

Health & Safety Supplementary Information & Procedures

The principles behind Reed in Partnership's Health & Safety policy, along with everyone's roles and responsibilities can be found in the Health & Safety section of the Co-Member Handbook. This document offers further information about specific areas of Health & Safety within Reed in Partnership.

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1 Systems of Work

The primary function of Reed in Partnership is the provision of welfare to work, skills development and business support services. Reed's Co-Members thus have what can be considered a low-risk working environment. However, Reed aims to minimise risk to its staff in all circumstances under its control.

1.1 Workstation Safety

Most Reed Co-Members spend a significant part of their day using Display Screen Equipment. Reed has distinct policies on Display Screen Equipment and eye tests for users of Display Screen Equipment, which are also included in this policy document.

1.2 New Equipment

Reed endeavours to ensure that new office equipment meets the appropriate Health & Safety standards. Furniture is selected with workstation ergonomics in mind, and refurbishments aim to improve ergonomics and general office safety as well as appearance.

Reed requires the suppliers of new equipment such as fax machines, photocopiers, etc. to ensure that they are safely installed and clear operating instructions given to staff. It is the responsibility of the local Office or Business Manager to ensure that adequate equipment is installed and is being safely used at that location. This person has direct access to the Equipment ordering systems, Property and IT helpdesks to address any concerns.

1.3 Maintenance

There is a schedule of inspection and maintenance of all equipment operated by Reed. This schedule is managed by both the Property Department and the I.T. Department.

1.4 Personal Protective Equipment

The nature of Reed's work does not generally necessitate the use of protective clothing or equipment. Steps are taken to ensure that contractors supplying manual services to the company comply fully with Health & Safety requirements, including use of protective clothing and equipment. The responsibility for this, and for ensuring that contractors are generally Health & Safety compliant, rests

with the Manager or Director who arranges the contract. The HR team will provide advice as required on this issue.

1.5 Manual Handling

A small proportion of Reed Co-Members are required to perform regular manual handling tasks as a part of their job. These staff will be trained in manual handling and will be supervised until their line manager is satisfied that they can perform such tasks in a safe fashion. Co-Members affected by this will be those working in the Post Room and in the I.T. Department. Reed recognises that other Co-Members will have to perform occasional manual handling as part of everyday office activity. All staff will therefore be given basic guidance on manual handling training as a part of their induction.

1.6 COSHH - Control of Substances Hazardous to Health

Under the COSHH Regulations 2002 people engaged in the storage, labelling, packing or conveyance of any dangerous substance shall take all practicable steps to prevent risk of injury to person or property. There are a small number of potentially hazardous substances with which Reed Co-Members are likely to come into contact. It is important that all Co-Members are aware of these, and of the risks involved if they are misused. Business, Department and Office Managers must bring these to the attention of all new Co-Members.

The following items are deemed by their manufacturers to warrant a warning. It should be noted that the list of substances may change from time to time and Co-Members will be kept informed of any changes by information sheets which should be attached to branch or department copies of this document.

Hazardous Substances

- Solvent Based Correction Fluid
- Correction Fluid Thinner
- Permanent Marker Pens
- Glues
- Toner (Photocopier and Printer)
- Office Cleaning Materials
- Foam Cleaning Sprays

Wherever possible, use of these should be avoided (for example, it is possible to buy solvent-free correction fluid).

Co-Members should always read the manufacturer's warning label printed on these items before use. When it is necessary to use these items, Co-Members must take care to:

- avoid inhalation, swallowing or contact with eyes
- where the substance is irritant to skin, avoid contact with skin and wash off any spills as soon as possible
- use in a well-ventilated area, if possible
- be aware of other risks (e.g. flammable substances) and take precautions against these risks.

If any Co-Member comes into contact with any hazardous substance, whether by inhalation, ingestion, in the eyes or by absorption through the skin, they must immediately seek the assistance of their first aider or Appointed Person. Such incidents should be recorded on the online Accident Reporting System (My Health & Safety) and reported to the relevant Health & Safety Office as soon as possible. If the casualty requires hospital treatment or loses consciousness as a result of contact with a toxic substance, the Business, Department or Office Manager must make this clear in the accident report as it will be a reportable incident under RIDDOR.

2 Emergency Procedures

2.1 Fire

Business Managers will be responsible for periodically checking (and recording) the condition of fire alarms, fire extinguishers, fire escapes and emergency lighting in their own branches. Fire extinguishers are held under maintenance contracts - if Business Managers notice that annual maintenance is due or overdue, they should alert the Property Department, who will then be responsible for ensuring that maintenance is carried out accordingly. Business Managers will also be responsible for conducting and recording regular fire drills in their own branches. If Business Managers become aware, through these routine checks or otherwise, that there are deficiencies in any of these areas, they should in the first place contact the HR team for advice. The HR team will liaise with the Property Department and Business Manager as appropriate. Responsibility will then rest with the Business Manager and the Property Department for taking appropriate remedial action.

In Service Departments, the Department or Office Manager will be responsible for conducting these regular checks. Where an office building is shared with other companies, the Building Management may be responsible for maintaining and testing the alarm system. They will also be responsible for conducting periodic fire drills and calling the fire brigade in the event of a real fire. If Managers are in any doubt whether they or the Building Management are responsible for holding fire drills and alarm tests, they should contact the Property Helpdesk for advice.

In the largest offices, a number of Co-Members will be asked to act as Fire Wardens. They will be responsible for ensuring, as far as possible without risking their own safety, that all Co-Members are evacuated safely, and that the fire brigade is notified of any Co-Members who are believed to be trapped inside on its arrival.

All Co-Members must know their evacuation route and assembly point in the event of a fire. Managers will be responsible for ensuring that new Co-Members are aware of these as well as of the location of fire extinguishers and other appliances.

2.2 First Aid

For first aid purposes, Reed's offices and branches are deemed a low-risk environment due to the nature of the company's business.

Large sites will have an appropriate number of trained first aiders, sufficient to cover the minimum legal requirement during planned absences. Smaller sites, where a trained first aider is not required by law, will have an Appointed Person to attend and assess medical emergencies and to call an ambulance if required. This will normally be the Business or Office Manager. Details of first aiders and/or Appointed Persons will be posted on all office and department notice boards. If a site has only one first aider or Appointed Person and that person is to be absent from the site, they must nominate another person to act as Appointed Person in their absence.

First aiders and Appointed Persons will be responsible for regularly checking the contents of their first aid kits. If first aid kits are depleted, the first aider or Appointed Person must order replacements from the online stationery ordering system.

