

## **Scaffteq West's Health and Safety Policy**

Below are the relevant excerpts from the Company's Employer and Employee Manual in relation to health and safety.

### **1.3 HEALTH & SAFETY**

It is the Company's objective that employees and others be protected, so far as is reasonably practicable, from risks to health and safety arising from work activities, and shall ensure any relevant policies are reviewed and revised as appropriate to take account of changes in circumstances or in legal requirements. Note however that in doing so, the responsibility for achieving and adhering to acceptable safety standards rests not only with the employer but also with employees, sub-contractors and suppliers of materials to be used at work. It is the duty of all employees to read any Company health & safety policies and to also take an active interest in achieving safety at work.

The successful implementation of effective health & safety in the workplace is dependent upon the wholehearted co-operation of all levels of employees and management. Wilful breaches of any policy will be dealt with through the disciplinary procedure.

## **Section 2 HEALTH & SAFETY**

Note that this section relating to health & safety is not intended to replace the Company's detailed health and safety policies and procedures and is included here to encourage all employees to adopt a positive health and safety culture.

All employees are therefore required to familiarise themselves with the Company's health & safety policy in accordance with their responsibilities under the Health and Safety at Work Act 1974 and the Company's own health & safety rules and procedures.

### **2.1 OVERVIEW**

The efficient gathering, evaluation and use of information within the Company on safe working practices and occupational health are a basic requirement to comply with legislation and ensure the safe operation of the business.

In compliance with the Health and Safety (Consultation with Employees) Regulations 1996, it is necessary to consult with all employees (including contractors and self employed) on all matters which affect their health and safety. The directors will communicate information by way of memoranda or amendments or additions to the safety policy as required. Safety should be discussed at all staff meetings.

Some businesses need to be registered with the Health and Safety Executive ("HSE") or the Local Authority Environmental Health department. Contact the HSE for industrial works on 0845 345 0055 or Environmental Health at your Local Authority for advice and forms.

## **2.2 SAFE WORKING PRACTICES**

Persons named or charged with duties under this policy must ensure that operations are carried out in accordance with established safe working practices, and they should consult reference material held at the office or seek advice. Sources of information include safety consultants, manufacturers, suppliers, trade organisations, the HSE and the Environmental Health Officer (“EHO”). The HSE and EHO are often the most suitable sources of information.

All employees are required to carry out their activities in compliance with the Company safety policy, precautions described in risk assessments & COSHH (Control of Substances Hazardous to Health) assessments and their responsibilities as detailed in the section concerning responsibilities of staff.

## **2.3 ACCESS TO ADVICE AND INFORMATION**

It is a legal requirement that organisations have access to advice on health and safety issues to ensure that their policies and procedures are compliant with legislation and also effective in ensuring a safe working environment. Much of this advice can be gained from EHO's/HSE and trade organisations/journals. Consultants can also be used particularly as part of regular reviews or if there is a significant change to the business or working methods/equipment.

## **2.4 EMPLOYING STAFF**

Any manager engaging a person for employment (directly or self employed) or having an existing employee under his/her supervision must ensure that:

- a) Young persons (i.e. those under 18 years of age) will only be employed where circumstances allow adequate supervision, and only after an assessment has been made of the risks involved in the type of work for which they are employed. Where plant, machinery or work equipment is to be used, the young person will be trained by a competent person and be under constant supervision.
- b) Expectant mothers could be affected by hazards to a greater extent than other employees. Employees who become pregnant should advise their manager as soon as this becomes confirmed on confidential basis so that a risk assessment of their duties can be carried out.
- c) They do not suffer from any illness or disability and are not undergoing treatment or medication that would constitute a hazard to them or others when carrying out their work.
- d) In accordance with the Disability Discrimination Act 1997, a suitable and sufficient assessment will be made prior to the employment or placement of persons falling within the scope of the Act, and of the facilities and access arrangements. Very careful consideration will be given to ensure the health, safety and welfare of such persons, especially the procedures dealing with emergencies and where necessary the evacuation of sites or premises.
- e) They are competent to carry out the work for which they are engaged in a safe manner or are placed under supervision or given suitable training to enable their work to be safely carried out.
- f) Every employee will be briefed on their responsibilities as described in the health and safety policy when they join the Company as part of their induction, they must agree to co-operate in implementing the policy, and understand the importance of following the policy.
- g) They are made aware of the hazards to which they may be exposed during the course of their employment and the preventative measures taken to control such risks. They must be informed of the emergency procedures, evacuation plan, and the first aid and welfare arrangements at their place of work.

