		4 PERM	D									
Surname	Forename	6389		11 AGY	D									
Surname	Forename			11 PERM	D	12.12.2006		9.5.20		6.12.18				
Surname	Forename			32										
Surname	Forename	10139		1 PERM	N			11.1.20						
Surname	Forename	256		32 PERM	D			29.08.2018		13.12.2018				
Surname	Forename	10292		6 PERM	D			12.8.20		3.8.20				
Surname	Forename	12		32 PERM	D	07.11.2006		06.06.2019		13.12.2018				
Surname	Forename	850		24 PERM	D	17.05.2012		23.5.19		25.3.19				
Surname	Forename	10274		10 PERM	D									
Surname	Forename	32		4 PERM	D	08.11.2006		16.1.20		28.11.18				
Surname	Forename	889		17 PERM	D			16.6.20		16.10.19				
Surname	Forename	10126		32 AGY	D			26.2.20		12.12.18				19
Surname	Forename	614		5 PERM	D			29.08.2018						
Surname	Forename	279		7 PERM	D	23.11.2006		29.08.2018		5.12.18				19
Surname	Forename	10227		11 PERM	D			14.8.20						
Surname	Forename	211		34 PERM	D	11.11.2006		29.08.2018		12.12.2018				
Surname	Forename	880		17 PERM	D									



## 5 Health & Safety

### 5.1 General Policy Statement

**Health and Safety  
GENERAL POLICY STATEMENT**



**Don-Bur Bodies & Trailers Ltd** recognises that it has responsibilities for the health and safety of our workforce whilst at work and others who could be affected by our work activities. We will assess the hazards and risks faced by our workforce in the course of their work and take action to control those risks to an acceptable, tolerable level.

Our managers and supervisors are made aware of their responsibilities and required to take all reasonable precautions to ensure the safety, health and welfare of our workforce and anyone else likely to be affected by the operation of our business.

This business intends meeting its legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved by;


- providing leadership and adequate control of identified health and safety risks;
- consulting with our employees on matters affecting their health and safety;
- providing and maintaining safe plant and equipment;
- ensuring the safe handling and use of substances;
- providing information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language;
- ensuring that all workers are competent to do their work, and giving them appropriate training;
- preventing accidents and cases of work-related ill health;
- actively managing and supervising health and safety at work;
- having access to competent advice;
- aiming for continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy; and
- the provision of the resource required to make this policy and our health and safety arrangements effective.

We also recognise;

- our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
- our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also remind them of their duty to take reasonable care for themselves and for others who might be affected by their activities. These duties are explained on first employment at induction and also set out in an Employee Safety Handbook, given to each employee, which sets out their duties and includes our specific health and safety rules.


In support of this policy a responsibility chart and more detailed arrangements have been prepared.

SIGNATURE:  DATE: 7.2.2022

POSITION: Managing Director

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## 5.2 Operations Internal Health & Safety Audit & Inspection Plan

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### 5.2.1 Introduction

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The purpose of an occupational health & safety (OH&S) management system is to provide the structure for managing OH&S risks and opportunities. The goal and intended outcomes of the OH&S management system are to prevent work related injuries & ill health to employees and promote a safe & healthy workplace; The importance must be focused on eliminating hazards to minimise the risk by taking protective & preventative measures.

Auditing our Health & Safety management system is an important part of ensuring compliance with health & Safety legislation and ensuring our systems are working as designed and ultimately providing a safe working environment for all our employees and others affected by our business activities such as neighbours, visitors & contractors.