2.3 Dynamic Lockdown Procedure

It is appropriate for the board to have arrangements in place in the event of a Reed in Partnership office being threatened with, or at risk of, a terrorist, firearms or weapons attack or incident. The business has no reason to suspect that we are at any more risk than any other organisation, however it is important that Co-Members know what they need to do in case there is a threat made.

The aim is for Co-Members to stay safe and secure the safety of any Members who are in the office. An individual's professional judgement must always be used to ascertain whether there's a strong chance of being able to safely evacuate the building, or whether refuge needs to be taken, and which ever decision is made, it should be done so quickly, calmly and quietly.

These procedures would go alongside the Business Continuity Plan for each office, which outlines what should be done in the hours, days and weeks after an incident which resulted in an office having to be closed due to unforeseen circumstances.

They also sit alongside the fire emergency evacuation procedures, and the conducting and recording of regular fire drills in each office. Business Managers/ Office Managers will be expected to carry out evacuation drills as they would a fire drill.

All Co-Members must know all of the evacuation routes that serve the office / building that they are in, because if the decision is made to evacuate a building this will need to be made through the safest exit point for that individual / group.

More detailed information about these procedures can be found within the Line Managers Guide to Health & Safety; Section 7.

3 Homeworking

3.1 What is it?

Homeworkers are Co-Members who undertake some or all of their employment at home. Co-Members must have received written permission from a Reed Board Director prior to working from home.

Whilst homeworking will be relatively infrequent amongst Co-Members, Reed understands that in certain circumstances it will represent the most practical or beneficial method of work. Appropriate requests for homeworking will therefore be considered on an individual basis by the relevant management team.

3.2 Risk assessment

If your management team has agreed for you to undertake homeworking, they will send you a homeworking risk assessment pack. This is required by law and helps to protect the health and safety of homeworking Co-Members. A risk assessment must take place before any homeworking is undertaken and should be repeated at regular intervals (normally once per year) thereafter until homeworking ceases. An additional risk assessment should be undertaken if there is any reason to suspect that the original risk assessment may no longer be valid, for example where there is a change in working procedures or there are new hazards present. This would include where a homeworking Co-Member has become a new or expectant mother (please note that a Co-Member must give Reed written notification of their pregnancy before a supplementary risk assessment will be performed).

In the first instance, subject to prior guidance from your HR team, and given the homeworking Co-Member's familiarity with the working environment, the Co-Member will conduct the risk assessments contained within the pack. In the event of this raising any areas of potential risk, the HR team may need to visit your home and conduct further assessments. Co-Members are obliged to grant access for the HR team at their convenience in order to carry out such checks. Any authorisation granted for homeworking will not take effect until all necessary assessments have been completed to the satisfaction of the HR team.

In virtue of the types of work activity undertaken by Reed Co-Members, hazards to be assessed will usually include workstations and any associated equipment. However, homeworkers should be aware that risk assessments should consider all significant hazards relating to the specific work activities that the homeworking Co-Member is involved with. Please refer to the Risk Assessment section above.

3.3 Systems of Work

Homeworking Co-Members should note that the Systems of Work section of the Reed Health and Safety Policy is applicable to homeworkers. Co-Members should follow the guidance in this section, including adherence to the Display Screen Equipment Policy.

Homeworking Co-Members are reminded that their hours of work are regulated by the Working Time Regulations 1998, as detailed in the Co-Member Handbook.

3.4 Electrical equipment

One common hazard that homeworking Co-Members should be aware of is that of electrical equipment.

Reed is responsible for the maintenance of any equipment supplied to homeworking Co-Members as part of their work, including electrical equipment. Reed will endeavour to ensure that all electrical equipment is tested for safety prior to supply to Co-Members for use at home and regularly thereafter. Should electrical equipment provided by Reed become damaged or cease to function correctly, you should disconnect it from the power supply and refrain from using it until you have notified your line manager and they have arranged for the item to be repaired or replaced. Co-Members should follow instructions provided on the use of any item of electrical equipment.

Reed is not responsible for electrical equipment it has not provided (such as that belonging to a Co-Member). Electrical sockets and other parts of the homeworking Co-Member's domestic electrical system are the responsibility of the Co-Member and their suitability should be checked during homeworking risk assessments. Electrical equipment not provided by Reed, but used by the Co-

Member at home as part of their work should be checked during homeworking risk assessments, remembering to isolate the equipment from the power supply beforehand.

Should the homeworking Co-Member's domestic electrical system develop a fault then the Co-Member should consult a qualified electrician immediately. Similarly, should electrical equipment not provided by Reed become damaged or faulty then Co-Members should immediately discontinue use of the equipment and isolate it from the power supply. Co-Members should not use the equipment again until a qualified electrician has inspected it and advised that it is safe to do so. Please note that Reed will not reimburse Co-Members for any electrician's charges in respect of equipment or electrical systems that are not its responsibility.

3.5 Emergency- Fire & First Aid

Homeworkers are responsible for ensuring that emergency procedures are in place when working from home and that First Aid kits, smoke detectors and Fire blankets are in place. These items can be ordered through the Stationery ordering facility online . The smoke detectors should be tested regularly and a written record kept of this. For the purposes of First Aid, homeworkers are considered to be appointed persons.

3.6 Accidents

Homeworking Co-Members are reminded of their duty to report all work-related accidents or near misses as soon as possible, in accordance with the Accident Reporting section of the Reed Health and Safety Policy. Should a Co-Member need to report such an incident, they should do so via the company Intranet. If the homeworking Co-Member does not have ready access to the Intranet, they should contact a member of their management team who will report the incident on the Co-Member's behalf.

Co-Members are responsible for ensuring that their home insurers cover them for undertaking work from home.

4 Vehicle Safety

4.1 Who does this apply to?

This handbook applies to all Co-Members who:

- receive a car allowance,
- at anytime have, or may in the future, drive a hire car or a demo car for business purposes,
- at anytime have, or may in the future, use their own private vehicle for business purposes.

Please note that driving to and from a normal place of work does not constitute work purposes.

Reed's Vehicle Safety Policy states the minimum conditions of vehicle use for work. The purposes of this policy is to provide guidance on health and safety for Co-Members using a vehicle for business purposes.

