



Health and Safety at Work Act, 1975

Statement of The Joseph Trust

Health and Safety Policy

Original Policy: 2017

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For information about health and safety ring HSE's Infoline Tel: 0845 345 0055 Fax: 0845 408 9566 Textphone: 0845 408 9577 email: hse.infoline@natbrit.com or write to HSE Information Services, Caerphilly Business Park, Caerphilly CF83 3GG.

PART ONE

General Statement of Policy, Duties & Responsibilities

1.1 Policy Statement

The Joseph Trust (the Trust) recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

Throughout this Statement, terms such as “staff”, “workers”, “employees”, include both paid and volunteer workers.

It is the policy of the Trust to promote the health and safety of the, volunteers, staff and of all visitors to the Trust’s premises (“the Premises”) and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises;
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;
- Encourage persons on the premises to co-operate with the Trust in all safety matter, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
- Ensure the provision and maintenance of plant, equipment and systems of work that are safe;
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances;
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health;
- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities;
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise for the Trust’s activities;
- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of the Trust arising out of or in connection with the Trust’s activities;
- Make specific assessment of risks in respect of young people under the age of eighteen;
- Provide information to other employers of any risks to which those employer’s workers on the Trust’s premises may be exposed.

This policy statement and/or the procedures for its implementation may be altered at any time by the trustees of the Joseph Trust (“the Trustees”). The statement and the procedures are to be reviewed each year by the Trustees *or by other persons appointed by the them* Committee.

1.2 Statutory Duty of the Trust

The Trust will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its workers and of visitors to its premises and, in general, to:

- Make workplaces safe and without risks to health;
- Ensure plant and machinery are safe and that safe systems of work are set and followed;
- Ensure articles and substances are moved, stored and used safely;
- Give volunteers/ workers the information, instruction, training and supervision necessary for their health and safety.

In particular, the Trust will:

- Assess the risks to health and safety of its volunteers/workers;
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment;
- Record the significant findings of the risk assessment and the arrangements for health and safety measures;
- Draw up a health and safety policy statement; including the health and safety organisation and arrangements in force, and bring it to the attention of its workers;
- Appoint someone competent to be responsible for health and safety;
- Set up emergency procedures;
- Provide adequate First Aid facilities;
- Make sure that the workplace satisfies health, safety and welfare requirements, eg for ventilation, temperature, lighting and for sanitary, washing and rest facilities;
- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used;
- Prevent or adequately control exposure to substances that may damage health;
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation;
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;
- Provide health surveillance as appropriate;
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means;
- Ensure that appropriate safety signs are provided and maintained;
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

1.3 Statutory Duty of the Trust's Workers

Employees also have legal duties, and the Trust confidently requests non-employed (voluntary) workers also to observe these. They include the following:

- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do;
- To co-operate with the Trust on health and safety;
- To use work items provided by the Trust correctly, including personal protective equipment, in accordance with training or instructions;
- Not to interfere with or misuse anything provided for health, safety and welfare purposes;
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by the Trust;
- Health and Safety law applies not only to employees in the workplace, it also applies to **organisations and people who occupy or use the Trust's buildings** to which they have access.

1.4 Policy for Visitors and Contractors

On arrival all visitors should be directed to the Manager, who will take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to Manager who will investigate, resolve the concerns/practices and report to the Trustees.

PART TWO

Organisation of Health and Safety

2.1 Health and Safety Oversight

The Trustees, although having ultimate responsibility for health and safety will delegate day-to-day responsibility for Health and Safety to the Manager, whose responsibility is:

- To have a broad overview of Health and Safety matters;
- To keep the Trust's Health and Safety policy and procedures under review;
- To conduct safety tours of the premises;
- To ensure that risk assessments are carried out, including assessments regarding substances hazardous to health (COSHH Regulations);
- To take such action as may be required to ensure that the Trust's responsibilities for Health and Safety are fulfilled;
- To report to the Trustees on performance of these responsibilities.

