



CHAMELEON[®]
TECHNOLOGY

POL005 Health & Safety Policy

Issue 12

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1. POLICY STATEMENT

Chameleon Technology (UK) Limited (the “Company”) is committed to ensuring the health and safety of staff and anyone affected by our business activities, and to providing a safe and suitable environment for all those attending our premises.

This policy applies to all employees of the Company, as well as agency workers, consultants, contractors and other workers engaged by the Company (“**Workers**”).

Every employee has an obligation to take reasonable care for their safety and for the safety of other people who may be affected by their acts or omissions. They are also obliged to co-operate with The Company in respect of matters concerning health and safety.

The involvement and co-operation of employees, at all levels, is essential to allow the Company to effectively implement this policy and to:

- To provide adequate control of the health and safety risks arising from our work activities;
- To implement a zero-harm policy to employees, subcontractors and members of the public - Chameleon believes that all work-related accidents are preventable;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions; and
- To make sure that all the relevant details for all accidents and near misses are reported as soon as possible and that the business reviews these incidents and takes preventive action from them occurring again.

Approved by:



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2. Responsibility for health and safety matters

The Executive Chair has the ultimate responsibility for health and safety at Chameleon Technology but delegates responsibility through the Senior Leadership Team and Line Managers down to the individual employees.

The Executive Chair's health and safety responsibilities are to ensure that:

- They lead in developing a positive health and safety culture throughout the organisation
- All decisions reflect its health and safety intentions
- Adequate resources are made available for the implementation of health and safety
- They will promote the active participation of workers in improving health and safety performance
- They will review the health and safety performance of the company on an annual basis
- The appropriate insurance cover is provided and maintained

SLT and Line Managers' health and safety responsibilities are to ensure that:

- The policy is effectively administered, monitored and implemented, and necessary alterations are made to reflect changes in legislation
- They all understand that all decisions must reflect health and safety intentions, as articulated in the health and safety policy statement
- They all recognise their role in engaging the active participation of workers in improving health and safety
- Adequate resources are made available to meet the policy requirements
- The relevant legislation is complied with in all Chameleon Technology's areas of operation
- All levels of management and employees understand the requirements placed upon them by this policy
- All employees receive adequate and appropriate training in their tasks and for any equipment they use, and any pertinent information is distributed to the appropriate persons
- Procedures are implemented to ensure that disciplinary action is taken against all employees who do not comply with the requirements as detailed in the policy documents
- Procedures are implemented to ensure that liaisons with external safety and health organisations are instigated and maintained
- Procedures are put in place to ensure that all work equipment is in good condition, adequately maintained and guarded, is suitable for the purpose for which it is used and has any required certificates of inspection or examination
- Procedures are put in place to ensure that any hazardous substances are stored and handled in accordance with established rules and procedures
- Procedures are put in place to ensure that written instructions are provided to establish working methods, to outline the potential hazards at each stage and

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indicate the precautions to be observed, and work is carried out as planned and in compliance with relevant legislation

- Procedures are implemented to ensure that any required protective equipment is provided free of charge, issued and used correctly
- They set a good personal example by exhibiting appropriate behaviour

The Company contracts with health and safety specialists to support the business with health and safety related matters and the maintenance of this policy.

The Quality team will ensure that this policy is reviewed regularly and as necessary and to take into account any changes in law and/or business practices.

The Employees' health and safety responsibilities are to ensure that they:

- Understand Chameleon Technology's Health and Safety Policy and appreciate the allocated responsibilities
- Co-operate with Chameleon Technology to comply with health and safety legislation requirements
- Observe safety rules, procedures and safe systems of work at all times
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare
- Do not endanger themselves or others through their actions or failures to act
- Refrain from horseplay
- Do not operate any work equipment unless they have been fully trained and instructed in its operation and have been authorised to use it by Chameleon Technology
- Only use equipment, which is in good condition and appropriate for the task
- Correctly use or wear the appropriate safety equipment provided and use appropriate safety devices at all times
- Avoid improvisation, report all defects in equipment and materials, or any apparent safety or health hazards
- Report all accidents, incidents and damage immediately to your line Manager or a member of the Senior Leadership Team, whether persons are injured or not
- Make suggestions to improve health and safety in Chameleon Technology's undertaking to your line Manager or a member of the Senior Leadership Team
- Conform to all safety instructions given by those with the highest responsibility for health and safety
- Co-operate with the external Health and Safety Advisor and act on their recommendations
- Set a good personal example
- Inform management of any change to their state of health, either temporary or permanent, which might affect their working ability or suitability to carry out any particular task or task

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- Fully understand that disciplinary action may be taken against any employee contravening the requirements of legislation or Chameleon Technology's safety policy

Failure to comply with this policy may be treated as misconduct and dealt with under

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Health and safety-related information will be handled confidentially and in accordance with applicable data protection law but may be shared where necessary for health and safety management, emergency response, occupational health support, insurance, legal compliance or regulatory reporting.

3. Consultation and communication

It is Chameleon Technology's policy to ensure that all our workers are consulted whenever adverse health and safety matters arise. In addition, it is also our policy to communicate regularly with our workers on all significant health and safety matters. Such consultation and communication with workers on health and safety matters benefits motivation and efficiency, reducing work-related ill-health and injurious events.

