

Worker User Guide

“The safety and wellbeing of everyone that works with us is our primary business value, literally nothing matters more.”



What is Bourne Ready?

Bourne Ready is an online induction system. It replaces the on-site induction process, ensuring that you are ready for a prompt and safe start on site.

To work on any Bourne Group site, you are required to provide a minimum set of information about yourself as well as demonstrate that you are capable of doing your job competently and to the utmost level of safety.

To do this you must complete the Bourne Ready process prior to arriving on site for work. Your information will be verified and you will receive any required site specific briefings before being granted access to site.

To complete the process you will need:

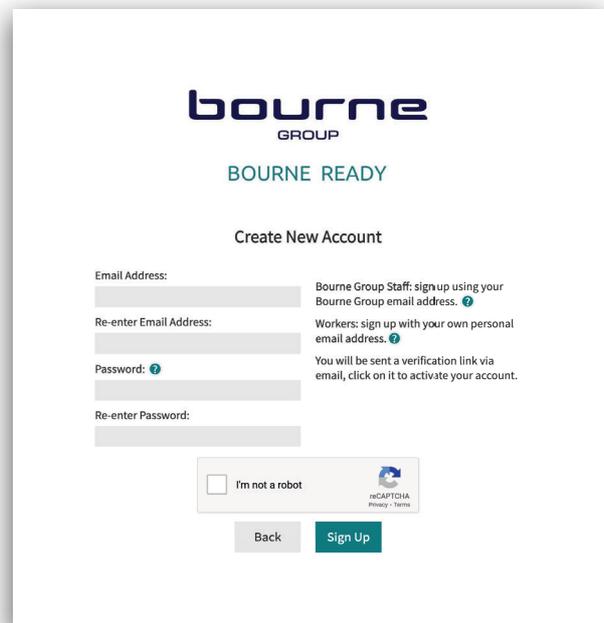
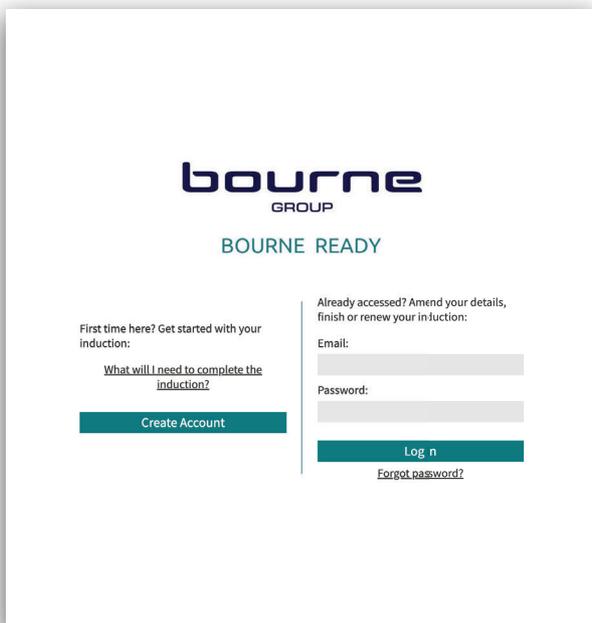
- A personal email address or, if you are a Bourne Group employee, please use your work email address ending in '@bournegroup.ltd'
- A photo of yourself
- Photos of the front and back of your skills card (e.g. CSCS, ECS, EMSS etc.)
- Photos of any relevant qualifications (e.g. First Aid, SMSTS, PASMA, IPAF etc.)

If you are using a smartphone or tablet, you will be able to access your device's camera to take photos during the Bourne Ready process. If you are using a computer or desktop, you will need to be able to access your photos to upload them during the Bourne Ready process.

The Process

Worker User Guide

If you are using Bourne Ready for the first time, go to www.bourneready.co.uk and click on 'Create Account'. Enter your email address, set your password and click on 'Sign Up' to create your account. You will receive an email with a clickable verification link to the email address you have provided. Clicking on the link in the email will verify your account allowing you to start your induction.



The Bourne Ready process consists of 6 steps (personal information, employment information, skills card details, emergency information, videos & questions and joining a site) and should take approximately 40 minutes to complete.

Help and information is available throughout the process by clicking on 'Help?' in the side menu and at the top of the page. If you require further assistance, you can email the Helpdesk at admin@bourneready.co.uk.

Once you have completed the Bourne Ready process, an email will be sent to the address that you used to create your account. This confirmation email will also be sent to your employer. You will be required to renew your Bourne Ready account by reviewing your information and re-sitting the induction content every 12 months. A renewal reminder email will be sent to you 28 days before your account expires, 7 days before your account expires and the day of expiry.