Up to one third of road traffic accidents involve someone who is at work at the time. This may be over 20 fatalities and 250 serious injuries every week. Vehicle defects are only involved in a small proportion of crashes. Accidents are usually a result of human behaviour, journey design, or type of vehicle.¹ Vehicle safety, and the safety of our Co-Members is very important to Reed. Co-Members are expected to comply with the Highway Code and the law at all times

4.2 Documentation

4.2.1 Driving licence

All Co-Members should ensure that they have a driving licence that is valid for the vehicle that they are driving for work.

Reed requires Co-Members to provide a signed mandate allowing their driving licence to be checked directly with the DVLA. Failure to supply a signed mandate may delay or negate Travel Allowance or expenses due. Please note that Reed will have access to information about any endorsements.

Reed will undertake to check driving licences on a regular basis to ensure the health and safety of Co-Members who drive for business purposes. It is the responsibility of each Co-Member to ensure that they inform Reed if they are disqualified from driving.

4.2.2 Insurance

It is a Co-Member's responsibility to ensure that they have the correct insurance for their vehicle. Co-Members driving privately owned vehicles must insure their vehicles for business use. It is unacceptable for any Co-Member to drive a vehicle for which they are not insured.

4.2.3 Services

Vehicle manufacturers specify recommended service schedules for vehicles (e.g. annually or per a specified number of miles). Co-Members should ensure their vehicle is serviced according to the manufacturer's specifications and, if asked, should be able to produce the service schedule on request. It is unacceptable for any Co-Member to drive a vehicle that is not well-maintained and unfit for purpose.

4.2.4 Vehicle excise duty

Vehicles must ensure their vehicle excise duty is paid. It is unacceptable for any Co-Member to drive without current vehicle excise duty.

4.2.5 MOT certificate

Once a car is 3 years old (4 years in Northern Ireland) vehicles must pass an MOT annually, and the vehicle owner must possess a valid MOT certificate. It is unacceptable for any Co-Member to drive without a valid MOT certificate.

4.2.6 Fines, endorsements and convictions

Drivers must inform Reed immediately if they are convicted of a driving offence. Any fines or convictions Co-Members receive whilst on company business are their responsibility. Reed will not refund any fines received, including congestion charge fines. Any Co-Member deemed to have an unacceptable number of points on their driving licence, or who is disqualified from driving may be required to undergo driver training, disciplinary action, or may have their car allowance withdrawn.

4.3 Risk assessments

Risks assessments may be conducted periodically to ensure that work related journeys are safe, Co-Members are fit and are competent to drive safely, and vehicles are fit-for-purpose and in a safe condition. Following a risk assessment, it is possible that Reed will identify high risk driving in order to provide further training. High risk driving may be identified from the amount and type of work done, the vehicle, the driving skills and attitudes, points on the driving licence, age, gender and personal characteristics. Training may include structured driver training, group discussions with company driving, or covering driving in periodic management appraisals.

A full and proper risk assessment will be carried out to identify additional risks faced by those Co-Members with disabilities to enable their needs to be met.

Reed will consider the capacity and needs of drivers when they return to work following injury or illness.

A full and proper risk assessment will be carried out to identify additional risks faced by those who have had or caused an accident. Reed may also require drivers to undergo refresher or confidence-building training after an accident.

4.4 Vehicle ergonomics

Driving, if not properly managed, may lead to a deterioration in health or aggravate a pre-existing condition, for example, low back pain. A poor driving position, such as a badly adjusted seat, can lead to postural problems and neck, arm, leg and back pain, which can exacerbate an existing condition or cause a long-term health problem. A correctly adjusted head restraint can prevent whiplash injuries. Co-members should avoid spending any length of time working from their car. Car furniture and seating is not designed for working, particularly with laptops, and this can do considerable damage to health.

4.5 Accidents and breakdowns

4.5.1 Accident

Co-Members should call the emergency services if they are involved in an accident that obstructs the highway, is serious, or involves injury. Any and all work accidents, or incidents, in which a Co-Member is involved must be reported to Reed using the accident reporting application on the intranet. Reed expects all Co-Members to co-operate with monitoring, reporting and investigation procedures for accidents. When driving for business purposes, Co-Members should ensure that they have a disposable camera (or mobile phone camera) in their vehicle as this is the most efficient method of recording an accident should one occur. Reed will not reimburse the costs of purchasing this item, but will cover the cost of film development in the event of an accident.

Co-Members should declare accidents or near-misses without concern about being disciplined. However, persistent instances may trigger disciplinary action.

4.5.2 Breakdown

If a Co-member's vehicle breaks down:

- They should always consider their safety and the safety of passengers as a first priority
- get the vehicle off the road if possible
- warn other traffic by using hazard warning lights if the vehicle is causing an obstruction
- help other road users by wearing light-coloured or fluorescent clothing in daylight and reflective clothing at night or in poor visibility
- put a warning triangle on the road at least 45 metres (147 feet) behind the broken down vehicle on the same side of the road, or use other permitted warning devices. Always take great care when placing or retrieving them, but never use them on motorways
- if possible, keep sidelights on if it is dark or visibility is poor
- do not stand (or let anybody else stand) between the vehicle and oncoming traffic
- at night or in poor visibility do not stand where other road users will not be able to see the lights.

4.5.3 Driving in adverse conditions

Reed actively discourages driving at night and in seriously adverse weather conditions, particularly thick fog, very high winds, ice, snow or flooding or where there is a danger of Co-Members becoming stranded in remote locations.

4.6 Condition of the vehicle

Co-Members must ensure that any vehicle driven for work is fit for purpose. Vehicles must not be used for conditions for which they are not designed, such as off-road, or carry loads for which the vehicle is not suited. It is the Co-Member's responsibility to ensure that their car is in a legal, roadworthy condition and that the car is maintained according to the manufacturer's instructions.

4.6.1 Crashworthiness

The protection for occupants and other road users varies widely between cars. The European New Car Assessment Programme (EURONCAP) assesses the safety performance of the most popular cars sold in Europe. Details can be found at www.euroncap.com.

4.6.2 Safety features

Seat belts and head restraints should be fitted for all seats, and there should at a minimum be a driver's airbag. Head restraints must be properly fitted and adjusted. Best practice is to ensure that cars contain a first aid kit and miniature fire extinguisher. Reed will not reimburse the cost of purchasing such items. Features which might increase the risk of collisions, such as unnecessary in-car distraction, or increase the severity of any injuries, such as bull bars, should be avoided.

4.6.3 Unsafe vehicles

Any vehicle that is deemed or suspected to be in an unsafe, or illegal condition, must not be used for work purposes until all necessary repairs have been completed.