Where Chameleon Technology employ persons, who do not have adequate literacy or verbal skills in the English language or where English is not their first language, we shall arrange where possible for all communication to be appropriate to the skill level or translated as required. This will include all work instructions and proper training, particularly company and site inductions. If required, we may also use a buddy system or vulnerable person risk assessment.

LEGAL REQUIREMENT

The **Health and Safety (Consultation with Employees) Regulations 1996** regulates the requirement of employers to consult with workers on matters that may affect their health and safety while at work. This must allow the workers to express their views, either individually or through elected representatives, and the employer must take these into consideration before making any changes.

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Procedures

We will consult with our workers on matters concerning their health, safety and welfare at work, including:

- Any change which may substantially affect their health and safety at work, for example, in procedures, equipment or ways of working
- Our arrangements for getting competent people to advise and help us satisfy health and safety legislation
- The information that workers must be given on the likely risks and dangers arising from their work, measures to reduce or get rid of these risks and what they should do if they have to deal with a risk or danger
- The planning of health and safety training
- The health and safety consequences of introducing new technology

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4. Accident reporting

It is our policy that all workplace accidents will be reported in the accident book, this will be kept in the cupboard above the microwave. In addition to fulfilling a legal requirement, this enables us to investigate the more serious accidents to ensure that they do not re-occur; therefore, staff are expected to abide by the following procedures in the event of an accident.

LEGAL REQUIREMENTS

The law on accident reporting is covered by the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013** (RIDDOR). These regulations set down requirements for reporting certain accidents to the enforcement authorities and how to do this.

Reporting of Accidents

All accidents will be recorded as soon after the event as possible. The injured employee or a colleague should report this to their line manager and/or a trained first aider. If a visitor has an accident, the employee they are visiting is responsible for ensuring that it is recorded, unless a first aider or appointed person is providing treatment. If this is the situation, the appointed person is responsible for making the report. Due to data protection requirements, the form should be forwarded to HR following completion for appropriate storage. Should the accident need to be reported to the enforcement authorities, the relevant online form will be completed by the Executive Chair or their designate, supported if required by our legal department.

Accidents at other third-party premises

If an employee is working on third party premises, details of any accident should be reported in the accident book there, and a copy sent to HR Chameleon Technology. This is because most employers have duties under RIDDOR for any reportable accidents which may occur to visitors.

Employee duties

Employees should not use the accident book/form to report an accident which occurred in their own home or on an activity which is not work-related.

We expect all employees and contractors to assist us in complying with our legal duties under RIDDOR; this means that employees are expected to have due regard for their health and safety and that of their colleagues. All employees are expected to report accidents

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promptly. In the event that an employee fabricates or exaggerates an accident, we reserve the right to bring disciplinary proceedings, which could result in dismissal.

Accident investigation

Unless the accident is trivial, it will be investigated by the relevant line manager to the appropriate extent. This will help us ensure that the accident is not repeated. Where necessary, remedial measures will be introduced and monitored. The first aiders will discuss any issues with the executive Chair and/or the Senior Leadership Team, as appropriate. Details of such accidents will be discussed at our health and safety meetings.

Specified injuries

If there is an accident connected with work and your employee, or a self-employed person working on your premises suffers a specified injury (including as a result of physical violence); or a member of the public is taken to the hospital for treatment to that injury;

You must notify the enforcing authority without delay (e.g. by telephone). They will ask for brief details about your business, the injured person and the accident; you must follow this up with a completed accident report form within the allocated timescale. **N.B. A specified injury must be reported to the HSE within 10 days of the incident.**

Reportable injuries include, but are not limited to:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding), which covers more than 10% of the body; or causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness; or requires resuscitation or admittance to hospital for more than 24 hours.

Note: This list is not exhaustive. For a complete and current list of all reportable incidents, please refer to the official HSE guidance at www.hse.gov.uk/riddor.

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Non-fatal accidents to non-workers

Work-related accidents to members of the public or others who are not at work must be reported if they result in an injury, and the person is taken directly from the scene of the accident to the hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

Dangerous Occurrences

If something happens which does not result in a reportable injury, but which clearly could have been done, it may be a dangerous occurrence which must be reported using the online system to the enforcing authority Local Authority. Health and Safety Executive (HSE)

For a complete list, please refer to www.hse.gov.uk/riddor

Reporting to the HSE Incident Control Centre (ICC)

There are several ways to report an accident, and these are:

Internet: Website: <http://www.hse.gov.uk/riddor/report.htm>

Complete the relevant form; you can then download a pdf copy of the form for your records.

Telephone: Call 0345 300 9923 - only use the telephone contact for Death or Major Incidents.

The operator will ask you appropriate questions about the injured person and the accident. The ICC will then send you a copy of the completed form to check and keep for your records.

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5. Training

We are committed to ensuring that all our staff have received adequate training in order to be able to carry out their duties safely and without risk to themselves or others. We aim to achieve this by providing induction training for all new employees. This will also be given to other workers, such as agency temps who may spend time with us. Where necessary, we will provide training for existing staff. The need for training will be determined by the requirements of the individual employee's job role.

Where Chameleon Technology employ persons, who do not have adequate literacy or verbal skills in the English Language or where English is not their first language, we shall arrange, where possible, for all communication to be appropriate to the skill level or translated as required. This will include all work instructions and appropriate training, particularly company and site inductions. If required, we may also use a buddy system or vulnerable person risk assessment.