When you first arrive on site, the site team will be able to find you on Bourne Ready's database using your name or skills card number.

This system is here for your safety, as well as the safety of every other person working alongside you on site. Take care to answer carefully and honestly whilst completing the Bourne Ready process.

Personal Information

Worker User Guide

Upon arriving on the 'Home' page, read the welcome statement before clicking on 'Next'. The information collected on the Personal Information page is required to confirm that you are eligible to work in the UK. It will also help us to capture the environmental impact from your commute to and from sites/offices.

You will need to upload a passport-style headshot photo at this stage. This photo is used to confirm your identity on site so please ensure it is a clear photo. If you are completing the Bourne Ready process on a mobile device or tablet with a camera, you will be able to use the device's camera to capture a headshot photo.

If you are either a registered apprentice or completing an S/NVQ, you will need to complete the relevant forms when answering the questions about your skills.

The screenshot shows the 'Personal Information' form in the Bourne Ready system. On the left is a dark blue sidebar with navigation links: Home, My Information (selected), Personal Information, Employment Information, Skills Card, Emergency Information, Induction, Sites, Help, My Account, and Log Out. The main content area is white and contains the following sections:

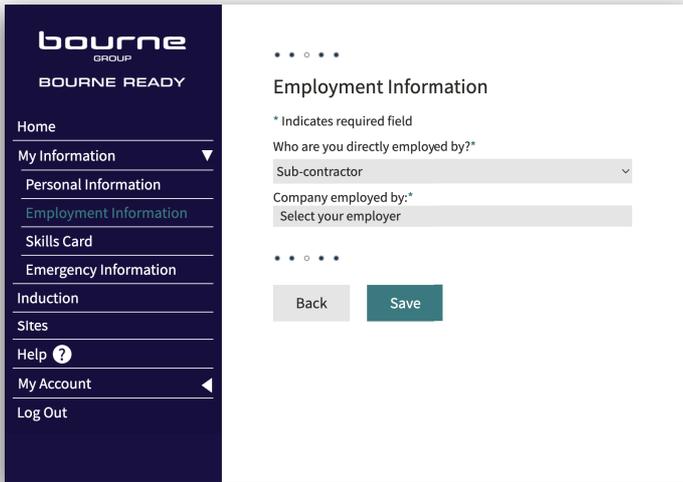
- Personal Information**: Includes fields for First Name, Last Name, Date of Birth (dd-mm-yyyy), Gender (radio buttons for Male, Female, Other, Prefer not to say), and Postcode. A Headshot Photo Upload section features a 'Choose File' button, 'Rotate Left' and 'Rotate Right' buttons, and a placeholder image of a person's headshot.
- Skills Information**: Contains four questions with radio button options:
 - Have you completed Equality & Diversity Training? (Yes, No)
 - Are you on work experience? (Yes, No)
 - Are you a registered apprentice? (Yes, No)
 - Are you currently completing an S/NVQ or have you completed one in the last 12 months? (Yes, No)
- Vehicle Information**: Includes questions about driving to site and being the driver or passenger, along with dropdown menus for Vehicle Type, Fuel Type, and Engine Size.

At the bottom of the form are 'Back' and 'Save' buttons.

Clicking 'Next' at the bottom of the page will submit and save your information. If your progress is interrupted, you will be able to log back in at any time and pick up where you left off.

Employment Information

Worker User Guide

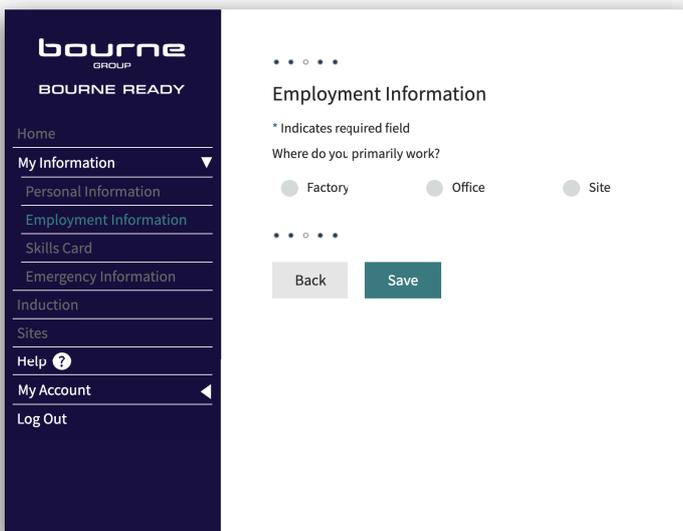


Supply Chain Workers

You will need to provide some information regarding your profession and your employer.

