

The following is a statement of the Company's Health and Safety policy in accordance with Section 2 of the Health and Safety at Work etc. Act 1974.

It is the policy of TectoGroup Limited to ensure so far as is reasonably practicable, the health, safety and welfare of all employees working for the company and other persons who may be affected by our undertakings.

TectoGroup Limited acknowledges that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To maintain that commitment, we will continually measure, monitor and revise where necessary, an annual plan to ensure that health and safety standards are adequately maintained.

The Managing Partner will implement the company's health and safety policy and recommend any changes to meet new circumstances. TectoGroup Limited recognises that success of the health and safety management contributes to successful business performance and will allocate adequate finances and resources to meet these needs.

The management of TectoGroup Limited looks upon the promotion of health and safety measures as a mutual objective for themselves and employees. It is therefore, the policy of management to do all that is reasonably practicable to prevent personal injury and damage to property. Also, the company aims to protect everyone, including visitors and members of the public, insofar as they come into contact with our activities, from any foreseeable hazard or danger.

All employees have duties under the Health and Safety at Work etc. Act 1974 and are informed of their personal responsibilities to take due care of the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. Employees are also informed that they must co-operate with the company in order that it can comply with the legal requirements placed upon it and in the implementation of this Policy. TectoGroup Limited will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The company will ensure a systematic approach to identifying hazards, assessing the risks, determine suitable and sufficient control measures and informing employees of the correct procedures needed to maintain a safe working environment.

We will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

We regard all health and safety legislation as the minimum standard and expect management to achieve their targets without compromising health and safety.



Signed on behalf of Tecto Ltd: Ben Calder  
Position: Director  
Date: 15/09/25

## HEALTH AND SAFETY POLICY

### Responsibilities for health and safety:

The overall and final responsibility for health and safety is Mr Ben Calder (Managing Director)

The day-to-day responsibility for ensuring this policy is put into practice is Mr Robin Wills (Operations Team Leader)

### Employers Duties

- Section 2 of the **Health and Safety at Work Act, etc. 1974**, requires that suitable information and training be provided.
- Regulation 10 of the **Management of Health and Safety at Work Regulations** require employers to provide relevant information to new members.

### Specific Duties:

- To ensure health and safety standards are maintained and improved, Mr Ben has responsibility for safety, consulting employees, accidents, and work-related ill health.
- Mr Aidan Phillips (Compliance Manager) has responsibility for risk assessments, first aid, monitoring, accident investigation, emergency procedures, fire and evacuation.
- Mr Ben Calder has responsibility for maintaining equipment, information, instruction and supervision and training of staff

### Employee Duties

- Section 7 of the **Health and Safety at Work Act, etc. 1974** requires that employees take reasonable care of themselves and others and co-operate with the employer.
- Regulation 13 of the **Management of Health and Safety at Work Regulations 2006** requires employees to follow instructions and training given by the employer.
- Report all health and safety concerns to an appropriate person (as detailed above)

### Arrangements:

- Risk Assessment
  - We will complete relevant risk assessments and take action accordingly.
  - We will review assessments at regular intervals and as working habits, or conditions change
- Accident Reporting / Investigation

