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### Working Hours Policy

Dragon Security Limited will undertake regular checks on all its employees when it comes to the working time directive and has the following steps in place to ensure requirements are met.

1) Make sure contracts of employment adequately cover working hours

Ensure that contracts clearly define the working hours required, be it 12 hour shifts or otherwise.

2) Ensure employees have opted out correctly

If an employee opts out, ensure that signed contracts are retained showing this to be the case.

3) Monitor the health of night workers

As a special category of employee, regular health assessments should be carried out on night workers to highlight any issues at an early stage.

4) Consider whether staff are suitable to work the contractual hours

As part of capability procedures, staff should be monitored to make sure they can satisfactorily carry out the work required. This may mean changing a night worker to daytime hours if considered necessary.

5) Ensure that risk assessments are carried out at regular intervals

Risk assessments are essential both in terms of the place of work and the staff's abilities. Working hours should automatically form part of any risk assessment.

6) Give special consideration to lone workers

In terms of both working hours and rest periods, lone workers require additional monitoring and risk assessments. This may help to discharge the duty of care towards the employee.

7) Monitor the levels of overtime an employee is doing

On occasion, an employee's overtime might mean they are working for excessive periods, possibly without adequate rest periods. This should be noted and, where appropriate, discussed with the employee.

8) Keep detailed records relating to working hours

Record keeping is essential with many areas of the law and the same is true of working hours. Have policies and procedures which document the company's approach to working hours.

9) Communicate with employees

As well as discussing any excessive overtime or long working periods, ensure that employees know the company's policies and are encouraged to discuss any issues or concerns the employee may have.

10) Monitor holiday entitlement

Although untaken holidays can often be carried over, an employer should check that an employee is taking sufficient holiday. Inadequate holiday may lead to complaints of stress or other health problems and should be dealt with before it becomes a problem.

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