- h) Employees understand that they must inform their immediate supervisor of any illness, disability, medication or other condition to which they are subject which may constitute a hazard to themselves or others in the course of their work.
- i) No-one shall knowingly be permitted or required to work while their ability or alertness is impaired by fatigue, illness, temperature or other cause that might expose the individual or others to injury.

## **2.5 TRAINING REQUIREMENTS**

The directors will assess training requirements and make arrangements for these to be met. Training relevant to the business and individual roles will be carried out as required. This will include some or all of the following but the list may need to be extended as hazards become apparent or circumstances change:

- a) Induction training.
- b) Emergency procedures.
- c) Use of equipment.
- d) Use of substances.
- e) Manual handling.
- f) First aid, appointed person (nominated staff only).
- g) Fire extinguisher and fire warden (nominated staff only).

Training requirements and suggestions should be brought to the attention of their manager by any member of staff.

On joining the business, induction safety training will be carried out by the manager. Hazard identification, preventative and protective measures, evacuation procedures, emergency plan, first aid provision etc., are subjects to be covered. A record should be made for all new employees on their first day of employment and signed by both the manager and the employee. This is for all staff, including part time and temporary staff/self employed.

## **2.6 COMPANY RESPONSIBILITIES**

The overall responsibility for ensuring the day-to-day implementation of this policy lies ultimately with the managing director.

The responsible person will have the following responsibilities:

- a) Implementation of this policy and bringing it to the attention of all employees.
- b) Compliance with safety precautions, including the regulating of contractors.
- c) Ensuring that all new entrants are properly inducted, which must include an awareness of all precautions and procedures applicable to the job and any appropriate emergency procedures.
- d) Ensuring that no person is permitted to work at any kind of machinery, scaffolding construction task or other hazardous task unless he or she has been properly and fully instructed.
- e) Ensuring that all staff are aware of the location of all fire-fighting equipment and alarm call points and are conversant with their use.
- f) Ensuring that any legal requirements relating to the operation of the Company are fully complied with, including (but not limited to):
  - (i) Inspection of all fire-fighting equipment.
  - (ii) Safe use of electrical switches and circuits.
  - (iii) Maintenance of all appropriate registers.

- (iv) Necessary safety training for staff.
- (v) Statutory inspections of plant and equipment.
- (vi) Provision of first aid equipment.
- (vii) Accident investigation.
- (viii) Arrangements for cleaning.
- g) Ensuring that any responsibilities delegated to subordinate staff are clearly identified.
- h) Ensuring that access to the premises by the customers or other members of the general public is strictly limited to safe areas.
- i) Ensuring that suitable arrangements are in place to safeguard the premises against intruders.
- j) Ensuring that any accidents or incidents are investigated correctly and appropriate action, including any immediate and/or remedial steps, are carried out.

## 2.7 DIRECTOR RESPONSIBILITIES

As directors of the Company, all of the duties listed in each of the following sections are responsibilities held by them at organisation level, but some of these may be delegated to a named person. If roles and responsibilities are delegated to other employees, this shall be detailed in writing.

The directors have overall responsibility for health and safety in the Company. In their absence the directors should clearly nominate someone to monitor health and safety and take any steps required to exercise control on a day to day basis as follows:

- a) Ensure adequate resources to implement this policy.
- b) Monitor safety performance and take any actions required.
- c) Ensure that systems are in place to ensure a suitable and sufficient assessment of the risks to the health and safety of employees and others in connection with the activities of the Company.
- d) Appoint a deputy to act in periods of absence.
- e) Take action to review and amend as required the health and safety policy and procedures as required on a regular basis - annually or whenever there is a significant change.
- f) Set a personal example in all matters relating to health and safety.