Audit definition - A management audit is a systematic approach that aims to analyse the effectiveness of management systems of an organization. It assesses how management teams operate the business and evaluate the results of implemented policies, protocols, and procedures in carrying out corporate objectives and safety standards

Management checklist definition - A management audit checklist is used by audit management to ensure management systems and processes are effectively addressing the objectives and goals of the business or company. This template can be used by compliance teams or audit managers to record and report any act of non-conformances or misconduct. The template has been built to guide the inspector to perform the following:

Talk to managers and evaluate the effectiveness of the administrative controls in place

Take note of any defects or irregularities in the processes being done

Assign actions to responsible teams concerning urgent issues that may arise during the audit

Complete the inspection with a signature or digital signature and timestamp to validate audit

Management self-evaluation definition - A manager self-evaluation is one of the most constructive methods to assess leadership performance and methods of leading People and teams.

Plan-do-check-act (PDCA) methodology.

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PDCA is a concept used to achieve continual improvement within our management systems as this can be applied to each of the management system elements as follows.

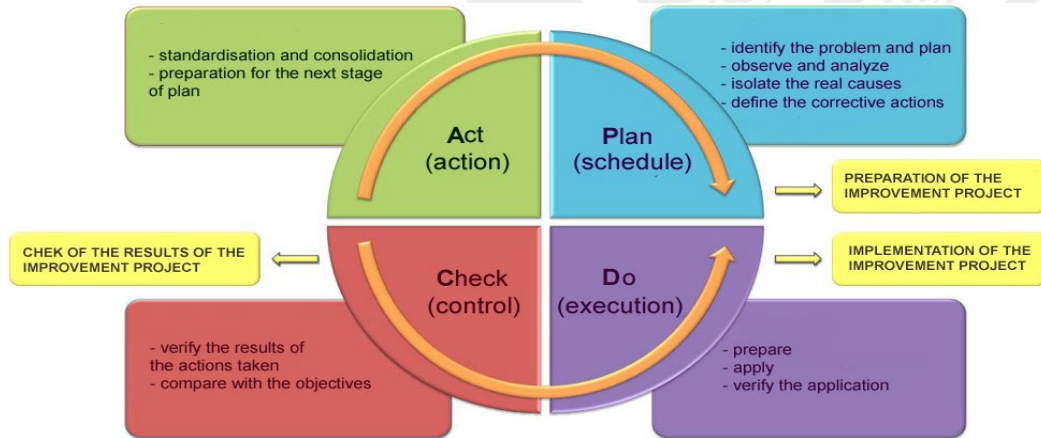
Plan - determine & assess risks, opportunities, establish objectives and processes necessary to deliver results in line with our OH&S policies.

Do - Implement the processes.

Check - Monitor & measure the performance of activities & processes in line with business OH&S objectives.



Act - Taker actions necessary to continually improve the OH&S performance to achieve the intended outcomes defined within our policies.



### 5.2.2 External audit standard

External audit definition - An External Audit is a periodic audit conducted by an independent qualified auditor with the aim to determine whether the management system is performing against a set standard such as ISO 45001. It is also conducted to ensure that the policies, procedures & documentation accurately represent the organisation's Health & Safety position and are prepared in accordance to the UK health & safety legislation.

Example: ISO 45001 Audit structure:

1. Scope
2. Normative references
3. Terms and definitions
4. Context of the organization
5. Leadership and worker participation
6. Planning
7. Support
8. Operation
9. Performance evaluation
10. Improvement



Sections 1 to 3 provide details on the scope of the standard, normative references, and explanations or terminology that help better your understanding of the standard, while sections 4 to 10 contain the requirements.



### Context of the organization

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This clause requires each organization to analyse and understand the context of its activities, both externally and internally, and understand the needs of interested parties. Among other things, this will include understanding legislation, employee, stakeholder and shareholder requirements. It will also go a long way towards defining the scope of your OH&S management system. It is also worth noting that the standard requires this to be retained as documented information, and is a key part of ISO 45001 structure

### Leadership and worker participation

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The Leadership clause encourages both management commitment and involvement from employees. This gives an implied outcome that health and safety should become embedded in an organization's activities, as opposed to the concern of one responsible individual, as was possible in the past under the terms of OHSAS 18001. For example, sharing tasks and responsibilities across the team can ensure that knowledge is shared, and multiple team members become proficient in the running of the system. This allows consolidation of the culture and reinforcing the importance of OH&S within the organization.