Select who you are directly employed by from the following options; Sub-contractor; Bourne Group Factory; Bourne Group Site Services. If you are a Sub-contract worker, you will select your employer from the type-to-find field. Start typing the name of your employer in the field and select the company name when it appears. You will then be asked a couple of specific questions relating to your role on site.

The answers to these questions will determine the validity of your Bourne Ready account. Please provide accurate answers to prevent any issues from arising when you first arrive on site.



Bourne Group Employees

If you are employed directly by Bourne Group, you will select where you primarily work from the following options; Factory; Office; Site.

You will then be asked a couple of specific questions relating to you and your job role. The answers to these questions will determine the validity of your Bourne Ready account.

Skills Card

Worker User Guide

The skills card information that you enter may be verified with the associated issuing body. The cards and certificates that you are required to upload will be determined from the answers you provided on previous pages.

Enter all relevant card and certificate numbers as they are shown on the front of your card or certificate, along with the expiry date in the format dd-mm-yyyy.

You will need to upload images of your cards and certificates. You will be able to select from files stored on your computer/device or, if you are completing the process on a mobile phone or tablet, you can use your device's camera to capture and upload a photo directly.

The screenshot shows the 'Skills Card' form in the Bourne Ready system. On the left is a dark blue sidebar with navigation options: Home, My Information (expanded), Personal Information, Employment Information, Skills Card (highlighted), Emergency Information, Induction, Sites, Help (with a question mark icon), My Account, and Log Out. The main content area is white and contains the following sections:

- Progress Indicators:** A row of five dots, with the first four filled and the fifth empty.
- Skills Card:**
 - Skills Card Type:*** A dropdown menu with 'CSCS' selected.
 - Card Expiry Date (dd-mm-yyyy):*** An empty text input field.
 - Card Number:*** An empty text input field.
 - Categories covered by card:** An empty text input field.
- Skills Card Photo Upload:**
 - Front of card:*** A 'Choose File' button and a 'Rotate Right' button are positioned above a placeholder image of a person's ID card.
 - Back of card:*** A 'Choose File' button and a 'Rotate Right' button are positioned above a placeholder image of the back of an ID card.
- Supplementary Certificates:** A 'Choose File' button and a 'Rotate Right' button are positioned above a placeholder image of a certificate with a ribbon seal.

At the bottom of the form, there are two buttons: a grey 'Back' button and a teal 'Save' button. A 'Help ?' link is visible in the top right corner of the form area.

Emergency Information

Worker User Guide

You will need to complete a health questionnaire and provide an emergency contact name and number. This will need to be someone who can act as your next of kin.

Please provide as much supplementary information as possible, to ensure that the site team is best equipped to deal with any health requirements.

All information provided will be treated in the strictest confidence and in compliance with GDPR. It is essential that our Site Management are made aware of any existing medical conditions so that they are equipped to deal with a medical emergency or any health requirements. Please provide as much supplementary information as possible to allow for specific risk assessments to be written as and when required.

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GROUP
BOURNE READY

Home
My Information
Personal Information
Employment Information
Skills Card
Emergency Information
Induction
Sites
Help
My Account
Log Out

Emergency Information

* Indicates required field

Emergency Contact Name:*

Emergency Contact Number:*

Health Questionnaire

By ticking this box I understand that the medical information I declare will be disclosed to my Employer and the relevant Bourne Group Site Management.

Collection of this information is needed to assess your working capacity on health grounds. This is for your safety and to ensure that Bourne Group Ltd comply with our legal obligations. Your safety is our priority and we need to risk assess any health conditions you declare to ensure appropriate safe working conditions are maintained for you.

If you do not want to disclose this information or require further information please do not tick the box and contact the person who invited you to join Bourne Ready.

Do you suffer from diabetes & need insulin?
 Yes No

Do you suffer from epilepsy or fits?
 Yes No

Are you colour blind?
 Yes No

Other than wearing glasses, do you have any difficulty with your eyesight?
 Yes No

Have you suffered with re-occurring chest, bronchial or respiratory problems?
 Yes No

Do you have any difficulty in hearing normal conversations?
 Yes No

Have you a medical history of problems associated with the using vibrating, oscillating or rotating tools?
 Yes No

Do you wake with pain, tingling or numbness in your hands or wrists?
 Yes No

Have your fingers ever gone white following exposure to cold?
 Yes No

Do you have difficulty picking up very small objects or gripping tightly?
 Yes No

Have you previously suffered from any back or musculoskeletal disorders?
 Yes No

Are you taking any medication that causes dizziness, drowsiness or other side effects?
 Yes No