## 2.8 MANAGER RESPONSIBILITIES

The manager is required to control health and safety in the workplace. These duties can be delegated to another employee, particularly in periods of absence.

They will:

- a) Supervise the communication of the safety policy and subsequent amendments to all employees and others who may be affected.
- b) Through liaison and consultation assess training needs and make necessary arrangements for these to be satisfied.
- c) Be active in ensuring that up-to-date authoritative reference material, information and advice on safe work methods, work equipment, personal protective equipment, etc. is available. Receive, evaluate, and where appropriate initiate action on all information coming into the Company that may affect the safety performance. e.g. EHO/HSE reports, trade information, consultant input.
- d) Be responsible for all matters relating to the maintenance and safe condition of the buildings and the relevant work areas. Liaise with contractors engaged by the Company and ensure that if they are not known by previous activity that references are taken up.

- e) For any premises, devise and implement emergency and evacuation plans, communicate to staff, and display emergency and evacuation notices where all affected can see them.
- f) Carry risk assessments of all activities that may be hazardous to the health and safety of staff and others who could be affected using the form in the appendix. Communicate the precautions required to all who could be affected.
- g) Have control of all substances which may be hazardous to health and safety and carry out a COSHH assessment using the form in the appendix. Communicate the precautions required for transportation, storage, use and disposal to all who could be affected.
- h) Have control of all work equipment which may be hazardous to health or safety and ensure that it is adequately inspected and maintained. Ensure that staff using such equipment is competent and trained.
- i) Monitor all workplaces and ensure that all operations are carried out in a safe manner and in compliance with the safety policy, risk assessments and standards of good practice.
- j) Ensure personal protective equipment, work equipment and welfare facilities are provided and are inspected and maintained in serviceable condition.
- k) Carry out and record induction training for all staff (including temporary/part time staff) using the record form in the appendix to the health and safety policy.
- l) Carry out and record training for all staff (including temporary/ part time staff) using the record form in the appendix to the health and safety policy. This could be, for example, training on a new product, a piece of equipment or on a new procedure.
- m) Report all accidents and dangerous occurrences to the directors and statutory bodies (RIDDOR) as appropriate, including an entry in the accident book.
- n) Investigate all accidents and dangerous occurrences, and in conjunction with the staff and the directors develop and implement procedures to reduce as far as is reasonably practicable the likelihood of re-occurrence. For major reportable accidents, arrange for the carrying out of investigations, including the production of a report and recommendations to prevent re-occurrence.
- o) Liaise with contractors and self employed staff engaged by the Company and ensure that if they are not known by previous activity that references are taken up.
- p) Actively monitor the workplace and record inspections (including any actions required) periodically. Ensure that contractors appointed to carry out construction or maintenance work have suitable procedures for them to monitor and control their own health and safety.
- q) Maintain first aid provision to a level appropriate to the operation.
- r) Identify and clearly mark hazardous areas including signage and take the necessary steps to prevent unauthorised access.
- s) Set a personal example in all matters relating to health and safety.

## 2.9 EMPLOYEES' RESPONSIBILITIES

Employees (including temporary or part-time staff) need to assess risks to themselves and others when carrying out work activities and need to identify when it is or is not safe to commence operations.

If an employee acts in the capacity of manager at any time they will accept the responsibilities as detailed above for the manager for control of health and safety. This would include monitoring and corrective action, but would not extend to developing new procedures.

They will:

- a) Be in possession of the information and skills required to safely carry out the work for which they are employed.
- b) Report to their manager:

- (i) Defective plant, machinery, tools, and other equipment.
  - (ii) Unsafe work places or work environment.
  - (iii) Systems of work or conduct that constitute a hazard.
  - (iv) Information and suggestions which may assist the safety performance.
  - (v) All accidents or dangerous occurrences.
  - (vi) Weaknesses in the skills or ability of employees.
- c) Correctly use all substances, equipment, machinery, items of safety equipment and Personal Protective Equipment (“PPE”) when appropriate or when so directed by a person in authority. All established workplace procedures must be followed at all times including the precautions described in risk assessments and COSHH assessments.
  - d) Work in a manner which ensures their own safety and that of others who may be affected by their activities.
  - e) Be aware of, comply with and assist the manager in discharging their duties relating to the emergency plan and evacuation procedures.
  - f) When unexpected hazards are identified, seek advice from the manager before proceeding.
  - g) Fully co-operate in the fulfilment of the safety policy.
  - h) Set a personal example in all matters relating to health and safety, including the wearing of the appropriate PPE.