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the Manager who will investigate and report to the Trustees.

Safety Tours

The Manager shall carry out regular tours and inspections of the premises and make a report to the Trustees. All necessary actions as a result of the tour shall, where reasonable and practicable, be implemented.

2.2 Health and Safety Rules

All workers must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which the Trust may publish from time to time.

Accident Forms and Book

The book must be kept in the office.

Any injury suffered by a worker or visitor in the course of employment or otherwise on the Trust's premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, in the book maintained by the Trust.

Fire Precautions

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of the Trust in relation to fire.

Equipment and Appliances

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the Trust and any directions for the use of such must be followed precisely.

Safety Clearways

Doorways must be kept free of obstructions.

Maintenance

Defective equipment, furniture and structures must be reported as such without delay.

Hygiene and Waste Disposal

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

Food Hygiene

When handling or preparing food there are specific hygiene requirements:

- Regularly wash hands before and during food preparation and especially after using the lavatory;
- Tell the Manager of any skin, nose, throat, or bowel problem;
- Ensure cuts or sores are covered with correct waterproof dressings;
- Keep yourself clean and wear clean clothing;
- Remember that smoking in a food room is illegal;
- Never cough or sneeze over food;
- Clean as you go. Keep all equipment and surfaces clean;
- Prepare raw and cooked food in separate areas. Keep perishable food covered and either refrigerated (less than 8°C) or piping hot (above 63°C);
- Ensure waste food is disposed of properly. Keep the lid on rubbish bin and wash your hands after putting waste in it;
- Avoid handling food as far as possible;
- Tell the Manager of any defects or concerns regarding the facilities – eg uncleanness, refrigeration malfunction, cracked food preparation surfaces.

Display Screen Equipment

The Group/Organisation recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work. Volunteers/Workers are advised to ensure that they take a five minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at the Organisation's expense.

E Safety

Pupils do not have access to computers, laptops or any other online resource at the Joseph Trust. The staff computer can be used to show pictures that are taken or recorded. Pupils to be supervised if using the staff laptop. Pupils can bring their mobile phone to the Joseph Trust but are encouraged to keep it out of sight and not to use it. Staff are encouraged to use their mobile phone only in emergency situations, contacting commissioning schools/parental contact or as a tool for educational purposes. Staff mobile phones may be used to communicate between staff as to where they are on the site including but not limited to using Whatsapp group chat.

Any photos taken of pupils are to be stored on the shared area and deleted off mobile devices. Permission must be obtained and checked on the pupils induction form.

The office computer is to be used for Joseph Trust activities only.

Alcohol, Drugs and Tobacco

Smoking within the premises and the use of Drugs (except under medical supervision) on the premises are prohibited at all times. The use of intoxicants (alcohol) is prohibited during

working hours, and no student, employee/volunteer may undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision)

PART THREE

Arrangement and Procedures

The Health and Safety Officer, nominated by the Management Committee, is responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels. His/her details and contact number will be displayed

3.1 First Aid and Accident Reporting

3.2 Fire Drills and Evacuation Procedures

3.1.1 First Aid

- The current First Aider(s) for the premises are displayed (*on the Notice Board in the Office.*)
- First Aid Boxes are provided in the office and workshop