Have you used any non prescribed/illegal drugs within the past 12 months?
 Yes No

Have you had any alcohol related illness requiring medical attention during the past 12 months?
 Yes No

Do you suffer from any skin conditions?
 Yes No

Do you have any disabilities?
 Yes No

Do you have any allergies to prescribed drugs such as aspirin?
 Yes No

Do you have any medical implants such as pacemakers that may be affected by electromagnetic fields (e.g. from welding or welding inspection equipment)?
 Yes No

Do you have any other physical / medical condition which could affect yours or others safety? Do the emergency service require any knowledge of medicines or ailments
 Yes No

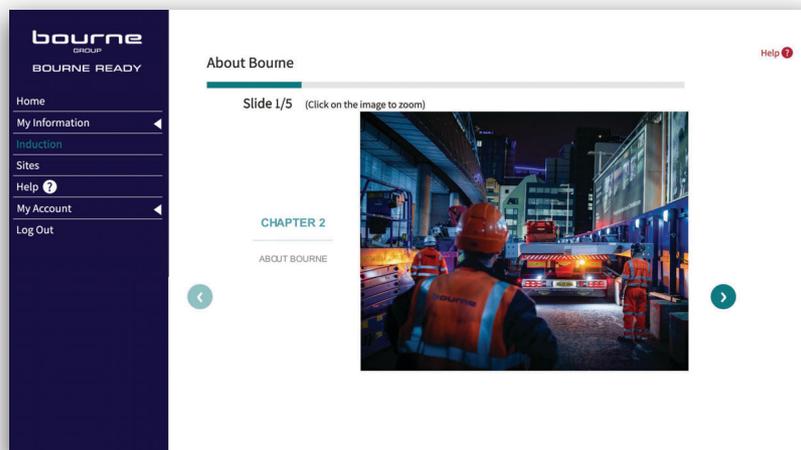
Back Save

BOURNE READY

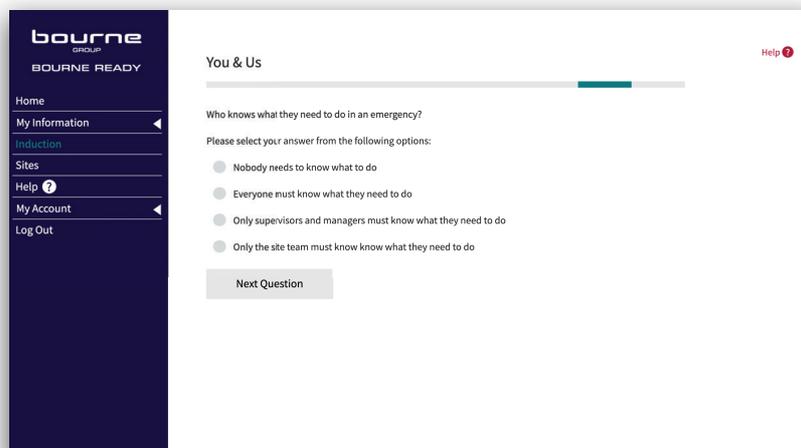
Induction

Worker User Guide

Now that you have completed the data entry pages, you will need to review the induction presentation. This will provide an introduction to Bourne Group and some of our policies. The Induction is only shown to Supply Chain Workers who select that they are directly employed by a 'Sub-contractor' or 'Bourne Group Site Services' and Bourne Group Employees who select that they primarily work on 'Site' or visit site(s) more than once a fortnight. Factory workers and office-based staff review their specific inductions as part of the process of joining an office or factory on the Sites page. Please read the information carefully; it is provided to protect your health, keep you safe and protect the environment around you.



If you primarily work on site and are completing the Induction, you will be asked two multiple choice questions at the end of each section. If you answer either of these questions incorrectly, you will have to re-read the sectional slides. You will then be presented with two further questions relevant to the section. Factory workers and office-based staff will not be asked multiple choice questions.



Once you have correctly selected the answers to all sections, you have completed the main part of the Bourne Ready process. You will not need to re-read the slides and answer the questions for 12 months. You will arrive on a 'Congratulations' page and a confirmation email will be sent to your email address and your employer's email address that you entered earlier. To complete the process, you will need to click 'Next' at the bottom of the page and select the site/s, office/s or factory where you will be working.

BOURNE READY

Sites

Worker User Guide

You will need to join the site/s, office/s or the factory to indicate where you will be working. Each time that you start work at a new location, you will need to navigate back to www.bourneready.co.uk and join it. When you finish working at a location, you must remove it using the  icon next to the name on your account Home page.