### Planning for the OH&S system

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Planning to avoid undesired outcomes such as failures to meet legislation or the risk of employee injury is at the heart of the ISO 45001 standard, which now recognizes "opportunity" as a key element of OH&S activities. Critically, Section 6 deals with objective-setting for the OH&S management system, and there are also requirements to document some aspects of this section. The article List of mandatory documents according to ISO 45001 can prove invaluable in ensuring your document requirements are covered.

### Support

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Clause 7 covers "support" elements such as communication, competence and awareness and documented information as well as resources. These specific requirements should ensure that the OH&S management system is more aligned with the activities of the business as a whole than may have been the case under OHSAS 18001. In your organization it is important to ensure that top management play a leading part in the communication process, and that employees are consulted when key information is recorded as documented information. Such decisions can ensure that the business objectives and the OH&S management system are closely related.

### Operation

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Operational controls and emergency preparedness and response are addressed in Clause 8. This clause is now more specific about outsourcing and procurement management, meaning that organizations must ensure that the responsibility for risk is retained by management and not passed on to contractors. Effective operational control is a critical factor in any health & safety management system, particularly in terms of managing contractors. Paying close attention to this clause will prove to be of benefit to most organizations.

### Performance evaluation

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Monitoring and measuring the OH&S management system performance, including compliance to legislation and internal audit results, is covered in clause 9. This section also emphasizes that management must review the OH&S management system performance to ensure effective performance. There is a distinct advantage of ensuring that top management is involved in





performance evaluation as would be the case with objective setting, thereby allowing actions for continual improvement to be considered as a result.

### Improvement

The last clause sets out how an organization must ensure that continual improvement is derived from the OH&S management system. This can include dealing effectively with non-conformance and employing a good corrective action process. In real-life situations, it can pay to involve the team in corrective action processes, as nobody will be more effective at defining the root cause of an issue than those directly involved in the process. Likewise, this will ensure that the team who are responsible for the prevention of reoccurrence have possession of the full facts and can be vigilant against a repeat non-conformance, laying the foundation for improved performance.