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6. Risk assessment

It is our policy to ensure that the risks associated with work tasks are minimised at all times. This will be achieved by implementing a series of risk control measures. Our starting point will be to eliminate the hazard wherever possible. If this is not possible, we shall reduce the risks to its lowest level where reasonably practicable.

LEGAL REQUIREMENT

The requirement to risk assess is covered by the **Management of Health and Safety at Work Regulations 1999**. These regulations set down requirements for the assessment of tasks and precautions to be made.

Procedure

It will be our procedure that all tasks undertaken by our employees shall be subjected to an assessment. This shall be done by:

- Listing all tasks that employees shall undertake
- Identification of the hazards and risks associated with completion of the task
- Identifying who might be harmed
- Evaluation of the risks using a suitable system
- Taking precautions, where reasonably practicable, to control the risk
- Recording the findings of the assessment
- Communicating the risk assessment findings to persons affected by the tasks assessed
- Review the assessments periodically, updating where necessary. This will include where there is a significant change in the procedure for carrying out the task, introduction of new equipment, accident/incident investigation identifies a need

Control of risk

Where risks are identified as part of the assessment, these shall be controlled, where reasonably practicable. Control measures shall be introduced in the following order:

- Elimination of the hazard
- Reduction or substitution of the hazard
- Isolating the hazard or the person at risk
- Use of control systems such as safe systems of work, procedures, training, machine guards, safety devices etc
- If the hazard cannot be fully controlled, then the relevant PPE will be issued
- Discipline - make sure all controls are monitored, reviewed and enforced

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Any control measures will be discussed with the affected employees to ensure the correct measure is introduced.

Dynamic risk assessments

It may not always be possible for us to assess all risks if working off-site is required. Therefore, it is the responsibility of the staff to raise any concerns with their line Manager before starting any work.

Training

All employees will be trained to undertake tasks in a safe manner as part of their induction training. This training will be refreshed periodically, where required. Employees shall be given information relating to the risks associated with the tasks they will undertake and the safety precautions that have been introduced. Training will also be given where there is a significant change to procedures or equipment in relation to the task or where a refresher is deemed necessary.

Employee duties

Employees must ensure that:

- They report to management hazards that have not been identified
- They, and others in their environment, comply with the laid down method statements/safe systems of work
- They comply with instruction, information and training, which is provided for the activities
- Any defects to equipment are reported to management immediately.
- They must not start or continue work where they reasonably believe there is a serious or imminent risk to health and safety. They must report the concern immediately to their line manager, HR or SLT

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7. First aid at work

It is our policy to ensure that appropriate first-aid arrangements are in place for our staff and any visitors to our premises. This includes providing sufficiently trained employees for our business needs and maintaining an adequate supply of first aid equipment. It also involves providing enough information to staff to enable first aid assistance to be sought during normal working hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

LEGAL REQUIREMENT

Our duty to provide first aid at work is governed by the **Health and Safety (First Aid) Regulations 1981**. These require us to carry out an assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our business. We are also required to review this assessment periodically to ensure that current provision is adequate. To comply with these regulations, our assessment has considered a number of factors, including the following:

- Size of the business
- Type of business
- Building layout
- Past history of accidents
- Proximity of business location to emergency medical services
- Needs of travelling and/or lone workers
- First aid cover in times of sickness or annual leave

Responsibilities of Appointed Persons

Appointed persons are responsible for:

- Taking charge when a person has been injured or falls ill
- Call an ambulance where necessary
- Looking after the first aid equipment and ensuring that containers are re-stocked when necessary

Procedures

The following are general first aid-related procedures to be followed by all staff:

- If you are aware that an employee has been taken ill, or has had an accident, you should not attempt to give first aid treatment yourself if not trained
- If you need to access a first aid kit for personal use, do not remove it from its designated place

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- Any loss or damage to first aid equipment must be reported to an appointed person
- If a first aid kit is poorly stocked, this should be reported to any appointed person

Client's sites and other third-party premises

Where our staff are working on a client's or other third-party premises, they must ensure that they are familiar with the client's/site's reporting procedures and take the name of the trained first aider/appointed person to contact if treatment is required.

Managing visitors

Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for an appointed person. If the visitor has had an accident, the member of staff notified should report this to a or First Aider to ensure that an entry is made in the accident book.

8. Fire safety

LEGAL REQUIREMENT

The **Regulatory Reform (Fire Safety) Order 2005/The Fire (Scotland) Act 2006** is the legislation governing Fire Safety. The order requires any person who has some level of control in premises to take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire.

See PR015 General Emergency Evacuation Plan & Fire Marshal Duties for further details

9. Manual handling policy

It is our policy to ensure that the risks associated with the manual handling of items are minimised at all times. This will be achieved by implementing a series of risk control measures. Our starting point will be eliminating the need to manually handle wherever possible. If this can't be done, then we will take all reasonable steps to reduce the need for manual handle, including the use of appropriate mechanical aids, team lifting, and improving workplace layout.

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Legal position

The law on manual handling is covered by the **Manual Handling Operations Regulations 1992**, as amended. These Regulations set down requirements for the avoidance and assessment of manual handling tasks and precautions to be made.

Procedures

It will be our procedure to avoid, wherever possible, the requirement for employees to manually handle loads. See PR016 Manual Handling Risk Assessment Procedure for further details.