4.6.4 Seat belts

Co-Members must always wear a seat belt when driving for business purposes. Seat belts are designed to retain people in their seats, and so prevent or reduce injuries suffered in a crash. In order to wear a seat belt safely, the following points should be adhered to:

- The belt should be worn as tight as possible, with no slack
- The lap belt should go over the pelvic region, not the stomach
- The diagonal strap should rest over the shoulder, not the neck
- Nothing should obstruct the smooth movement of the belt by trapping it

In most modern vehicles, the height of the top of the seat belt can be adjusted on the B-pillar. If the seat belt will not fit correctly, as described above, try adjusting the height.

4.6.5 Seat belts - pregnant drivers

It is important that women who are pregnant wear their seat belt correctly. The safest way for pregnant women to wear a seat belt is:

- Place the diagonal strap between the breasts (over the breastbone) with the strap resting over the shoulder, not the neck.
- Place the lap belt flat on the thighs, fitting comfortably beneath the enlarged abdomen, and over the pelvis not the bump.
- The belt should be worn as tight as possible.

Pregnant women should never wear lap-only belts as they have been shown to cause grave injuries to unborn children in the event of sudden deceleration. Mother and unborn child are both safer in a collision if a lap and diagonal seat belt is being worn correctly.

4.6.6 Lap belts

Although lap belts are not recommended for pregnant women, they are safe and suitable for other adult passengers. Three-point seat belts are safer, but wearing a lap belt is far better than wearing no seat belt at all, because the greatest risk of injury to car occupants in an accident comes from being thrown about inside the vehicle or being ejected from it. The lap belt should go over the pelvis (not the soft stomach area) and fit as tightly as possible.

4.6.7 Damaged seat belts

Seat belts should be regularly checked for damage. Common forms of damage to the seat belt that will reduce its effectiveness in an accident, and also lead to the vehicle failing an MOT test, are:

- Fraying or fluffing around the edges of the seat belt
- A cut which causes the fabric to split
- A hole in the seat belt
- Damage to the buckle

If in doubt, have the belt inspected by an expert.

4.6.8 Airbags

Airbags inflate rapidly (and then immediately deflate), cushioning the occupants and preventing or reducing the level of contact with the steering wheel or dashboard. They need to inflate at an extremely fast rate in order to be fully inflated by the time a person's body begins to move in reaction to a collision. The bigger the airbag, the faster it has to inflate. In general, European airbags hold 35 litres of gas propellant and fully inflate within 25 milliseconds, which means that they have to expand at anything up to 160 mph. American air bags, usually holding 60 litres of gas, have to inflate even faster. The area of space within the car taken up

by the airbag as it inflates is known as the 'airbag deployment zone'. As the airbag module fires, it and the gas it generates are hot, so car occupants may suffer minor burns.

Airbags are designed to operate with drivers and passengers in the optimum position. If they are not they can be injured when the bag fires. Nothing should impede the deployment of the air bag. Drivers should ensure that they use the "ten to two" or the "quarter to three" position of their hands on the wheel because if they have their arm across the wheel when the airbag fires, the force of the airbag is likely to break the limb. Research shows that shorter lighter drivers under 55 kgms and 160 cms are at greater risk of being hurt by their airbag. Smaller drivers will normally move their seat closer to the steering wheel and control pedals, and hence, closer to the airbag deployment zone. Therefore, it is possible that they would be hit by the airbag while it is inflating. Other factors that may increase the risk are pre-collision braking, slack seat belts and/or seat belt stretch. Shorter, lighter drivers should therefore ensure their seatbelt is in good condition and that it is holding them firmly in position and that their seating position takes them out of the deployment zone for the airbag.

4.6.9 Head restraints

A head restraint is designed to limit the movement of the head and provide support in an accident. A properly adjusted head restraint will help to protect against whiplash, and potentially save a person from a long-term injury. Always ensure the head restraint is adjusted properly, as either a driver or a passenger. In order to correctly adjust a head restraint:

- Ensure that the top of the head restraint is as high as the top of the head
- Position the head restraint as close to the rear of the head as possible

4.6.10 Tyres

Tyre pressures

It is vital that tyre pressures are maintained at the levels recommended by the manufacturer to ensure maximum tyre life, safety, and the best ride and handling characteristics. Over or under-inflating tyres is likely to seriously impair their performance and may prejudice the safe use of the vehicle. Tyre pressure also affects a vehicle's safety by reducing its handling capability. If a tyre is over or under inflated, less rubber will be in contact with the road which leads to increased tread wear, and may increase the vehicles stopping distance. It is recommended that C-Members check all of their tyre pressures regularly, as well as inspecting the tyre for damage. Tyre pressures should always be checked and corrected (if necessary) when they are cold.

Tyre treads

Keep tyre treads clean of stones and other foreign bodies, and check regularly for damage to the tread and side-walls. It is vitally important that any damage is checked out by a tyre expert and any

necessary repairs or replacements are carried out immediately. There must, by law, be at least 1.6mm of tread depth across the centre 3/4 of the width of the tread throughout the entire circumference of the tyre. There must be no damage to the tyre body -sidewalls or tread, no bulges or cuts. Stopping distances start to increase dramatically at tread depths of below 3mm. Pay special attention to the amount of tread remaining on tyres, and measure them regularly. Always replace tyres before they reach the legal limit, or when they become worn or damaged. 12

Tyre valves

Check tyre valves carefully. Ensure the caps are in place and that there is no evidence of cracking or damage to the valve stem.

Tyre aging

Tyres deteriorate with age, which increases the risk of tyre failure. There are many ways in which this can be detected:

- Cracking/crazing on the side wall of the tyre, caused by its flexing
- Distortion of tyre tread
- Deformation of the carcass of the tyre.

In most circumstances tread depth can be used as a suitable indication of when tyres should be replaced - as tyre treads generally wear out before their age effects their performance. However, the age of a tyre will affect its safety and increase the risk of failure, and they should be inspected regularly for the signs of aging. All tyres that display signs of aging should be removed and not put to further use.

4.7 Vehicle checks

Co-Members should conduct regular vehicle safety checks. Reed reserves the right to perform periodic visual inspections of any vehicles that a Co-Member uses for work. If a vehicle looks to be in a poor condition on the outside this may be taken as a sign of overall poor condition and maintenance. All vehicles must be equipped with a fire extinguisher, a first-aid kit and flashlight/torch, a suitable spare wheel and tyre, and a disabled marker. (e.g. warning triangle) A copy of this vehicle safety policy, should be carried in all vehicles. Reed will not reimburse the cost of these items.