3.1.2 Covid19 pandemic special measures

- Workers and volunteers are expected, in line with general health and safety principles, to keep themselves and others safe as far as possible. Therefore, workers and volunteers will follow government guidelines and instructions on social distancing, “bubbling”, wearing masks, temporary lockdowns, travel, self isolation and hygiene
- Vaccination – should a NICE approved vaccine be developed for covid19, all staff and volunteers will seek vaccination from their GP, and unless exempted on the advice of a doctor, will be vaccinated. If advised to not vaccinate, workers and volunteers will give evidence of that to the Manager in the form of a letter from their GP stating that they are exempt. The reason for that exemption will remain a matter of medical confidentiality between doctor and patient.
- For the duration of the pandemic the following measures will be taken:
 - Staff/volunteers will maintain a distance of at least 1 metre from each other at all times, and 2 metres where possible.
 - It is recognised that children (particularly young children) will forget to maintain a distance from each other and from staff
 - It is recognised that some children with complex needs may require proximity to a trusted adult for their emotional well-being, and that this may make 2 metre distancing impossible
 - As far and as frequently as possible, activities will be set outside to avoid close contact.
 - Children will be encouraged (but not forced) to maintain a distance from each other. The reasons for this will be explained, repeatedly if necessary.
 - Students will not enter the office unless given specific permission to do so, because social distancing cannot be maintained in the office
 - Students will use the end of the workshop away from the tools area as a congregation point
 - Appropriate numbers of chairs will be placed by staff, at the best possible spacing given numbers on the day. Students and staff are expected to maintain distancing where possible.

- Activities will be chosen in a way that encourages distancing.
- If children refuse to engage with covid19 precautionary measures, or behave in a manner which would give rise to increased risk of infection to students or staff this will be reported to Danesgate and the Chair of Trustees.
- If any worker or volunteer or person who has visited the Trust's premises experiences any covid19 symptoms, they will:
 - Inform the Manager that they have symptoms
 - Arrange for a covid19 test and inform the Trust of the outcome
 - Co-operate in tracing all contacts that they may have had at the Trust's premises
 - Follow government/NHS/PHE instructions on self isolating if they test positive
 - Keep the Manager up to date with their health, should they experience long-term ill-health as a result of infection

3.1.3 Accidents

- In the event of an injury or illness, call for a member of staff or ring for an ambulance directly. To call an ambulance – dial 999 and ask for “ambulance”;
- All accidents must be reported to the Manager or another member of staff on duty immediately or as soon as practicable;
- All accidents must be entered in the accident book, available from the office. The procedures for “notifiable” accidents as shown in Appendix A below must be followed;
- The Manager will investigate incidents and accidents, writing a detailed report for the Trustees to consider the actions necessary to prevent recurrence.

3.3 Fire Drills and Evacuation Procedures

3.2.1 Fire Drills

- All workers and volunteers must know the fire procedures.
- All buildings are to be single rooms; .
- The Manager will arrange for Fire Drills and Fire Prevention Checks (see Appendix C below) to be carried out at least once every three months and fire drills once a term and logged. In addition, these Drills will be carried out at different times and on different days, so that all users/hirers know the procedures.
- The last person securing the premises will ensure all appliances are switched off (except the fridge/freezer, and that the wood burning stove (if used) is not lit.

3.2.2 in the event of Fire

- Persons discovering a fire should sound the klaxon (kept in the office and workshop);
- The first duty of all workers is to evacuate all people from all buildings by the nearest exit immediately the fire is discovered;
- All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed;
- The assembly point for the building is in the wooded area and signposted.
- No-one should leave the assembly point without the permission of a member of staff;

- If **any** fire occurs, **however minor**, the Fire Brigade must be called immediately by dialling 999 and asking for “Fire”;
- When the Fire Brigade arrives advise whether all persons are accounted for and location of fire.
- No attempt is to be made to extinguish the fire.

3.2.3 *Cleaning Materials, General Machinery and High Risk Areas*

- All portable machinery must be switched off and unplugged when not in use;
- Wandering cables are a hazard; use with caution and safety in mind;
- Slippery floors and dangerous; use warning signs;
- Use protective clothing and equipment provided and as instructed on machinery/equipment/material. It is the duty of a worker to report any loss of or defect in protective clothing or equipment.

3.2.4 *General*

- All thoroughfares, exits and gates must be left clear at all times;
- Vehicles must not be parked near to the building in a way that will cause any obstruction or hazard;
- Hazards or suspected hazards or other health and safety matters should be reported to Manager immediately or as soon as practicable, so that action can be taken. If the hazard is of a serious nature, immediate action must be taken to protect or clear the area to prevent injury to staff or other users.