10. Personal Protective Equipment

Whilst Chameleon Technology takes reasonable precautions to reduce exposure to any workplace hazards, there may still be a need for the provision of personal protective equipment (PPE) to our staff. This will be as a last resort, where some risks remain that can't otherwise be controlled. Where the provision of PPE is necessary, it will be chosen in conjunction with staff representatives. This will help us ensure that we obtain the most suitable PPE for our employee's needs and doesn't waste money on equipment that is uncomfortable, unsuitable or which is a poor fit.

Legal Position

The provision of PPE is governed by the Personal Protective Equipment at Work Regulations 1992, as amended by the Personal Protective Equipment at Work (Amendment) Regulations 2022, which extended relevant employer duties to limb (b) workers.. These Regulations require us to provide PPE to any limb (a) or limb (b) worker who is still exposed to risks to their health and safety, despite the introduction of other, more suitable control measures.

Definitions of a Limb (a) and Limb (b) worker

Under section 230(3) of the Employment Rights Act 1996, the definition of a worker has two limbs:

Limb (a) refers to those with a contract of employment, and Limb (b) refers to those with a casual employment relationship and work under a contract for service.

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Procedures

It is our policy that the provision of PPE will involve the following:

- When a need for PPE has been identified, (as a result of a new risk assessment or the review of a risk assessment), we will seek to obtain the item on a trial basis first. This is to allow the end user to assess its suitability in our working environment
- Whilst cost is obviously a factor, we recognise that the PPE needs to be suitable not only for its intended purpose but the individual user. For this reason, our purchasing decisions will balance both cost and wearability. Should any of our employees have health problems, we will allow for this, as far as is reasonably practicable, in our selection of items
- Where possible, PPE will be provided on an individual basis, where PPE is required to be shared, the equipment must be properly cleaned. Where required, PPE must be decontaminated to ensure that there are no health risks to the next user.

Employee Duties

Where a need for PPE has been identified, all employees are expected to wear it whilst working with a particular process or in a certain area. Employees are also expected to use and maintain any PPE issued to them in accordance with the manufacturer's instructions. If any defects are found, they should be reported to your Head of Engineering Team as soon as possible.

Employee Training

Where necessary, we will provide instruction, information, and training to staff on how to use and look after the PPE. This will include how to obtain it, if it isn't issued on a personal basis, and the process for reporting any suspected defects.

11. Work equipment

In order to provide a safe working environment for our employees at all times, we have introduced a policy to cover the purchase and safe use of any work equipment that will be used by our employees, whether located at Chameleon Technology premises, a client site, or an employee's permanent or temporary home office.. This will apply to existing work equipment, as well as new equipment.

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LEGAL REQUIREMENT

Our legal duties concerning the provision of work equipment are covered by the **Provision and Use of Work Equipment Regulations 1998** (PUWER). These Regulations require that any equipment which we provide for use at work is as follows:

- Suitable for its intended use
- Able to be used safely
- Maintained in a safe condition and inspected as necessary
- Only used by operators who have received adequate information, instruction and training
- Contains safety markings as necessary

Definition of work equipment

Work equipment is defined as any equipment that is used by an employee as part of their normal daily duties, whether provided by the company or by the employee. This includes items such as furniture, vehicles and IT equipment.

Purchasing procedures

In order to achieve these objectives, we have introduced a policy to be followed by all persons with purchasing authority. The following requirements will apply to the purchase of both new and used equipment:

- A well-known and reputable supplier must always be used
- Where the same item is available from more than one supplier, quotes must be obtained
- If equipment is purchased outside of the UK, written confirmation is required from the supplier that its specification (including any accessories) conforms to the requirements of PUWER
- Only use a supplier who can provide a complete set of operating instructions. If a foreign supplier is to be used, then the instructions must be translated into English
- A complete set of basic routine maintenance instructions must be included

Safe use of work equipment

Before any item of work equipment is introduced for the first time, we will conduct a risk assessment. The purpose of this is to identify whether there are any particular hazards associated with its use in our workplace. For example, these could involve space constraints, weight limits or noise levels.

If it isn't reasonably practicable to reduce or eliminate these, then the risk assessment will

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describe to staff how these hazards will be dealt with, e.g. by the use of hearing protection. Any risk assessment findings will be communicated to staff.

Employee training

As part of our duty to maintain safe work systems, only trained employees will be allowed to operate work equipment. This training may be provided by a number of sources including our suppliers, as well as training on the job by our own staff. All staff training records will be kept on individual employees' personnel files. In addition, we will maintain a register of trained users, which can be updated as necessary.

Maintenance

All work equipment will be subject to maintenance and inspection, as necessary, for its continued safe operation. Where appropriate, this will be carried out under a service contract and recorded within REC014 Equipment, Inspection Calibration. Records of maintenance and routine repairs will be kept for at least three years. Copies of these records can be found at our offices at Chameleon Technology.

A sufficient budget will be made available to ensure the safe maintenance of any work equipment. Should any employee experience a problem between routine maintenance, they should report it immediately to the Line Manager and ensure that no other person may use it.

12. Control of substances hazardous to health (coshh)

Our policy is to ensure that the risks associated with the use or contact with substances hazardous to health on-site is minimised at all times. This will be achieved by implementing a series of risk control measures. Our starting point will be to eliminate the use of hazardous substances wherever possible. If this can't be done, then we will take all reasonable steps to find less hazardous alternatives. In the event that hazardous products need to be used, control systems such as local exhaust ventilation will be introduced. Personal Protective Equipment (PPE) will only be issued where hazards cannot be effectively managed by other means. The use of new products will be assessed prior to use, and where this expertise is not available in-house, it will be brought in from suitably qualified third parties.