Daily

Co-members should always check their car before driving long distances to make sure it is roadworthy. Before any trip basic checks should take place:

- tyres are properly inflated and undamaged,
- lights and indicators are working,
- there is no visible damage to the vehicle body or to windows,
- washers and wipers are working,

- mirrors are in the correct positions,
- brakes are working,
- seat belts are not damaged,
- head restraints are adjusted correctly,
- loads are secure.

Weekly

On a weekly basis further checks should take place:

- tyres are undamaged, there is enough tread depth and the correct pressure,
- oil coolant and windscreen wash levels are correct,
- brakes are working,
- lights and indicators are clean and working,
- windscreen and windows are not damaged,
- there is no signs of vehicle damage,
- washers and wipers are working,
- mirrors are correctly positioned,
- the inside of the screen is clean to improve visibility.

4.8 Medical Fitness

All Co-Members must ensure that they meet the Driver Vehicle Licensing Agency minimum medical standards and rules for driving.¹⁴ Co-members should report any potential medical issues to their line manager at the earliest opportunity and as far in advance of any business travel as possible. The law requires that drivers notify the DVLA if at any time they develop a medical condition that may affect their fitness to drive.

Medication

Prescription drugs or other medication can affect driving. For many medications it is difficult to predict whether, how, when and for how long they will affect a person's ability to drive safely. The effects depend on how much, how often and how a medicine is used, plus the psychological and physical attributes of the person taking the medication.

Some medicines may cause:

- drowsiness
- dizziness or feeling light-headed
- difficulty concentrating
- feeling edgy, angry or aggressive
- feeling nauseous or otherwise unwell
- reduced coordination, including shaking

- feeling unstable

Warnings about drowsiness are not always clear so, for example, if the label says "may cause drowsiness", assume that it will do so. Co-members should not drive if they are taking medication that may affect their judgement. If they are taking prescribed medication they need to ensure that it does not cause tiredness, affect their perception or decrease their reaction times. They should ask the pharmacist or doctor for advice and read the patient medication information leaflet. Reed will not require an individual to drive if they are undergoing changes to their medication that may affect their driving ability, or who are feeling the side effects of their medication.

Illness

Illnesses, or medical treatment, may impair a driver's ability to drive safely. Severe bouts of common ill-health conditions, such as colds, flu, migraine, stomach upsets, infections, hay fever, etc. can affect a driver's ability to drive safely. A heavy cold is a good example as the symptoms (headache, blocked sinuses, sneezing, tiredness) can impair a driver's mood, concentration, reactions and judgement. Illnesses that lead to a deterioration in physical or mental capacity over time, or with symptoms that may increase to a point where safe driving is compromised, need to be kept under review.

Illnesses will not preclude Co-Members from driving while they are medically cleared to do so. Co-Members who are suffering from illness should seek proper medical help and any recommendations that affect their ability to drive should be passed on to Reed. A common sense approach is needed from Co-Members to assess whether or not they are fit to drive.

Eyesight

Research has shown that as many as 3.5 million people in Britain drive with eyesight below the legal minimum standard.¹⁶ Eyesight can deteriorate gradually over time, and many drivers (of all ages) may not realise it has fallen below the minimum standard. Medical conditions that could affect eyesight include:

- glaucoma
- diabetes
- stroke
- heart disease
- diplopia

The minimum eyesight standard in the Highway Code is that drivers MUST be able to read a vehicle number plate, in good daylight, from a distance of 20 metres (or 20.5 metres where the old style number plate is used).¹⁷ Drivers who need glasses or contact lenses to drive must wear them at all times when driving. Reed advise Co-Members to keep a spare set of spectacles in the vehicle.

Co-Members who drive should have their eyes tested every two years, or more often if advised by an ophthalmologist. Any Co-Member who is a regular user of a visual display unit (such as a computer monitor) is entitled to free eye tests at regular intervals. In order to claim the free eye test Co-Members should contact their HR Team before booking the eye test.

Stress and mental health

Research has found that 85% of motorists find driving stressful. High stress levels among the workforce can lead to a fall in productivity: millions of working days are lost due to stress, depression and anxiety. Stress can impair sleep quality (which in turn can heighten feelings of stress) and driver behaviour. Some treatments for stress and depression and other forms of mental ill-health can also affect a person's fitness to drive. Co-members driving schedules should be planned so that they do not drive too far, too long or too fast, or without adequate rest breaks.

Advice and Assistance

Co-Members should feel confident that they can report health issues and their ability to drive safely, without this affecting their job security or career prospects. Health problems will be treated sympathetically and appropriate occupational health advice will be available.

4.9 Speed

Co-Members should never drive faster than road conditions safely allow; obey speed limits at all times, including variable limits and temporary limits at road works, and modify speed to suit the conditions of travel such as twisting rural roads, poor weather, poor visibility etc. Co-Members must realise that good progress on the road does not depend on the inappropriate use of speed. Plan journeys so they can be completed at safe speeds and without exceeding the driving limits. The schedules of Co-Members can be achieved without speeding; they should stop somewhere safe and ring ahead if they are running late.

Dangers

A significant health & safety risk to Co-Members is driving or riding at inappropriate speeds on work-related journeys. People who drive too fast cause, or contribute to, over 70,000 speed related road crashes each year on Britain's roads. This kills around 1,100 people and seriously injures over 12,000. ¹⁹ Business driving exceed speed limits in order to get to appointments on time, are less likely to view speeding as risky and more likely to think that being on time is more important. At higher speeds, there is less time to identify and react to what is happening, it takes longer to stop, and impacts are more severe, causing more serious injuries to vehicle occupants and others. Higher speeds also magnify other driver errors, such as close-following or driving

when tired or distracted, thus multiplying the chances of causing a crash. Drivers who 'speed' crash more often than those who don't.

4.10 Mobile Phones

Dangers

Drivers who use a mobile phone, whether hand-held or hands-free:

- are much less aware of what's happening on the road around them
- fail to see road signs
- fail to maintain proper lane position and steady speed
- are less likely to maintain an adequate stopping distance
- react more slowly and take longer to brake
- are more likely to enter unsafe gaps in traffic
- feel more stressed and frustrated.

Research indicates that they are also four times more likely to crash, injuring or killing themselves and/or other people.

The law

It is illegal to use a mobile phone or any similar device whilst driving. This includes when stopped at traffic lights, when queuing in traffic, and receiving calls, pictures, text messages or accessing the internet.