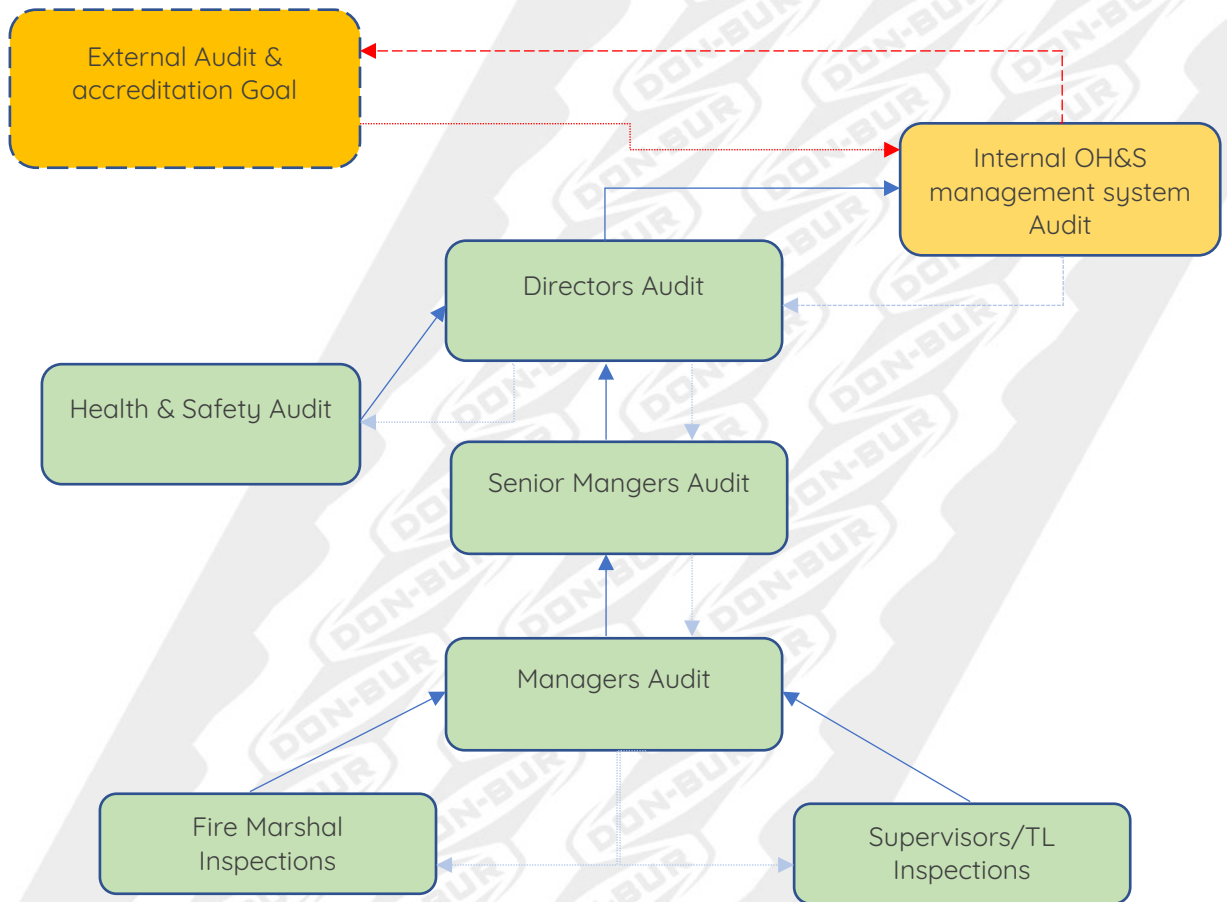
The biggest challenge Don Bur as a business face is ensuring that the procedures, policies and activities that are undertaken on the OH&S management system complement each other and that our system structure is correct, effective and able to be improved. This will be achieved by using the “plan, do, check, act” cycle that remains central to our internal standard and our vision to work towards an external accredited standard such as IOS 45001 in the future.

### 5.2.3 Don-Bur Audit schedule

Audit type	Responsible person/s	Timeframe
Supervisors workshop Inspection	Supervisors & Team Leaders	Weekly
Managers workshop Audit	Managers	Monthly
Fire Marshal workshop inspection	Fire Marshals	Monthly
Senior Managers site Audit site	Factory Manager	Quarterly
H&S Audit	Health & Safety Audit	Quarterly
Director’s site Audit	Directors	Six Months
Full Health & safety management system Audit	All H&S Managers	2 Years
External Audit	TBC	TBC



### 5.2.4 Internal Audit/Inspection structure



### 5.2.5 Internal Audit/Inspection Overview

The audit & inspection process is hierarchical, whilst the basic inspections are designed to manage the day-to-day standards of ensuring a safe working the environment, the managers audit and those higher in the hierarchy are based on auditing the OH&S management system and ensuring the auditing & inspections conducted at the previous level are conducted effectively and adding value to the process.

#### Supervisors' inspection:

The safety inspection is the process of gathering information to assess the risks and hazards in the workplace. It is performed by supervisors to evaluate efficiency, reliability, and effectiveness of basic health and safety systems of the organization

#### Fire Marshal Inspection:

A Fire Safety inspection is an examination of specific sections of our premises and relevant documents by fire marshals, to ascertain how individual departments are being managed with regards to fire safety. During the inspection, fire marshal will check basic fire safety provisions



and report any issues to management, they may speak to some of our employees to ensure their fire safety awareness.