LEGAL REQUIREMENT

The use of products in the workplace is governed by the **Control of Substances Hazardous to Health Regulations 2002 (COSHH)**, as updated. The regulations require us to minimise the risks from contact or use of substances at work and to introduce control measures to manage those which may remain. COSHH also requires us to train employees in the safe

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use of substances and to monitor the effectiveness of any control measures. In certain circumstances, we are required to conduct health surveillance. This will occur if any employee is exposed to a hazardous substance which is known or is likely to cause a disease or be detrimental to health. COSHH also requires us to store products safely in order to avoid the risks of fire, explosion or environmental damage.

Procedure

It is our policy that this procedure will be followed by all staff with responsibilities for the procurement and safe use of substances whilst on our premises.

Storage

We will provide appropriate storage according to the properties of each substance. The type of storage necessary will be determined by reference to the assessment, SDS or relevant properties. The suitability of all chemical storage will be reviewed as necessary.

Employee duties

All employees will be expected to co-operate with us in respect of any controls which have been introduced, to ensure the safe use, contact with and storage of substances. Where PPE has been deemed necessary, employees will be expected to wear and maintain it in line with the manufacturers' recommendations. We also expect all employees to report any concerns to the Engineering Team, including any health concerns. These will be dealt with promptly. Should any further action be required, then the employee raising the concern will be informed as to what form it will take.

13. Display screen equipment

It is our policy that all computer users (display screen users) will be assessed once they commence employment with us. This will help us determine whether or not they can be classified as “users” for current legal requirements. This assessment will be by completing TEM053 DSE Self-Assessment Questionnaire. This will then determine whether or not any further action is required.

LEGAL REQUIREMENT

The law relating to using DSE, such as computers, is covered by the **Health and Safety (Display Screen Equipment) Regulations 1992** (the DSE Regulations) as amended. These regulations set down a series of minimum standards for the workstations used by DSE users. This includes seating, lighting levels and workstation layout.

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Definition of “user”

The regulations only apply to employees who regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more).

Procedures

In order to comply with the DSE regulations, we have introduced some procedures which are to be followed by all staff. These are as follows:

- All new employees who are required to use computers as part of their job role will be given a self-assessment DSE questionnaire. It is the duty of HR and/or the Facilities Manager to provide this to all new starters
- Employees working in a hybrid or remote capacity must complete TEM053 DSE Self-Assessment Questionnaire for their home setup. HR and the Facilities Manager will review these to ensure home environments meet ergonomic standards.
- All existing employees should have completed a questionnaire. However, should a member of staff change workstations or become a DSE user for the first time or believe they are suffering adverse effects from DSE use, then another one should be completed. Whilst care has been taken to ensure that the questionnaire is self-explanatory, any queries can be referred to the HR and/or the Facilities Manager
- Where the questionnaire identifies problems, e.g. glare, inappropriate seating etc., it is the responsibility of ‘the company’ to ensure that these are rectified
- Staff are actively encouraged to rotate their job tasks to spend at least ten minutes every hour away from the computer screen. This time should be spent engaged in other work duties such as telephone calls and office administration. If any employee feels that their workload does not permit adequate breaks, this should be brought to the attention of their line Manager, HR or a member of the senior Leadership Team (SLT).
- Where necessary, staff will be provided with training and information to help them set up their workstation correctly

Employee duties

Employees are expected to complete the self-assessment DSE questionnaire promptly. They are also required to set up and operate their workstations correctly. In the unlikely event that any difficulties are experienced with workstations, employees should bring this to the attention of their line Manager and/or IT.

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14. Smoking at work

The **Health Act 2006** came into force in England on 1st July 2007. From this date, smoking has been prohibited in all work areas, such as offices, workshops and warehouses. Although it is understood that the use of E-Cigarettes (Vaping) does not come under this legislation, it is the policy of Chameleon Technology that vaping is prohibited on site/ premises in the same manner as smoking. This will also apply outside normal business hours, such as evenings and weekends.

External areas

In order to portray a professional image to our service users and visitors, Smoking/ vaping is only permitted while on company premises in the designated area. Smoking/ vaping anywhere else in external company premises is not permitted.

Visitors

This policy extends to all visitors and users of our premises. Whilst signs will be placed at entrances to our building(s), we would ask staff to politely remind their visitors/others if necessary.

Breach of policy

This policy should initially be enforced by management on an informal basis. However, if an employee continues to breach this policy, we reserve the right to take appropriate disciplinary action.

15. Stress at work

Chameleon Technology are aware of our duty of care regarding the mental as well as physical health and welfare of all our staff. For this reason, we will take all reasonable steps to ensure that staff are not placed under excessive stress by their work.

LEGAL REQUIREMENT

The **Health and Safety at Work Act 1974** requires us to take reasonable steps to look after our employees' mental health and welfare. This means that we need to ensure that staff do not have excessive demands placed on them by their job. As stress is also caused by bullying, harassment and violence, we are required by law to provide a working environment which is, so far as is reasonably practicable, free from these influences. However, we are legally entitled to assume that all staff can cope with the normal day-to-day pressures of their job. If this is not the case, staff have a duty to inform us.