Hands-free phones

It can be illegal to use a hands-free phone while driving. Depending upon the individual circumstances, driving could be charged with 'failing to have proper control of their vehicle'. In more serious cases, the use of any type of mobile phone could result in prosecution for careless or dangerous driving. The Police may check phone records when investigating fatal and serious crashes to determine if use of the phone contributed to the crash.

Co-Member's responsibility

Reed expects Co-Members to have their phone switched off at all times whilst driving. Co-Members driving for work must never make or receive calls on a mobile phone, whether hand-held or hands free, whilst driving. The only time when it would be acceptable to use a phone whilst driving is when calling 999 or 112 in the case of an emergency, when it is not safe or practical to stop. Stop in a safe place if it is necessary to pick up messages on a mobile phone, and plan journeys to include rest stops for this purpose. Drivers should pull into a safe place, such as a lay-by (not a bus stop, the hard shoulder, before a corner or in other hazardous locations), turn off the engine and engage the handbrake, before making or receiving any calls. Reed Co-Members should not expect or pressure other Co-Members to answer their phone whilst driving.

4.11 Alcohol and Drugs

Reed Co-Members must not drive on business if their ability to do so safely is affected by alcohol or drugs. They should never make arrangements to drive if they know they may be drinking alcohol.

The dangers

Around 10 people are killed and 50 seriously injured in drink drive crashes every week. The legal drink drive limit is 80mg of alcohol per 100ml of blood. Driving with a blood alcohol concentration between 50 and 80mg per 100ml of blood are 2 to 2.5 times more likely to crash and 6 times more likely to be in a fatal crash. A driver who is double the legal limit is 50 times more likely to be in a fatal crash. Every year, about 90,000 people are convicted of drinking and driving, and face a driving ban of at least 12 months, a large fine and possible imprisonment. It is also an offence to be unfit to drive through drink, even if below the legal limit, or drugs.

Alcohol impairs judgement, making drivers over-confident and more likely to take risks. It slows their reactions, increases stopping distances, affects judgement of speed and distance and reduces the field of vision. Even a small amount, well below the legal limit, seriously affects the ability to drive safely. The exact number of units of alcohol in a drink depends on its size and alcoholic strength by volume (abv). Drinkers cannot be sure how much alcohol they are consuming because the alcoholic strength of drinks and the size of measures varies greatly. The speed with which alcohol is absorbed into the bloodstream also varies depending on a person's size, age, weight and gender and whether they have eaten. The same amount of alcohol will give different blood alcohol levels in different people.

Morning after

As it takes several hours for alcohol to disappear from the body, someone who was drinking the previous evening could easily still be over the limit the next morning. Even if under the limit, they may still be affected by the alcohol in their body.

Drugs

Driving while unfit through drugs, whether illegal or prescribed or over-the-counter medicines, is an offence that carries the same penalties as drink driving. Drugs can affect a driver's behaviour and body in a variety of ways (depending on the drug). These can include:

- slower reactions
- poor concentration and confused thinking
- distorted perception
- over confidence, resulting in taking unnecessary risks
- poor co-ordination
- erratic behaviour

- aggression, panic attacks or paranoia
- blurred vision
- tremors, dizziness, cramps
- severe fatigue the following day

The effects can last for hours or even days, and vary from person to person. They can be difficult for an individual to detect.

Advice and assistance

Co-Members with alcohol or drug problems will be treated sympathetically and in confidence, no differently from Co-Members with other medical problems. Co-Members who feel that they are unfit to drive because they are affected by drugs or by alcohol consumed the previous night should declare this without worrying about being disciplined. However, persistent instances will trigger disciplinary action. Co-members should report drug and alcohol problems, including cautions, summons or convictions to their line manager.

4.12 Fatigue

Dangers

Thousands of crashes are caused by tired driving. They are most likely to happen:

- on long journeys on monotonous roads, such as motorways
- between 2am and 6am
- between 2pm and 4pm (especially after eating, or taking even one alcoholic drink)
- after having less sleep than normal
- after drinking alcohol
- if taking medicines that cause drowsiness
- on journeys home after night shifts

Planning

Co-members should plan all journeys and routes in advance so that they can be completed safely and to keep risks at a minimum. They should take into account road type, hazards, traffic density, hold ups, anticipate delays at destination, adverse weather, accident black spots, high risk areas, speed limits. Co-members should not travel in seriously adverse weather conditions. They should allow for unexpected time delays, and give themselves plenty of time to reach their destination and park. They should inform colleagues, family or friends of the route that they will be taking and when they expect to arrive. Co-members should avoid driving at night, especially between midnight and 6am, which is the time when most accidents occur. Work should be planned to avoid routinely driving for more than two to three hours every day, and a long drive before a meeting should be avoided if possible. Co-members should take adequate rest

breaks; stop for a break whenever they feel tired and at least once every 2 hours for a minimum of 15 minutes. They should not drive when tired, and ensure they have had enough rest before setting off.

Alternatives to travel by car

Where possible, remote communications such as telephone, e-mail or video-conferencing should be used as a substitute for road journeys, or travel should be made by plane or train, which is far safer. If road travel is unavoidable, maximise car sharing to reduce the number of journeys.

Overnight stays

Where Co-Members have to travel a long distance to a work location at the beginning of the day or the journey is likely to take more than two hours, they should consider staying overnight. Similarly, at the end of a work period at a remote location, they should consider staying overnight so that they do not have to drive a long distance home when tired. Consider driving distances, and when it is likely that a journey at the beginning or end of the day will take more than 2 hours then consider staying overnight.

4.13 Other distractions

Please note that the following can lead to distraction whilst driving:

- Eating and drinking
- Smoking
- Reading maps or directions
- Listening to the radio
- In-vehicle technology
- Talking to passengers
- Other driving/ road rage
- Thoughts of work or personal life

5 Work-Related Stress

5.1 What is it?

The Health and Safety Executive has defined work-related stress as “the adverse reaction people have to excessive pressures or other types of demand placed upon them”. This condition may be brought about by factors such as an unreasonable workload, inadequate training or not being given the correct tools to perform a task. However, it is important to distinguish work-related stress from reasonable pressure which can play a motivating and stimulating role in a challenging workplace.

Examples of reasonable pressure may thus include activity targets, incentivised bonus and the setting of project deadlines.

Stress in itself is not a disease, but Co-Members should be aware that if stress is intense and ongoing then it can lead to mental and physical ill health.