PART FOUR

Appendices

APPENDIX A – ACCIDENT REPORTING

1. Accidents

All accidents which occur during work for the Trust and/or for the User/Hirer, or on premises under the control of the Trust must be recorded.

2. Accidents to Workers or Contractor's Staff

- a) For ALL Accidents

Complete Accident Book entry and return to Manager

- b) **For accidents reportable to the Health & Safety Executive** (for contractors see c))

If accident results in incapacity for work for more than 3 calendar days then complete the online form F2508 with copies to the Chair of Trustees.

If accident results in fatality, fracture, amputation or other specified injury (see section 4, below) then **immediately notify**:

Health & Safety Executive on HSE's Infoline Tel: 0845 345 0055

And the Chair of Trustees

Follow up within seven days with completed online form F2508 with copies to the Chair of Trustees

- c) If a reportable accident involves a contractor's employee and the premises are under the control of someone other than the contractor then the person in control of the premises is responsible for reporting the accident.

If a contractor's employee is at work on premises under the control of the contractor then it is the contractor or someone acting on his/her behalf who is responsible for reporting the accident.

3. Accidents to Members of the Public

- 1. For ALL Accidents

Complete Accident Book and give to Manager

- 2. For accidents reportable to the Health & Safety Executive

If an accident results in fatality, fracture, amputation or other specified injury (see section 4 below) then **immediately notify**:

Health & Safety Executive, Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG

And the Chair of the Management Committee

Some injuries may not be fully identified until the casualty has been to hospital. It is therefore essential that, if it is known that an individual has gone to hospital as a result of an accident, follow up action is carried out.

4. Definition of Specified Major Injuries or Conditions

- Fracture of the skull, spine or pelvis; any bone in the arm or wrist, but not a bone in the hand; any bone in the leg or ankles, but not a bone in the foot.
- Amputation of; a hand or foot, a finger, thumb or toe; any part thereof if the joint or bone is completely severed
- Other specified injuries and conditions:
 - The loss of sight of an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye
 - Injury (including burns) either requiring immediate medical treatment, or involving loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not due to direct contact
 - Loss of consciousness resulting from lack of oxygen
 - Decompression sickness requiring medical treatment
 - Either acute illness requiring treatment, or loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin
 - Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material
 - Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours

IF IN DOUBT REPORT IT

5. Dangerous Occurrences

In the event of any of the following:

- Collapse/Overturning of machinery
- Explosion/collapse of closed vessel/boiler
- Electrical explosion/fire

Notify the following immediately:

Health & Safety Executive, Incident Contact Centre, Caerphilly Business
Park, Caerphilly, CF83 3GG HSE's Infoline Tel: 0845 345 0055
email: hse.infoline@natbrit.com

And the Chair of Trustees

6. Occupational Diseases

- Poisoning
- Skin Diseases
- Lung Diseases
- Infections

On receipt of a written diagnosis from a Doctor, report the disease using online form F2508A to: hse.infoline@natbrit.com
And the Chair of Trustees

Full details of Dangerous Occurrences and Occupational Diseases can be found in HSE RIDDOR Booklets 11 and 17.

IF IN DOUBT REPORT IT

Appendix B – CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH REGULATIONS)

1. Assessment

The assessment must be a systematic review

- What substances are present and in what form?
- What harmful effects are possible?
- Where and how are the substances actually used or handled?
- What harmful effects are given off, etc.?
- Who could be affected, to what extent and for how long?
- Under what circumstances?
- How likely is it that exposure will happen?
- What precautions need to be taken to comply with the COSHH Regulations?
- What procedures need to be put in place to comply with the Control of Asbestos at Work Regulations 2002?

2. Prevention or Control

Employers have to ensure that the exposure of workers to hazardous substances is PREVENTED or, if this is not reasonably practicable ADEQUATELY CONTROLLED.