### Managers Audit:

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A manager's audit is a systematic approach that aims to analyse the effectiveness of management systems of an organisation. It assesses how management teams operate the business and evaluate the results of implemented policies, protocols, and procedures in carrying out corporate objectives and safety standards.

### Senior Managers audit:

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The senior managers Audit looks deeper into the OH&S management system and focusing on the quality of the audits and inspections conducted lower down in the hierarchical chain.

### H&S team Audit:

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The H&S managers audit process will ensure the business is compliant with current health & safety regulations.

Whilst its primary objective is to ensure compliance, it also assesses how well the business is following processes and your overall performance defined within the health & safety policy.

### Directors Audit:

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The Director's Audit is the final sensor check that our OH&S management system is working as designed and that the site is operating both safely and within legal compliance prior to the health & safety managers conducting a full OH&S management audit. This audit is high level and again serves to as a control measure to ensure the hierarchical audit system is being managed correctly at all levels.

### Health & Safety OH&S management system Audit:

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the management system audit is vast as compared to the aforementioned inspections & audits review because it not only evaluates the business safety culture but also provides an in-depth assessment of all process, procedures and related policies. It has an efficiency for assessing management levels throughout the hierarchical structure of the business. A few main scopes of the management audit are described below:

**Calculate the Effectiveness of the Management-** It audits the entire level of management of the company.

**Execution of Principals and Policies-** It reviews whether the policies and the principles deployed by the company are effective and successful.

**Locate and Examine the Differences-**It helps to identify the differences in productivity and if the pattern set by the company is not fulfilled.

**Suggest for Improvement-** The management audit suggests improvement in areas, such as accident investigation, operating procedure or policy.

Management system audits can be conducted against a range of audit criteria, Don bur as selected its criteria outlined within all its inspection & audits forms and strives to continually improve through these audits. Our internal management system auditors will use custom



checklists that reflect the specific scope, scale, and objectives of the management system being audited.

### 5.2.6 Corrective Actions & Action Plans

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Any weaknesses or improvement opportunities identified at any stage of the of the inspection & audit process shall be added to an action tracker. Each action added will be allocated an owner who will see through the corrective action or improvement opportunity to its completion.

The standard action tracker used for by Don Bur follows the set format as detailed below:

**Risk ID reference** – This is a unique reference allocated to the action added to the tracker and will, it will consist of numeral & numerical elements i.e., DB-DSEAR-01.

**Area** – This is the work area in which the corrective action or improvement is required.

**Area manager** – relevant manager of the area.

**Date raised** – the date the action is raised on the action tracker and allocated.

**R.A. Section** – This is the section from the assessment/inspection or audit where the action was generated.

**Finding Description** – An overview of the finding of none compliance or improvement opportunity identified.

**Risk rating** – High – Medium-Low basic risk rating that the current situation presents to our workforce.

**Recommendations** – Overview of the recommendation to be implemented.

**Owner** – the person responsible for any action to be managed through to completion.

**Status** – The current status of the action: Open – in progress – closed.

**Status updates** – Some actions require more work, time and/or expenditure, therefore, adding regular updates demonstrates that the action is actually in progress.

**Closed Date** – The date when an action is completed.

The action tracker is the preferred management tool to manage the action once a risk has been identified through to the implementation of the corrective action/s. Specific actions may be formally discussed with the health & safety committee and documented within the minutes accordingly.



### 5.3 H&S KPI Summary (April – September 2022)

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- L.T.I (LOST TIME INCIDENTS) = 0 DAYS LOST
- RIDDOR INCIDENTS = 0 DAYS LOST
- MINOR INJURIES = 6 REPORTED AT C.R
- HOSPITAL ADMISSIONS = 0
- NR MISS FORMS FILLED IN = 20
- ENVIRONMENTAL ISSUES = 0
- QUALITY ISSUES = 0
- SAFETY ALERTS = 1 (PTW ISSUES)