In the event of an emergency, employees should call the Police, Fire Brigade or Ambulance as appropriate.

Any accidents, dangerous occurrences, hazards and/or employees suffering from or in contact with an infectious disease should immediately notify their manager as soon as practicable.

In addition:

- a) Each employee is responsible for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person.
- b) Every employee must use safety equipment or clothing in a proper manner and for the purpose intended.
- c) Any employee who intentionally or recklessly misuses anything supplied in the interests of health and safety will be subject to disciplinary procedures.
- d) Every employee must work in accordance with any health and safety instruction or training they have been given.
- e) All employees are required to wear PPE where issued.
- f) No employee may undertake any task for which they have not been authorised and for which they are not adequately trained.
- g) Every employee is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements.
- h) All employees are under a duty to familiarise themselves with this policy.

## **2.10 CONTRACTORS/SELF-EMPLOYED RESPONSIBILITIES**

Contractors and/or self-employed persons may be employed to carry out work which may be routine (e.g. cleaners) or of an unusual or ad-hoc nature e.g. electrical work, decorating. The following requirements will need to be met by such contractors.

Contractors, sub-contractors and self-employed people need to assess risks to themselves and others when carrying out work activities and identify when it is or is not safe to commence operations.

These persons will:

- a) Produce or be in possession of and fully understand a risk assessment for the work including a more detailed health and safety plan/method statement if required. Inform the manager if bespoke risk assessments and project specific method statements or safety plans are required.
- b) Provide to the manager prior to commencement a written risk assessment and method statement that defines how they will complete the works safely.
- c) Be in possession of the information and skills required to safely carry out the work for which they are employed, including COSHH assessments.
- d) Ensure that they only supply adequately trained staff and suitable plant, equipment and materials.
- e) Correctly use all substances, tools, machinery and items of safety equipment and PPE when appropriate or when so directed by a person in authority. All established workplace procedures must be followed at all times, including the precautions described in risk assessments and COSHH assessments.
- f) Work in a manner which ensures their own safety and that of others who may be affected by their activities.
- g) Be aware of, comply with, and assist in complying with the emergency plan and evacuation procedures.
- h) When unexpected hazards are identified, seek advice from their manager before proceeding.
- i) Fully co-operate in the fulfilment of this safety policy.
- j) Set a personal example in all matters relating to health and safety, including wearing the appropriate PPE.
- k) Report to their manager:
  - (i) Defective plant, machinery, tools, and other equipment.
  - (ii) Systems of work or conduct that constitute a hazard.
  - (iii) Information and suggestions which may assist the safety performance.
  - (iv) All accidents or dangerous occurrences.
  - (v) Weaknesses in skills or ability of employees.

## 2.11 RULES AND PROCEDURES

Every member of staff must acquaint themselves, and as a minimum requirement comply with, the following rules:

### a) Accidents at Work

- (i) All accidents, occurring on Company premises, regardless of severity, should be reported at once to the immediate line manager who will arrange for any medical attention required.
- (ii) Injuries sustained by employees away from their normal place of work should be reported on return.
- (iii) The Company has a legal obligation to record all accidents in the "Accident Book" and report all accidents at work which result in incapacity for three or more days to the HSE.