5.2 Our Policy

Reed is committed to reducing and preventing work-related stress amongst its Co-Members. Through the application and development of best practice, we will continually review and, where necessary, amend working practices to ensure that Co-Members are able to maximise their talent and potential whilst working towards both individual and corporate success. Reed understands that in order to achieve this, its Co-Members must receive adequate support and has accordingly implemented the following preventive and remedial measures to counter work-related stress:

5.3 Open-Door Policy

Directors in all Reed operating companies operate an ongoing “open-door” policy. Should a Co-Member wish to discuss any issue in confidence with a Director, they may do so with the assurance that the matter will be responded to positively and sensitively.

5.4 Co-Member Satisfaction Survey

In addition to gauging the overall effectiveness of working practices across the Reed family of companies, the Co-Member satisfaction survey provides a regular opportunity for Co-Members to highlight any specific concerns that may be inhibiting their progress or happiness at work. Where details are submitted, a line-manager or appropriate senior manager will seek to address expressed concerns in the strictest confidence.

5.5 Career Development Framework

Co-Members working for Reed can expect to undertake a structured programme of development consisting of clearly-defined roles. Regular appraisals provide an opportunity for every Co-Member to consider their current role in a progressive light, considering their present position and, with the guidance of their line manager, identifying how they may positively shape this role and progress towards individual goals.

As part of the Career Development Framework, Reed encourages the internal transfer of Co-Members. All internal vacancies across the Reed family of companies are advertised on reed.co.uk, on the “my Career” section of the intranet and Reed News.

Enterprise and initiative is supported through opportunities such as Reed Think, whereby Co-Members may take a pro-active role in determining their careers and, ultimately, the future of their company.

5.6 Flexible Working

Reed endeavours, wherever it is practical, to allow Co-Members to exercise control in the management of their workload. In addition to our parenting policy, where circumstances call for change to a Co-Member's schedule of work, appropriate requests will be considered on an individual basis by the relevant management team.

5.7 Internal Communications

Awareness of issues affecting the Reed family of companies and their Co-Members is promoted via Reed News and the Intranet. This central source of information is supplemented within individual Reed companies by appropriate channels of communication such as forums and team briefings. Co-Members may also contribute ideas (including suggested improvements to working practices) at any time through the Reed Think database.

5.8 Co-Member Flexible Benefits Scheme

Reed's innovative Co-Member Flexible Benefits Scheme includes several provisions that may assist in reducing stress, whether or not this stress is related to work. These include:

- Generous holiday allowance, with the added option for Co-Members of purchasing up to five additional days of annual leave.
- The option for Co-Members to exchange elements of their remuneration package for contributions towards private company health insurance.
- Professional Development Scheme - Co-Members can apply for up to five days training per year. Reed Training courses cover a variety of topics including personal development. These provide an opportunity to address potential causes of work-related stress by developing skills such as time-management and assertiveness.

5.9 Diversity, Bullying & Harassment Policies

Reed upholds the principle that all Co-Members should be treated fairly and equally. Any instances where this is found not to be the case will be treated with the utmost seriousness and effective measures will be taken to ensure that every Co-Member has equal opportunity for happiness and success whilst at work. Details of Reed's Diversity and Bullying & Harassment Policies can be found in this Handbook.

5.10 Counselling

Whilst steps may be taken to avoid stress within the workplace, Reed understands that stress can develop from a combination of both work- and non-work-related factors. Accordingly, all Co-Members are offered free and confidential access to an independent counselling service. This provides an appropriate means for Co-Members to discuss any issues that may be leading them to feel pressured or subject to excessive demand (in addition to any other issues that they may wish to discuss in confidence). Full details of the counselling service are available from the intranet.

5.11 What You Can Do

In addition to the measures taken by Reed, Co-Members can help avoid work-related stress by following these guidelines:

- Communicate openly with your line manager. If you are experiencing difficulty in your role, feel that you have an excessive workload or do not think that you are going to meet an agreed deadline then discuss this with your line manager as early as possible. Your line manager may be able to make changes or suggestions to help and this will be easier to do at an early stage. If you do not feel that you can talk to your line manager, or have done but are dissatisfied with their response then you should approach a senior manager or director.
- Be pro-active. If you have a suggestion to improve the way you work (by reducing the levels of stress that you are exposed to), or if you feel that extra training would improve your ability to do your job then discuss these with your line-manager.
- Plan your workload as far as possible and stay organised. If you are having difficulty doing this speak to your line manager or a senior colleague –they may be able to offer you tips to help manage your work or suggest a suitable Reed Training course.
- Avoid excessive working beyond normal office hours. Whilst it may be necessary to work overtime or beyond your contracted hours to complete a project or to meet a deadline, regular working of long hours is not encouraged by Reed. If you feel that you are working excessively long hours speak to your line manager or HR team.
- Speak to your GP if you have any concerns about your health. Whilst not necessarily work-related, ill health may compound the levels of stress that you experience and thus may contribute to work-related stress.

- Be conscious of your caffeine intake. Drinking lots of tea, coffee and cola (which all contain the stimulant caffeine) whilst at work can make you feel more anxious and increase stress levels. Try drinking more water or herbal tea, if a substitute is needed.

6 Working Away From the Office

In the interests of personal safety whilst working please read and follow the below guidelines.

If you are in a position where your job role requires you to work outside of the office from time to time, it is important to be aware of potential risks to your Health and Safety.

- Before you go, discuss your visit or activity with your line manager. If you feel there are potential hazards or risks that you are concerned about these should be discussed prior to undertaking the task
- Decide on an appropriate mode of travel i.e. if it is dark and you are going to unfamiliar territory, can you get a lift from a colleague as opposed to walking.
- Leave the name, address and contact number of where you are going with your line manager
- Estimate the time you are expected to be out of the office and log this with your line manager
- If this is over 2 hours, decide on periodical check in times with your line manager i.e. call the office every hour to give an update on your progress.
- If possible, take a mobile phone or pager with you. Borrow one if necessary. If this is not possible, ask the person you are visiting if you could use their phone if you need to call in.
- Familiarise yourself with your surroundings as much as possible when you are working out of the office;
 - Make a mental note of road names
 - Locate the nearest Phone Box
 - Locate the nearest Police Station (this could be done before you go).
- Carry the telephone number for a local Taxi company in case you are left in an area with little or no public transport.

- Distribute personal belongings evenly about your person. Do not put cash, phone, wallet, purse etc all in the same bag.
- If you are going out into the community, go in pairs if possible. Try to schedule your visits with another member of staff in a similar role so that you go out together.