- With reference to the TectoGroup Ltd Accident, Dangerous Occurrence and Near-Miss Investigation Policy, the current RIDDOR and HSG245 guidance on Reporting and investigating accidents and safety events that are reportable under these regs shall both be followed.
- In the event of accidents and near misses, employees will report any issues to their line manager who shall instigate the initial investigation and ensure proper notifications are initiated.
- The event and outcomes will be logged and records maintained. These are then accessed by the H&S Committee for consultation, consideration and implementation of improvements as required.
- **Fire Precautions & Other Emergency Procedures**
  - The Regulatory Reform Fire Safety Order 2005 will be adhered to.
  - Safety arrangements such as provision and maintenance of fire detection systems
  - Provision and maintenance of Firefighting media
  - Provision of training for key staff as fire wardens
  - Provision and use of clear signage throughout the workplace
  - Maintenance of high standards of housekeeping and fire exits being always maintained and kept clear
  - Provision of briefings for visitors and training delegates to site
  - Regular fire alarm evacuation practice drills are carried out and recorded
  - All fire exits, alarms and emergency lighting are subject to monthly checks and annual inspection and maintenance.
- **First Aid**
  - TectoGroup Ltd maintain a system of employee training in first aid to ensure appropriate cover for employees and visitors to site alike.
  - Tecto Ltd provide and maintain first aid kits and eye wash stations
  - An accident book is located with the first aid station on the ground floor with the first aid kit.
- **Manual Handling**
  - All manual handling operations will be carried out in line with Manual Handling Regs 1992
  - As such each lift will be assessed using the following hierarchy by examining:
    - the task;
    - the load;
    - the working environment;
    - individual capacity;
    - any materials handling equipment or handling aids used;
    - how you organise and allocate work;
    - the pace, frequency and duration of the work
  - Regular Manual handling training is delivered to all staff exposed to lifting risks
  - Efforts are made to ensure loads are kept to manageable sizes
  - Equipment that assists in handling heavy or unmanageable items such as pallet trucks and low level shelving are provided

- Control of Substances Hazardous to Health (COSHH(2002))
  - All Hazardous Chemicals found on-site are covered by Safety Data sheets and COSHH risk assessments.
  - All chemicals are stored in safe and suitable storage facilities
  - Training for staff on COSHH and chemical safety is delivered to relevant staff
- Dangerous Goods
  - Comply with all legal responsibilities as they affect our safety performance and any ancillary activity

- **Welfare**

- In line with Workplace Safety Regs 1992, workplaces are maintained to a high standards of cleanliness and housekeeping underpinned by external cleaning contractors daily.
- The site maintains a high standard of support for employees that include but are not restricted to, a fully functioning kitchen, a separate mess room with sink, free coffee machine and microwave, free limitless hot beverages machine on the ground floor and sufficient toilets serviced daily.
- Staff are encouraged to manage their time and take breaks as they need them, being free to move away from their workstation. Breaks are encouraged and a progressive and relaxed atmosphere is promoted by management.
- Staff attending sites for calibration purposes will utilise the on-site facilities. These sites are all depots with full welfare facilities available to our staff.
- Due regard for lighting, heating and comfort of employees is observed and maintained.
- DSE Training is carried out as appropriate

- **Work Equipment including Portable Electrical Equipment**

- All equipment used or provided for sale or hire is maintained to the highest standards in line with all relevant regulations such as LOLER 1998 & PUWER 1998
- Portable Electrical Equipment will be tested to current IET Code of Practice standards to ensure safe and suitable for use by the end user

- **Asbestos**

- Due to the age of the TectoGroup Ltd Building(commisioned in 1999) it is widely held that the regulations banning the use of Asbestos Containing Materials(ACMs) were already being adhered to and as such the building is considered free of ACMs.
- Under the Control of Asbestos Regs 2012, any other identified asbestos related risks will be dealt with in line with the Regs.
- All equipment used by clients that may have been exposed to ACMs will be quarantined appropriately. Samples will be collected and sent for analysis. Should the presence of ACMs be detected, the equipment will be decontaminated appropriately using dry and wet methods in controlled areas.
- All end users returning equipment for maintenance/repair/recalibration are briefed to ensure cleanliness of any items returning to TectoGroup Ltd.