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Definition of stress

The Health & Safety Executive has defined stress as follows: “The reaction people have to excessive pressures or other types of demands placed on them. It arises when they worry that they cannot cope.” In other words, stress occurs when the pressures on a person exceed their ability to deal with them. This can have both physical and psychological effects on individuals, and if suffered for prolonged periods, then deterioration in the sufferer’s health may ensue. Therefore, stress must be recognised early on.

Procedures

Should any member of staff feel that they are suffering from an unacceptable level of work-related stress, the following procedures should be implemented:

- In the first instance, the employee should inform their Line Manager or HR. They will treat the matter with sympathy and in confidence
- If necessary, we will carry out a stress risk assessment. This will include a review of the employee’s actual duties against those described in their job description, in addition to the consideration of work-life balance, workload, and the impact of digital fatigue
- The findings of the risk assessment will be discussed with the employee. If appropriate, changes will be made to their role in order to reduce the levels of stress experienced
- If appropriate, the employee may be referred to an external agency for further assessment or counselling

Health And Wellbeing

The Company will monitor the development of good practice in approaches to mental health and wellbeing at work and will keep our practices under review and in line with best practice and any changes to law.

Line managers have a responsibility to recognise any potential health issues in the staff they manage. They should seek advice from the HR department in the event that they have concerns.

All staff should plan and organise work to meet personal and organisational objectives and co-operate with support, advice and guidance that may be offered by line managers and other senior managers. Anyone who feels that they are unable to perform their work duties, due to health or personal issues, should speak to their line manager.

Once a health issue comes to the attention of your line manager or any other senior manager, we will discuss with you what steps can be taken to address that issue. Those steps may include referral to Occupational Health experts; this will be discussed and agreed with you at the time.

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If any member of staff is considered by their manager or colleagues to be at serious risk of self-harm, or of harming others, action must be taken straight away. The matter should be referred to a member of the Senior Leadership Team (SLT) or HR. In certain circumstances, it may be appropriate for the Company to alert a healthcare professional and/or the person nominated by the member of staff as an emergency contact and/or the emergency services, as anticipated in the section below (Incidents at Work).

To prevent work-related stress and burnout, Chameleon Technology supports the Right to Disconnect. Employees are encouraged to refrain from work-related communications outside of their contracted hours unless in a defined emergency.

Non-work problems

Whilst we are not responsible for causes of stress outside the working environment, we recognise that stress caused by non-work issues can impact on an employee's attendance and work performance. Therefore, we would encourage employees to make us aware of any problems which are causing them concern. The employee can speak to their Line Manager or a member of the SLT in confidence.

16. New or expectant mothers

Chameleon Technology is aware of its duty of care regarding expectant mothers, their unborn child and nursing mothers while they are at work. For this reason, the company will take all reasonable steps to ensure that employees are not exposed to hazards that may cause a risk to their or their child's development.

LEGAL REQUIREMENT

The **Management of Health and Safety at Work Regulations 1999** requires the Company to assess the risks and take reasonable steps to look after the health of the unborn child, the development of the child, the nursing child and its employees.

See POL042 Family Leave Policy for further details.

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17. Young person

Children and young persons are inherently less aware and less experienced in terms of their understanding of risk. Their physical and psychological immaturity may also be a factor to be considered in what they may be expected to do. All activities involving children or young persons must be formally risk assessed, and safeguards or control measures introduced as appropriate. The specific needs of individuals must be taken into consideration when undertaking the risk assessment, where appropriate individual risk assessments must be formulated for each child or young person.

The term 'child' and 'young person' are defined as-

- 'Child' is defined as a person who is not over compulsory school age. In practice, this is someone who has not attained the minimum school leaving age of 16 years
- 'Young person' is defined as 'any person who has not attained the age of 18 years'

Young persons or children on work experience training programmes and trainees on training for employment programmes are given the status of 'employees'. The immediate provider of their training is treated as the 'employer'.

Work Placements - Children or young person's working with the company must:

- Be supervised by a responsible, competent person
- Undergo induction training
- Be provided with information on risk and any control measures in place
- Be provided with information on Emergency Procedures

When assessing risks to children or young persons, Chameleon Technology will ensure that they are protected at work from any risk to their health or safety that is a consequence of their lack of experience, absence of awareness of existing or potential risks or the fact that young persons have not yet fully matured.

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18. Lone working

We recognise and acknowledge that some of our employees may be required to work alone within the premises and that risks are associated with this. It shall be our policy to ensure the health, safety and welfare of our employees that work alone, so far as is reasonably practicable.

The company shall ensure that:

- There are methods of communication with the lone worker should an emergency arise.
- All concerns raised by lone working employees are considered seriously, and appropriate action is taken so far as is reasonably practicable
- All employees who lone work are consulted and communicated with regularly

All employees who work alone must ensure that they:

- Report any concerns that arise out of working on their own
- Follow any training provided
- Carry the appropriate equipment to use in emergency situations at all times

Management will maintain regular "check-in" procedures to ensure the safety and mental wellbeing of remote staff.

19. Contractors

It is our policy to ensure that all contractors that undertake work on our behalf meet the appropriate legislative and industry standards prior to their engagement for works. We must also ensure that the work they carry out is planned to minimise risks to safety and that contractors are competent and adequately resourced to undertake the work.