On the basis of the assessment, the employer has to decide which control measures are appropriate to the work situation in order to deal effectively with any hazardous substances that may present. This may mean PREVENTING exposure by

- Removing the hazardous substance by changing the process
- Substituting with a safe or safer substance, or using a safer form

Or, here this is not reasonably practicable, CONTROLLING exposure by

- Totally enclosing the process
- Using partial enclosure and extraction equipment
- General ventilation
- Using safe systems of work and handling procedures

It is for the employer to choose the method of controlling the exposure and to examine and test control measures, if required.

The Regulations limit the use of Personal Protective Equipment (e.g. dust masks, respirators, protective clothing) as the means of protection of those situations ONLY where other measures cannot adequately control exposure.

Employers must provide any of their workers and, so far as is reasonably practicable, other persons on site who may be exposed to substances hazardous to health, with suitable and sufficient information, instruction and training to that they know the risks they run and the precautions they must take.

Employers must ensure that anyone who carries out any task in connection with their duties under COSHH has sufficient information, instruction and training to do the job properly.

It is the policy of the Trust to minimise the use of all such substances and where possible, eliminate them.

Therefore, the trust will only keep household cleaning products and ordinary DIY solvents. These will be kept in secure cupboards.

Appendix C – FIRE PREVENTION

1. Has the Fire brigade been consulted on:
 - The number and width of escape routes so as to provide a ready means of escape from all parts of the premises? (Yes)
 - Emergency lighting and its maintenance? (Not applicable)
 - The most suitable way of raising an alarm in the event of fire? (Yes)
 - The contents of fire instruction notices? (Done)
 - The numbers and types of fire extinguishers or other fire-fighting appliances which should be provided? (Not applicable)
 - Precautions to be taken with any activities involving the use of flammable liquids, naked flames or heating processes? (To be reviewed)
 - The maximum number of people who should be allowed on the premises at any one time? (Not applicable)
 - Are seating and gangways in the hall/rooms so arranged as to allow free and easy access direct to fire exits? (Yes)
 - Are exit doors always unlocked before the start of any session and kept unlocked until the last person leaves? (Yes)
 - Are escape routes and exit doors clearly sign-posted and marked so that anyone not familiar with the building can quickly see the ways out? (Yes)
 - Are escape routes and exit doors never allowed to become obstructed or hidden by chairs, stage props, curtains etc.? (Yes)
2. Is Fire Equipment properly looked after?
 - Are fire extinguishers, hose reels and fire alarm systems (where provided) regularly maintained by specialist fire engineering firms? (None)
 - Are staff/duty officers trained to use this equipment? (Not applicable)
 - Is equipment kept in its proper position and always clearly visible and unobstructed? (Not applicable)
3. Are thorough close-down checks made of all parts of the premises at the end of an evening or session?
 - No smouldering fires or cigarettes left burning? (Yes)
 - Heater and cookers turned off? (Yes)
 - Televisions and other electrical apparatus turned off and unplugged? (Yes)
 - Lights off? (Yes)
 - Internal doors closed? (Not applicable, no internal doors)

- Outside doors and windows closed and secured? (Yes)
4. Are all reasonable steps taken to prevent fires?
- Smoking not allowed in store rooms or backstage? (Yes)
 - Heating appliances fitted with adequate and secure fire guards? (To be reviewed)
 - If portable heaters have to be used, are they securely fixed and kept away from combustible materials? (Yes)
 - Precautions to ensure that convector type heaters are not covered with clothes and curtains? (Yes)
 - Temporary extensions or additions to the electrical installation carried out and checked by a competent electrician? (Yes)
 - Sufficient socket outlets provided to obviate the need for long trailing flexes? (No – flexes required for certain tasks)
 - Damaged leads replaced regularly? (Yes – PAT testing up to date)
 - Cooking operations supervised by a reliable person? (Yes)
 - All parts of the premises kept clear of waste and rubbish, particularly staircases, space under stairs, store rooms, attics and boiler rooms? (Yes, regular review)