7 Display Screen Equipment

To secure the Health & Safety of Co-Members in so far as is reasonably practicable the Company will (in consultation with Co-Members):

- i) Carry out an assessment of each workstation, taking into account the display screen equipment, the furniture, the working environment and the Co-Member.
- ii) Take all necessary measures to remedy any significant risks found as a result of the assessment.
- iii) Take steps to incorporate changes of task within the working day to prevent intensive periods of on-screen activity.
- iv) Review software to ensure that it is suitable for the task and is not unnecessarily complicated.
- v) Arrange for the free provision of eye tests and at regular intervals thereafter, where a visual problem is experienced.
- vi) Arrange for the free supply of any corrective appliances (glasses) where these are required specifically for working with Display Screen Equipment.
- vii) Advise existing Co-Members and all persons applying for work with Display Screen Equipment of the risks to health and how these are to be avoided.

7.1 Procedures for Dealing with Health & Safety Issues

Where a Co-Member raises a matter related to Health & Safety in the use of Display Screen Equipment, the Company will:

- i) Take all necessary steps to investigate the circumstances.
- ii) Take corrective measures where appropriate.
- iii) Advise the Co-Member of actions taken.

Where a problem arises in the use of Display Screen Equipment, the Co-Member must adopt the following procedures:

- i) Inform his/her line manager immediately, who in turn should notify the relevant Health & Safety Office.
- ii) In the case of an adverse health or medical condition, also advise his/her own GP. The Company reserves the right to ask for an independent medical examination.

7.2 Information and Training

The Company will give sufficient information, instruction and training as is necessary to ensure the Health & Safety of workers who use Display Screen Equipment. This provision will also apply to those persons not in direct employment, e.g. temporary staff and contractors.

Every Co-Member has a duty to take reasonable care for their own Health & Safety and that of others who may be affected by their acts or omissions at work. Co-Members should use all work items provided by the company correctly, in accordance with the training and the instructions they receive to enable them to use the items safely. This applies particularly to the use of laptop computers which should be used where possible in conjunction with available docking systems and in each regular location of use a risk assessment should be carried out. Laptop Assessment Forms are available from the intranet in the “my Health and Safety” area located on the intranet. Laptops whilst portable, are not meant to be used repeatedly in uncomfortable, and unassessed situations such as on a car seat, in the train or on the floor. Co-Members using laptops should ensure in so far as possible that they replicate a normal office environment when setting up their laptop for use.

Co-Members should attempt to minimise the attention they draw to laptops as these are items that are vulnerable to theft.

Managers and supervisors who are responsible for users of Display Screen Equipment will also be given appropriate training.

7.3 Rest Breaks

The purpose of a break from display screen work is to prevent the onset of fatigue. To achieve this objective, the company will seek to incorporate changes of activity into the working day.

There is no prescribed frequency or duration of breaks from display screen work. Wherever possible, Co-Members will be given the discretion to decide the timing and extent of off-screen tasks. Co-Members who believe that their workload at a display screen does not permit adequate breaks should bring this to the attention of their manager.

Users of Display Screen Equipment are encouraged, and will be expected, to take the opportunities for breaks from the screen.

7.4 Radiation and Pregnancy

Scientific research has concluded that Co-Members using display screens are not at risk from radiation. No adverse health effects caused by radiation have been found to arise from the use of Display Screen Equipment. Thus, there is no reason for a person who is pregnant, or seeking to become pregnant, to avoid working with such equipment.

7.5 Eye Tests

Policy on Eye Tests for Users of Display Screen Equipment

Under Regulation 5 of the Health & Safety (Display Screen Equipment) Regulations 1992, we are obliged to ensure that all “users” of display screen equipment shall be provided at their request with an appropriate eye and eyesight test - i.e. to “ascertain suitability of vision for work with a display screen”. Where glasses are required solely and specifically for VDU work, we are obliged to make these available to the user, although the glasses remain the property of the company. We are only obliged to meet the cost of a pair of single focus lenses and basic frames.

The Health & Safety (Display Screen) Regulations 1992 suggest that a user should meet most of the following criteria:

- work often requires the use of a display screen for a period of an hour or longer
- the display screen is used on most days, or every day
- the worker has little or no discretion on when and whether to use the display screen
- the job could not be done without the use of display screen equipment
- the ability to use display screen equipment forms an important part of the worker’s job description or the recruitment specification

Co-Members who meet all or most of the above criteria are entitled to:

- upon application to your HR team, a free eye test at an optician specified by the company, for the purpose of assessing eyesight with relation to Display Screen Equipment (DSE) use; and
- if required, a free pair of single-vision glasses for DSE use only.

NB: Reed will not reimburse the cost of eye tests whether from Specsavers or another optician through expenses.

If glasses are required for any purpose other than DSE use alone, the Co-Member (and not the company) must pay for them - the company will not be held liable in this situation.

Eye tests can be repeated, on the advice of the ophthalmist who conducts the initial assessment, usually not more often than every two years.

Reed reserves the right to demand that glasses provided under the Regulations remain on Reed premises, and to ask for the return of glasses supplied under the Regulations at such time as a Co-Member leaves the company. Glasses supplied under the Regulations remain company property at all times.

24.16.6 Auditing to Monitor the Effectiveness of the Policy

The safety audit has two constituent parts; the workstation assessment (available from the “my Health and Safety” area of the intranet located) by the Display Screen Equipment user and a supplementary (“spot check”) workstation assessment by management. Where an initial self-assessment indicates that there is cause for concern, a supplementary assessment will be undertaken by management. These assessments will be reviewed regularly, particularly where there has been substantial change to the workstation or there is a new user.

8 Review and Improvement

If at any time any Health & Safety issue should arise which exposes a weakness in Reed's Health & Safety Policy, the Policy will be subjected to review. The Legal Department will be responsible for the revision of this document; revisions will be made with the guidance of the Health & Safety Officers. Where significant changes occur, which may affect the level of risk in any area of Reed's working environment, risk assessments will be conducted as required by Health & Safety legislation. Should these risk assessments expose any weakness in Reed's Health & Safety Policy or the specific arrangements for maintaining appropriate standards of Health & Safety, these will be reviewed and revised if necessary. Similarly, if any weakness in Policy, arrangements or chain of responsibility should be exposed by any means, Reed will undertake to review the appropriate area and to make such amendments as are required.

Document Control

Version	Changes	Date live	Document Owner
1	H&S Supplementary information separated out from main policy	1 st December 2018	Richard Stacey, Head of HR