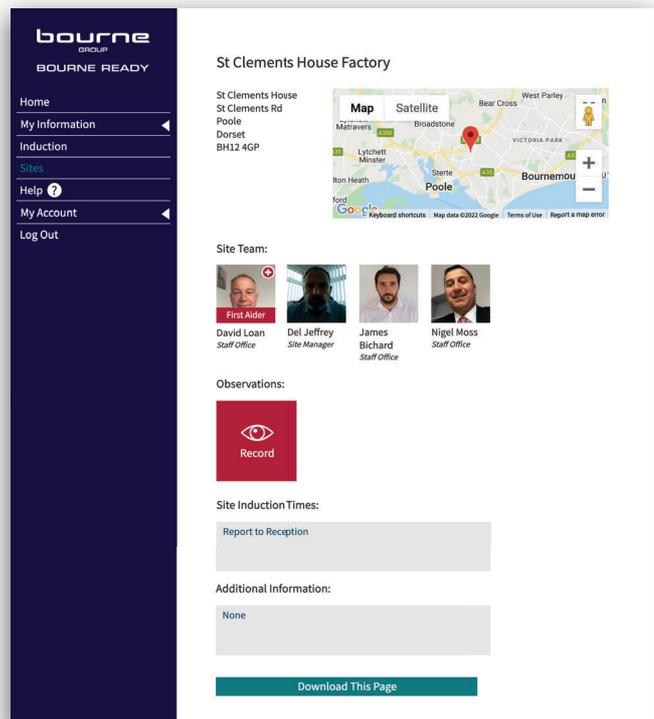
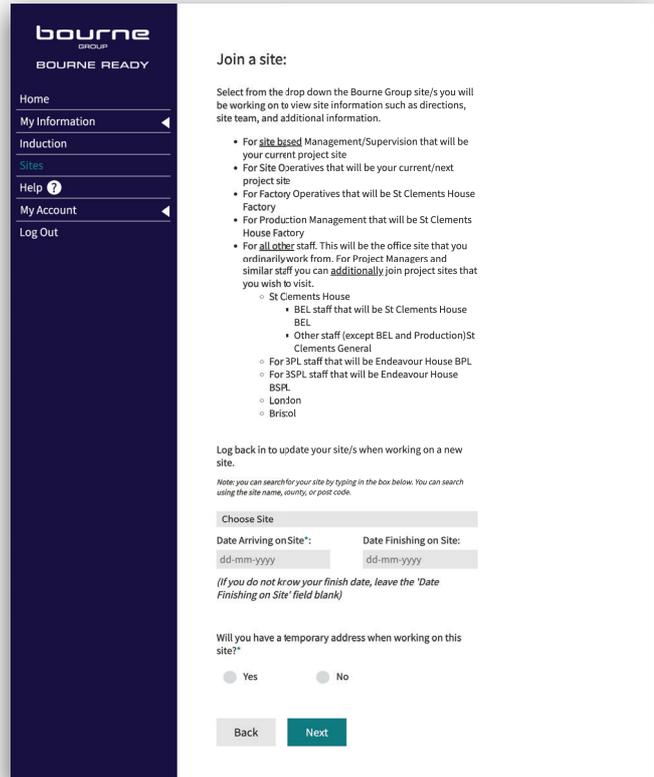
To choose a site, office or factory, select 'Join a site'. You can search for the location by typing the name into the search box, or by finding it in the drop down list. You can add a temporary address if you will be based at a different place from your home address. This will be used for the collection of environmental impact information.

Adding yourself correctly to the site/s that you will be working on, will ensure that you can get to work sooner upon first arrival.

As part of the process of joining an office or the factory, you will complete a specific induction process, which will comprise of slides followed by multiple choice questions.

Once you have joined the site, office or factory where you will be working, you will be able to see useful information on it. This will include a map showing where it is, information on the site team and induction times. You will also be able to 'Record' observations (see Page 9).

When you return to the 'Home' page, this will give you an overview of your account and show you when it expires. This expiry date will be 12 months from the date that you completed the slides & questions.



Recording Observations

Worker User Guide

On the 'Home' page of your account, you will have the option to record an 'Observation'. You can use this feature to record a health and safety observation about any site that you have joined. Recording an observation will provide the Bourne Group site team with useful and important feedback, which will help make our sites safer for everyone.

The 'Observations' button will take you to a form to complete. If you have joined more than one site, you will first need to select the site from the 'Select a Site' drop down. You can then choose the type of observation that you want to record and the reaction of the person involved.

Observations can also be recorded directly from the site page. The 'Record' button on the site page will allow you to record an observation for the site. This will take you to same form as the 'Observations' button on the 'Home' page, but will automatically select the site name for you.