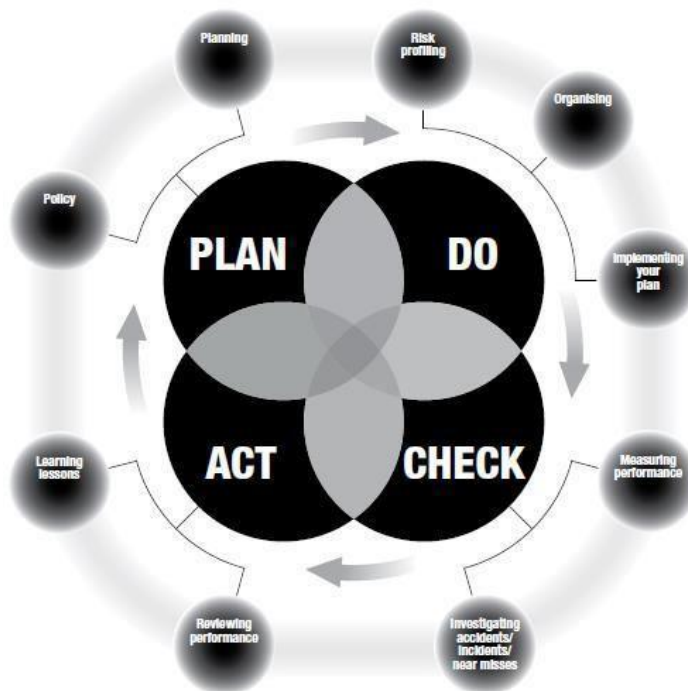
- **Personal Protective Equipment.(PPE)**

- All staff are provided with appropriate safety equipment in line with PPE Regs 1992
- Suitable training and supervision are provided
- Signage is in place to remind users to deploy correct PPE

- Training
  - We shall give staff and subcontractors health and safety inductions and provide appropriate training where identified as required, i.e., Display screen equipment, Manual Handling, toolbox talks etc.
  - We will provide appropriate personal protective equipment.
  - We will ensure appropriate and suitable arrangements are in place for employees who work remotely.
- Consultation
  - TectoGroup operates in line with the Safety Representatives and Safety Committees Regulations 1977 (as amended); and the Health and Safety (Consultation with Employees) Regulations 1996 (as amended).
  - We consult staff on health and safety matters as they arise and formerly whenever we review health and safety policy or procedure
- External Visitors to site:
  - TectoGroup Ltd understands it has a duty of care to all people who find themselves on our property whether that be for the purposes of delivery/collection of goods; trade discussions; delegates to our training centre; contractors or anyone else on our site, and will take all reasonable and practicable steps to ensure their safety during the visit
  - Suitable signage is provided to bring peoples attention to identified risks
  - We shall ensure any delegates attending training courses on site are given suitable and sufficient briefings on safely conducting themselves around the site.
  - We shall ensure they are suitably equipped with personal protective equipment where they fail to provide their own.
  - We will ensure all facilities open to visitors are maintained to the highest standards to ensure a safe environment for contractors, staff and delegates etc.
- Evacuation:
  - We will make sure that all escape routes are well signed and kept clear at all times.
  - Evacuation plans are tested from time to time and updated as necessary
- Delivering Effective Arrangements:

- TectoGroup Ltd implements health, safety and wellbeing policy by establishing and maintaining an effective health and safety management system that is proportionate to the risks.
- TectoGroup Ltd sets its direction for effective health and safety management, by ensuring communication of health and safety duties and the subsequent benefits this brings the organisation.
- Plan, Do, Check, Act helps TectoGroup Ltd achieve a balance between the systems and behavioural aspects of management. It also treats health and safety management as an integral part of good management generally, rather than as a stand-alone system. As demonstrated in the below diagram

Plan, Do, Check, Act	Conventional health and safety management	Process safety
<b>PLAN</b>	Determine your policy/Plan for implementation	<ul style="list-style-type: none"> <li>• Define and communicate acceptable performance and resources needed</li> <li>• Identify and assess risks/Identify controls/ Record, maintain and process safety knowledge</li> <li>• Implement and manage control measures</li> </ul>
<b>DO</b>	Profile risks/Organise for health and safety/Implement your plan	
<b>CHECK</b>	Measure performance (monitor before events, investigate after events)	<ul style="list-style-type: none"> <li>• Measure and review performance/learn from measurements and findings of investigations</li> </ul>
<b>ACT</b>	Review performance/Act on lessons learned	





- Health and Safety Monitoring and Reviewing of Performance

- Active Monitoring

Active monitoring allows TectoGroup Ltd to gain performance feedback, by identifying areas that require remedial or further action. Not only should active monitoring focus on establishing the conformance with statutory and TectoGroup Ltd standards, but it should also look at the operation of the Safety Management System itself.