CONTRACTOR PROCEDURES

HR will ensure that contractors are competent to undertake works by:

- Ensuring that they comply with health and safety legislative requirements
- Ensuring that their employees and sub-contractors are adequately trained to carry out the works
- Checking competency through trade registration
- Ensuring that they have a good health and safety record

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HR shall also inform the contractor of:

- The rules of the site where the work is to be completed
- Our policies and procedures for the management of health and safety
- The risks associated with the work they will be undertaking on our behalf (where applicable)
- The need for them to assess their contractors where appropriate

20. Driving for work

It is our policy to ensure, as far as is reasonably practical, that employees do not place at risk or harm themselves or any other person through work-related driving activities. This will be achieved by setting standards conforming with current legislative guidance and by the implementation of a series of risk control measures.

LEGAL REQUIREMENT

The **Health and Safety at Work Act 1974** and the **Management of Health and Safety at Work Regulations 1999** requires employers to provide a safe place of work, to assess risks and provide information and training to employees. In addition, the **Provision and Use of Work Equipment Regulations 1998** covers all equipment, which includes vehicles, provided to employees to be able to do their everyday work. The **Road Traffic Act, Road Vehicle (Construction and Use) Regulations** and the **Highway Code** place further duties on the employer and road user.

Code of Conduct

When driving on business, all employees must ensure that they comply with road traffic legislation and are conscious of road safety conditions and other drivers. The following non-exhaustive list of actions will constitute gross misconduct and may result in summary dismissal:

- Driving under the influence of drugs (illegal or prescription) or alcohol
- Driving whilst disqualified, or not correctly licensed
- Reckless or dangerous driving causing death or injury
- Failing to stop after a collision
- Any actions which warrant suspension of a licence

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Employee's Responsibilities

Drivers of vehicles must:

- Ensure they hold a current driving licence for the class of vehicle they are driving and notify management if it has been suspended or cancelled or received endorsements. This applies to both own vehicle drivers and company car drivers
- Be responsible and accountable for their actions when driving a vehicle and display the highest level of professional conduct when driving on company business
- Drive in compliance with the Road Traffic Act at all times
- Take regular breaks to reduce the risk of driver fatigue
- Not carry any unauthorised passengers when driving company vehicles or when on company business, and under no circumstances may they pick up any hitchhiker
- Report company vehicle defects to management before the next vehicle use. In the event that a defect is suspected, staff should not risk attempting to drive the vehicle
- Have regular eyesight tests and ensure that any glasses or contact lenses required for driving are always worn
- Regularly undertake standard checks, e.g. oil, water, brake fluid and tyre pressure of any vehicles they use, particularly before long journeys
- Report any near hits, crashes and scrapes to management, including those which do not result in injury and follow the accident procedure outlined in this policy
- Ensure they have adequate insurance to cover business use within their policy where their own car/vehicle is used

Employer's Responsibilities

The employer will not require staff to drive under conditions which are unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc. The employer will do this by:

- Ensuring all company vehicles are well maintained and that the equipment promotes driver and passenger safety
- Carrying out a full service on all vehicles every six months or 10,000 miles, whichever is sooner, or according to manufacturers' recommendations
- Setting up procedures whereby the employees check the vehicle's oil, water, tyre pressure and general cleanliness every month, and this is recorded
- Following the maintenance schedule in the vehicle's manual and keeping a maintenance schedule in the glove box, which is completed each time the vehicle is serviced in any way
- Checking drivers' driving licences and, where applicable, vehicles' MOT certificates and insurance on an annual basis

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Where employees' own vehicles are used, the employer will request evidence of the vehicle's MOT and require employees to carry out checks on their vehicle e.g. oil, water, tyre pressure etc, on a monthly basis. Employees must also ensure they have adequate insurance to cover business use within their policy. We will request evidence of this.

Mobile Phone use

Mobile phones can cause distractions by causing drivers to take their hands off the wheel and encouraging drivers to concentrate on communication and not the road.

It is against the law for any driver to use a hand-held mobile phone while driving, which includes when the vehicle is stationary but with the engine still running (except when making a 999 call and it is unsafe to stop). Any contravention of this whilst driving on Company business may be treated as gross misconduct leading to summary dismissal.

Although, it is within the law to make and receive calls where a legally compliant hands-free kit is installed correctly, if the police think you're distracted and not in control of your vehicle, you could still be stopped and penalised. Chameleon Technology believes that the use of a hands-free kit remains a distraction whilst driving. Employees should take care to adhere to the following rules, even where a hands-free kit is installed:

- Do not make any calls, dial numbers, text messages, surf the internet, or take pictures whilst driving
- Pull over to the side of the road when it is safe and turn off the engine before making or answering a call

Road Traffic Collision Procedure

Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic.

- Ensure your own safety first
- Help any injured people and call for assistance where required

If possible, ask for the following information:

- Details of the other vehicle(s) and registration number(s)
- Name and address of the other vehicle owner(s) and driver(s)
- Name and address of any witness(es)
- Name of insurer(s)

If possible, provide the following information:

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- Your name and address and company details
- If you damage another vehicle that is unattended, leave a note on the vehicle with your contact details

Contact the police:

- If someone is injured as a result of the accident
- If details were not exchanged at the scene
- If you suspect the driver of the other vehicle has committed a driving offence
- The incident has caused a blockage or dangerous obstruction in the road

Failure to report the incident to the police may result in 5-10 points and a fine.