### b) First Aid

First aid boxes are kept on the premises and the name of the First-aider or person responsible for taking charge of the situation regarding an injured or ill employee is displayed prominently on notice boards and elsewhere.



c) Electrical Equipment

- (i) Never use electrical equipment if it is believed to be unsafe.
- (ii) Do not use any equipment, lead or cable which has failed an inspection or test until it has been made safe.
- (iii) Staff must not attempt to repair any faulty electrical equipment.
- (iv) Where appropriate, switch off electrical equipment before leaving the office.

d) Emergencies

There is a fire evacuation procedure. However, there will be other emergency procedures which are different. If there is a bomb or other emergency, staff will be told what to do.

e) Equipment

- (i) The Company shall ensure that all equipment, whether electrical, mechanical or safety-related, is regularly inspected to ensure it is safe and fit for purpose, and where applicable, replace such equipment.
- (ii) All employees are required to treat any equipment they use with an appropriate level of care and report any damage and/or failures to their manager as soon as reasonably practicable.

f) Fire

- (i) Employees should familiarise themselves with the fire evacuation procedure and respond promptly to evacuation alarms.
- (ii) Respect fire safety measures such as clear corridors, closed smoke doors and unobstructed exits.
- (iii) Anyone noticing unexplained smoke or any other sign of a fire should raise the alarm immediately. Employees should not attempt to fight a fire unless trained to do so. Close doors and evacuate by the safest route.
- (iv) After evacuating the building, employees should congregate at their appointed position and the manager will check that all staff have left the premises and are accounted for.

g) Hazards

Any faulty or hazardous fixtures, fittings, furniture or equipment – especially electrical equipment – must be reported to the manager as soon as reasonably practicable. If there is a state of serious and imminent danger, the alarm should be raised and the danger area evacuated.

h) Hazardous Substances

- (i) A hazardous substance is anything in a container labelled “toxic”, “corrosive”, “irritant” or “harmful” and any other substance with similar properties. All employees must be sure they understand the risks of working with hazardous substances and follow the required precautions and control measures.
- (ii) Staff must not introduce hazardous substances without authorisation.
- (iii) The Company shall ensure that any such hazardous substance is appropriately stored and any relevant records maintained.



i) Infectious Diseases

Anyone who has been in contact with, or is suffering from, an infectious disease should immediately notify their manager. This is particularly important in respect of German measles and any other diseases which could have an adverse effect on unborn babies.

j) Risk Management

- (i) The Company will advise staff about any risks connected with their work and the measures taken to reduce risks.
- (ii) The Company shall carry out all and any appropriate risk assessments and communicate these to the relevant persons.
- (iii) If an employee is a relevant person in respect of a risk assessment, then they are to ensure they are familiar with its contents and the appropriate steps to take to manage and minimise any associated risks.
- (iv) Where an employee does not understand what is required of them in relation to health and safety, and/or feels that the task or job they have been required to do is unsafe, then in the first instance they are required to report this to their immediate manager.

k) Smoking

- (i) Smoking (including vaping and other electronic cigarettes) is prohibited in all areas except those designated as smoking areas.
- (ii) Where employees are required to attend locations other than those of the Company, they are required to abide by any rules in relation to smoking and/or vaping.
- (iii) Employees are not permitted to smoke/vape in any Company vehicle.

l) General Housekeeping

- (i) Keep all emergency exits, stairs and corridors free of obstructions.
- (ii) Ensure rest rooms, kitchens and washrooms are kept clean and tidy. Do not throw matches away in waste paper bins.
- (iii) Do not let cables trail to create trip or electrical hazards. If cables cannot be sited so that people do not trip over them, then they must be protected by devices such as ties and cable ramps.
- (iv) Think twice before putting items on the floor. Never leave items on the stairs.
- (v) Do not store items where they will restrict corridors or access routes. Consider people with restricted mobility or impaired vision.
- (vi) Store items properly so that people can access them without getting hurt. Put heavy or awkward items at waist height.
- (vii) Store items in such a way that they are unlikely to fall onto people.
- (viii) Do not store things in front of emergency switches, fire or safety equipment, or safety notices.
- (ix) If responsible for a Company vehicle, ensure it is tidy and clean at all times and report any defects as soon as reasonably practicable to their manager.