Appendix D – HEALTH AND SAFETY INSPECTION

1. Inspection
- A Health and Safety inspection of the building should be undertaken **at least** every six months. One of these inspections may be undertaken at the same time as the annual building maintenance check.
 - Appointed members of the Trustees or the Manager, should arrange carry out the inspection
 - This inspection group will need to agree how each question needs to be answered
 - When the inspection is complete, written up and has been signed, matters noted as not satisfactory, together with any other concerns raised by the inspection, should be reported to the Trustees.
 - **The inspector/s should be authorised, where URGENT action is necessary, to make immediate reasonable response**
 - The records of inspections should be preserved in a file maintained for this purpose. As required action is taken, the responsible person should initial the form in the appropriate box
2. Risk Assessment
- Risk assessments relate to activities within the premises or grounds (Done, up to date)
 - Risk assessments NEED to be carried out in relation to every activity undertaken, whether by groups or individuals and including the work of paid staff AND volunteers (Done, up to date)
 - A risk assessment needs to be done for all students (done)
 - A risk assessment needs to be carried out whenever a new activity is envisaged (Done)
 - Assessments need to be repeated whenever circumstances change:
 - Changes in layout of equipment

- Observing trends on the accident form
- Changes in staff
- Introduction of new procedures, processes or materials

Appendix E – DISPLAY SCREEN EQUIPMENT

1. Who is a Display Screen User?

The regulations are for the protections of workers (including self-employed workers and volunteers) who habitually use display screen equipment for a **significant part of their normal work**. Currently, the Trust has no such workers/volunteers, but in the event that this may change, this section is to be retained in its entirety.

In some cases it will be clear that the use of Display Screen Equipment is more or less continuous on most days and the individual concerned should be regarded as users. Where use is less continuous, 'user' status would apply if most or all of the following criteria are met:

- The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results.
- The individual has no discretion as to the use or non-use of the display screen equipment
- The individual needs significant training and/or particular skills in the use of display screen equipment to do the job
- The individual uses display screen equipment in this way more or less daily
- Fast transfer of information between the user and the screen is an important requirement of the job
- The performance requirements of the system demand high levels of attention and concentration by the user; for example where the consequences of error may be critical.

2. Workers' Entitlement

2.1 Eye Test

Any worker covered by the Regulations is entitled to request an eye and eyesight test which will be paid for by the employer. Workers should inform their line manager, who will provide them with the forms to take to an option of the worker's choice.

A worker may request a test if he/she:

- Is already a user for a significant part of his/her work
- Is about to start using display screen equipment for a significant part of his/her work
- Is experiencing visual difficulties which may reasonably be considered to be related to display screen work
- It is recommended by an option at the time of an eye examination that the worker should have eye tests at regular intervals

2.2 Spectacles

If as a result of the eye test a worker requires spectacles solely for use with display screen equipment, he/she is entitled to reimbursement of the cost of a basic pair. If

the worker wishes to choose more costly spectacles (e.g. a more expensive frame), the employer is not obliged to pay the full cost of these. In this event the worker will only be reimbursed for the cost of basic spectacles.

If as a result of the tests spectacles are required for normal use, e.g. reading or distance vision, but which may also include display screen equipment use, under the Regulations the employer is not required to make reimbursement beyond the cost of the eyesight test and the report.

2.3 Who pays the Optician?

The worker pays the option and then obtains the reimbursement, attaching the receipt(s) and any report to the form DSE1, and gives these to his/her Line Manager who will arrange reimbursement.

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We request that our Staff, Volunteers, Member and Visitors respect this Policy, a copy of which will be available on demand.

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Signed

Manager:

A handwritten signature in black ink, appearing to be 'Peter Crane', written over a light blue horizontal line.

Peter Crane

Date: September 2024