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21. Electromagnetic fields at work

LEGAL REQUIREMENT

The **Control of Electromagnetic Fields at Work Regulations 2016** requires all employers to undertake a suitable and sufficient risk assessment of electromagnetism in their workplace.

Although all products created by and equipment used by Chameleon Technology produce minimal EMFs, 'the company' will:

- assess the levels of EMFs to which employees may be exposed;
- ensure that exposure is below exposure limit values (ELVs);
- take action if employees are exposed to EMFs in excess of the ELVs;
- when appropriate, devise and implement an action plan to ensure compliance with the exposure limits;
- when appropriate, assess the risks of employee's exposure and eliminate or minimise those risks;
- ensure employees at particular risk, such as expectant mothers and employees with active or passive implanted or body worn medical devices, are taken into account.
- provide information and training on the particular risks (if any) posed to employees by EMFs in the workplace and details of any action Chameleon Technology
- provide health surveillance or medical examination as appropriate.

22. Electricity at work

It is our policy that the risks associated with the maintenance and installation of electrical systems and equipment are minimised at all times. This will be achieved by ensuring that electrical installations and equipment conform with current legislation. All electrical installations will be conducted in connection with CEG.

ELECTRICAL WORK COMPETENCY

Only competent persons will be authorised to carry out work on electrical systems, and a permit to work will be required before work commences, again conducted by CEG.

Chameleon Technology **will ensure the electrical installation is safe by making sure that:**

- New electrical systems are installed to a suitable standard, e.g. BS 7671 *Requirements for electrical installations*, and then maintained in a safe condition
- Existing installations are maintained in a safe condition
- Enough socket outlets are provided

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Chameleon Technology **will provide safe and suitable equipment by:**

- Choosing equipment that is suitable for its working environment
- Making sure that equipment is safe when supplied and that it is then maintained in a safe condition
- Providing an accessible and clearly identified switch near each fixed machine to cut off power in an emergency, as appropriate
- For portable equipment, use socket outlets which are close by so that equipment can be easily disconnected in an emergency
- Ensuring that the ends of flexible cables always have the outer sheath of the cable firmly clamped to stop the wires (particularly the earth) pulling out of the terminals
- Replacing damaged sections of cable completely
- Protecting light bulbs and other equipment which could easily be damaged in use
- In potentially flammable or explosive atmospheres, only special electrical equipment designed for these areas should be used. This may require specialist advice
- Electrical Equipment Testing (EET) *Previously known as Portable Appliance Testing (PAT)* will be carried out regularly.

Where appropriate Chameleon Technology **will also:**

- Use reduced voltage equipment
- Provide safety devices e.g. Residual Current Device
- Carry out preventative maintenance

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23. Asbestos management

Chameleon Technology acknowledges the health hazards arising from exposure to asbestos and will protect those employees and other people potentially exposed as far as is reasonably practicable. Due to the nature of the business, it is highly unlikely that employees will be exposed to, or disturb, asbestos or Asbestos Containing Materials (ACMs).

LEGAL REQUIREMENT

The law relating to the importation, supply, use and management of asbestos in commercial properties is the **Control of Asbestos Regulations 2012**.

Procedure

On behalf of the building landlord, an asbestos management survey was undertaken of the building to identify asbestos, and where asbestos has been identified/strongly presumed/presumed to be present this information has been summarised in the Asbestos Management Plan (AMP). The AMP is kept in the Finance office and condition checks are carried out, as necessary, by the Landlords – CEG Ltd.

Any contractors who might need to access roof voids or drill into ceilings/floors/walls will be notified of where asbestos is identified/strongly presumed/presumed and will sign to confirm they have been made aware. A contractor sign-in sheet will be used.

Employee duties

On reporting to a client's site, company employees must enquire, with their site contact, if ACMs are present. If ACMs are present, then their location and type must be confirmed.

Where an employee believes that they have identified, or disturbed, an ACM, they must:

- Stop working immediately.
- Contain the area where they have identified the ACM to prevent other persons being affected and coming into contact with the ACM.
- Report their suspicions to their site contact and their Line Manager immediately.
- Not continue working until permission has been granted by their Line Manager.

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24. Legionella

Chameleon Technology acknowledges the health hazards arising from exposure to bacteria in water systems and will protect those employees and other persons potentially exposed as far as is reasonably practicable.

LEGAL REQUIREMENT

The **Health and Safety at Work Act 1974** puts a duty of care on controllers of premises to all those that use the premises. The **Control of Substances Hazardous to Health Regulations 2002 (COSHH)** places a duty on employers to control the risk from biological agents, including Legionella.

Procedure

A Legionella Survey will be completed on behalf of the Landlords – CEG Ltd. and records of this assessment will be retained by Chameleon Technology. Any remedial actions required will be arranged by the Landlord – CEG Ltd, including any routine testing of water outlets.

25. Related policies and procedures

This Health and Safety Policy is supported by the following Company policies and procedures:

- POL007 Drug and Alcohol Policy
- POL022 Absence Policy
- POL027 Whistleblowing Policy
- POL038 Grievance Policy
- POL042 Family Leave Policy
- PR015 General Emergency Evacuation Plan & Fire Marshal Duties
- PR016 Manual Handling Risk Assessment Procedure
- PR034 Handbook
- REC014 Equipment, Inspection Calibration
- TEM053 DSE Self-Assessment Questionnaire

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