## 2.12 MEDICAL

a) SICKNESS/ILLNESS

If an employee becomes ill or injured and requires time off from work to recover, they should follow the self-certificated sickness reporting procedure outlined elsewhere in the Company manual.

b) MEDICAL CONDITIONS

If an employee is suffering from, or during the course of their employment develop, a medical condition or ailment, regardless of its nature they must notify the Company immediately or at the earliest opportunity. This is in order for the Company to assess the health and safety risk to the employee and their colleagues or to give consideration under the Company's equal opportunities policy. All medical disclosures should be disclosed to the employee's manager who will treat the matter with the strictest confidence.

c) STRESS

Stress is defined as the reaction people have to excessive pressures or other types of demands placed on them and arises when they worry they cannot cope. The Company shall endeavour to create a positive working environment that minimises stress related causes. If an employee feels they are suffering from stress due to work pressures, they are required to contact their manager who will treat the matter with empathy and in the strictest confidence. Where it is felt appropriate a risk assessment may be carried out and mutual changes to the employee's working conditions or medical support may be provided.

The Company shall be sympathetic to stress-related illness caused by pressures external to the workplace provided it is aware of these. However, the Company is legally entitled to assume and expect that employees are capable of coping with the normal day-to-day pressures of their roles.

d) MEDICAL EXAMINATION

The Company reserves the right prior to employment or at any time during employment to request that employees undergo a medical examination, to ensure that they are or continue to be fit to carry out their duties. In such instances, the Company shall seek the employee's consent under the Access to Medical Records Act 1988 to obtain a report for forwarding to the company's medical advisor. Details of the outcome will be made available to the employee following assessment of the findings. However, nothing in the above precludes the fact that employees have a duty of care to themselves and their colleagues and to ensure they remain fit to carry out their duties.

e) NIGHT WORKERS

The Company may either regularly or on an ad-hoc basis operate shift work, which may involve some night work. If this is the case and employees are required to work at night, the Company will under the provisions of the Working Time Regulations determine whether employees are to be classed as a night-worker or not.

If employees are determined to be night-workers, then they are entitled to a free non-compulsory health assessment before commencing night-work, and at regular intervals thereafter, and in the first instance employees should request such an assessment with their manager. The purpose of the assessment is only to determine whether employees are fit to undertake the night-work in question or not.

## **2.13 MEDICAL REPORTS**

Under the Access to Medical Reports Act 1988, employees have the following rights relating to the provision of a medical report about them where such a report has been requested by the Company:

- a) Employees have the right to withhold their consent. If they choose to do this the Company will be unable to obtain a report.
- b) If employees give their consent to the Company, they have the right to have access to the report before it is supplied to the Company. Employees should inform the Company if they wish this.
- c) Within 21 days of notification from the Company that a report is being obtained, employees have the right to contact the medical practitioner to arrange access to the report.
- d) If employees decide initially not to have access to the report but later change their mind, they can notify the medical practitioner in writing that they now wish to have access. If the medical practitioner has not already supplied the report, employees will then have 21 days to arrange to have access.
- e) Employees have the right to access any medical report which has been supplied to the Company within the previous six months.
- f) If employees have had access to a report and they choose to do so, they have the right to prevent its submission to the Company. The report will subsequently only be supplied to the Company after employees have given additional written consent to the doctor.
- g) Before giving written consent, employees have the right to request the medical practitioner to amend any part of the report which they consider to be incorrect or misleading. They may also attach to the report a statement of their views on any part of the report which the doctor declines to amend.

The medical practitioner is not obliged to provide access to any part of a medical report if in their opinion:

- a) They feel it would be likely to cause serious harm to the physical or mental health of the employee or others.
- b) Disclosure would be likely to reveal information about, or the identity of, another person who has supplied information in respect of the report, unless that person has consented to disclosure, or the information relates to or has been supplied by a health professional involved in the employee's care.

In such circumstances where access is denied, the medical practitioner is under an obligation to notify the employee and the Company in writing that access will be denied and/or limited to that part of the report which is not affected. If the whole report is affected, the medical practitioner must not supply it to the Company unless the employee gives their written consent.

For the avoidance of doubt, access means either making the report or a copy of it available for inspection or supplying a copy of it. If a copy is supplied the doctor can charge a reasonable fee to cover the costs of supplying the copy.