Active monitoring will include:

- Document reviews
- Review of records
- Safety inspections
- Health surveillance
- Direct observation of work
- Training records
- Health, safety and welfare inspections

- Inspections

A Health, safety and welfare inspection is carried out on site by management and safety representatives, focusing on matters relating to health and safety e.g. housekeeping, building safety, onsite safety arrangements, training records and document review, to ensure they are current and available e.g. risk assessments, method statements, asset and training management systems.

- Safety Representative Involvement

Where a safety representative is appointed, their inspection should, wherever possible, be carried out at the same time as management inspections.

Safety representatives should give at least ten days' notice of their intention to inspect the workplace by notifying the person responsible for carrying out the inspection of the work area.

Note:

- Permission for safety representatives to inspect premises cannot be withheld.
- Safety representatives have other rights of inspection.

- Reactive Monitoring

Reactive systems by their very nature are triggered after the event and include, but are not limited to, the identification and reporting of:

Any safety event to include:

- injury reports
- HSE Reporting of Injuries, Diseases and Dangerous Occurrences



- Regulations (RIDDOR) reportable events.
- Near misses
- Dangerous occurrences
- Cause for concern
- Debrief system.
- Review of equipment records
- Document inspection
- Training records inspection

The main forum within TectoGroup Ltd for the reporting of this information will be the Health and Safety Committee. The information will be available for use in identifying trends.

The information will be made available as required and presented to managers and employee representatives to allow them to monitor and evaluate the effectiveness of health and safety measures and identify areas that require improvement.

The data from which these reports are developed are the Atlas database. Reference should be made to Atlas event recording system for more information. Above all, reactive monitoring should provide a learning opportunity. The information gathered should be used to determine strategy, annual plans, short and long term work strategies, and may be instrumental in the event of insurance claims, internal investigations or those conducted by enforcing authorities.

- Reviewing Performance

It is important that TectoGroup Ltd review their health and safety performance, using those who have the necessary training, experience and good judgement to achieve competence in this task.

After an accident or case of ill health, many organisations find they already had systems, rules, procedures or instructions that would have prevented the event. The underlying causes often lie in arrangements which are not followed or designed without taking full account of human factors, or where inappropriate actions are accepted or condoned.

Organisational learning is a key aspect of health and safety management. If reporting and follow-up systems are not fit for purpose, for example if a blame culture acts as a disincentive to reporting near misses, then valuable knowledge will be lost.

All managers need to be aware of the people-related, cultural and organisational issues that may prevent lessons from being learned effectively in their organisations.

Reviewing performance allows the TectoGroup Ltd to establish whether the essential health and safety principles - effective leadership and management, competence, worker consultation and involvement - have been embedded in the organisation. It tells you whether the system is effective in managing risk and protecting people.

Review performance

- TectoGroup Ltd use the following data sources when reviewing performance:

- Learning from accidents and incidents, ill-health data, errors and relevant experience, including from other organisations
- Revisit plans, policy documents and risk assessments to see if they need updating
- Then take action on lessons learned

TectoGroup Ltd use the following data sources when acting on lessons learned:

- Audit and inspection reports
- Key actions in reviewing performance effectively

Document History  
Audit Trail

Page/Para nos.	Brief description of change	Date	By Whom?
<b>All V1.0</b>	<b>Policy Adoption</b>	<b>21/02/2021</b>	<b>AJPhillips</b>
<b>All V1.1</b>	<b>Policy review and update, arrangements added and updated</b>	<b>05/05/2021</b>	<b>AJPhillips</b>
All	Policy review	25/08/2022	AJPhillips
All	Policy Reviewed and updated/ammended	22/11/2022	AJPhillips