## **2.14 NIGHT WORKING**

The Company will ensure that it abides by the Working Time Regulations in respect of employees who are classed as night-workers. A night-worker is one who normally works at least three hours at night, between the hours of 11.00pm and 6.00am. On average, such employees will not be required to work more than eight hours including overtime when measured and calculated over a 17-week period.

### a) HEALTH ASSESSMENT

The purpose of determining whether an employee is a night-worker is to ensure the safety and health of the employee who is carrying out the night work. In this respect the Company will

provide a free non-compulsory night-worker health assessment to any employees who are classed as night-workers. This will be offered to the employee prior to commencement of night work and at such intervals as the Company feels appropriate, these being at least once per year. If the Company has any doubts regarding the fitness of the employee to carry out work in question, then a medical examination and report will also be sought.

If following the obtaining of a medical report it is found that a night worker is suffering from health problems caused by or made worse by working at night, then the worker has a right to be transferred, if possible, to suitable day work and the Company shall endeavour to do so. Where this is not possible; then the Company shall carry out a specific risk assessment to determine if there are ways to manage or reduce the health and safety risks to the employee.

b) SPECIAL HAZARDS

Where the work required to be carried out by a night-worker involves a special hazard, or excessive mental or physical strain, then there is an absolute limit on the length of working period in any one day of 8 hours which cannot be taken as an average. Whether such work at night is classed as a special hazard depends on whether the work has been agreed as such between the Company and its employees, or where such work poses a significant risk as identified by the Company conducting a risk assessment.

c) SPECIAL CONSIDERATIONS

These shall be given by the Company to:

- (i) New or expectant mothers – this will involve a review by the Company of the nature of the work, the actual quantity of hours worked in any day or week, the timings of the night work being carried out, and will give due consideration to the health of the unborn child or the needs of the newly born child. Such consideration shall be in addition to any provisions of the Maternity and Parental Leave Regulations 1999.
- (ii) Young workers – normally the Company will not require young workers to work between the hours of 10pm and 7am (except with regard to certain industries) and where young workers are required to work for the Company full consideration shall be given to the physical abilities of the young worker, their age, experience and maturity. The Company will not require young workers to work longer than 8 hours in any one day and no more than 40 hours in any one week.

## **2.15 VISUAL DISPLAY EQUIPMENT**

a) POLICY

It is the Company's intention to comply with all aspects of current legislation and in particular the Health & Safety (Display Screen Equipment) Regulations 1992 [DSE Regulations]. These regulations protect employees who habitually use display screen equipment for the purposes of an employer's undertaking as a significant part of their normal work.

b) RISK ASSESSMENT

The Company health and safety officer will conduct regular risk assessments on your workplace in respect of use of video display unit (“VDU”) equipment.

c) EYESIGHT TESTS

The Company will provide free eyesight tests to employees who are a user of VDU equipment as defined under the DSE regulations. The purpose of such a test is to decide whether the user has any defect of sight which requires correction when working with a display screen. The frequency of tests is discretionary, but will normally be once every year, unless the Company's approved optometrist specifies they should be conducted more frequently.

All free eyesight tests will be conducted through the Company's approved optometrist and employees should contact their manager for this information. If an employee requires an eyesight test:

- (i) They should request authorisation in writing via their manager.
- (ii) Make an appointment at their nearest authorised optometrist or optician.
- (iii) Inform the optometrist or optician at the time of booking that it will be a Company DSE eye sight check.
- (iv) Attend their appointment at the allotted time.
- (v) Hand the written authorisation to the optometrist, who will determine if the employee requires corrective appliances (spectacles) for VDU usage.
- (vi) Request the results are recorded by the optometrist on the written authorisation which should then be submitted along with an expenses claim to the Company for reimbursement.

Any information furnished in respect of an employee's eyesight, prescription or other medical condition will remain confidential.

d) COSTS

Costs will be met for the eyesight test and if required for spectacles up to a nominal value, the details of which should be checked with the employee's manager. If an employee wishes to purchase more expensive spectacles, the Company will only pay the nominal value towards this cost. The Company will not pay towards the cost of spectacles required other than if required to correct the employee's eyesight for VDU usage.

The Company will not reimburse employees for eyesight tests conducted at any non-authorised optometrist.