

HEALTH AND SAFETY POLICY

2023

CONTENTS

1. General Statement of Policy, Duties and Responsibilities	3
1.1 Policy Statement	3
1.2 Statutory Duty of Hogarth Charitable Trust	5
1.3 Statutory Duty of Hogarth Charitable Trust's Workers	6
1.4 Policy for Visitors and Contractors	6
2. Organisation of Health and Safety	8
2.1 Board of Trustees	8
2.2 Health and Safety Rules	8
3. Arrangements and Procedures	11
3.1 First Aid and Accident Reporting	11
3.1.1 First Aid	11
3.1.2 Accidents	11
3.2 Fire Drills and Evacuation Procedures	12
3.2.1 Fire Drills	12
3.2.2 In the event of fire	12
3.2.3 Bomb Warnings	13
3.3 Theatre and Public Entertainment Licensed Events	13
3.4 Cleaning Materials, General Machinery and High-Risk Areas	13
3.5 General	13
4. APPENDICES	15

1. General Statement of Policy, Duties and Responsibilities

1.1 Policy Statement

Hogarth Charitable Trust recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid and volunteer) and other visitors to its premises, under the Health and Safety at Work Act 1974, and any other relevant legislation and common law duties of care including:

- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995
- Health and Safety-First Aid Regulations, 1981
- Working Time Regulations

Throughout this Statement, terms such as 'staff', 'workers', 'employees', 'personnel' include both paid and volunteer workers. Throughout this Statement, the term 'visitors' includes licensees, licensee's staff and clients, and the general public.

It is the policy of Hogarth Charitable Trust to promote the health and safety of the staff and of all visitors to the Hogarth Charitable Trust's premises and to that end to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises;
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken does not create unnecessary risk to health or safety;
- Display the HSE poster entitled 'Health and Safety Law'
- Encourage persons on the premises to cooperate with Hogarth Charitable Trust in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;

Hogarth Charitable Trust: Health and Safety Policy

- Encourage everyone to accept their own responsibility not to endanger themselves or others and to assist actively in fulfilling the requirements and spirit of legislation and good practice;
- Ensure the provision and maintenance of plant and other equipment and systems of work that are safe;
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances;
- The Fire Safety Officer has the duty to collect data on service users in the building at public / community events;
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health;
- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (e.g., a person appointed as a Health and Safety Officer or Representative);
- Make, as far as is reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise from Hogarth Charitable Trust's activities;
- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of Hogarth Charitable Trust arising out of or in connection with Hogarth Charitable Trust's activities;
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen;
- Provide information to other employers of any risks to which those employers' workers may be exposed when on Hogarth Charitable Trust's premises.

This policy statement and/or the procedures for its implementation may be altered at any time by Hogarth Charitable Trust's Board of Trustees. The statement and the procedures will be reviewed annually by the Board of Trustees or other persons appointed by the Board of Trustees.

1.2 Statutory Duty of Hogarth Charitable Trust

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

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

In particular, Hogarth Charitable Trust will:

- Assess the risks to the health and safety of its workers;
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment;
- Record the significant findings of the risk assessment and the arrangements for health and safety measures;
- Draw up a health and safety policy statement, including the health and safety procedures and arrangements in force, and bring it to the attention of its workers;
- Appoint someone competent to assist with health and safety responsibilities and consult staff members (or their safety representative(s)) about this appointment;
- Cooperate on health and safety with other employers sharing the same workplace;
- Set up emergency procedures;
- Provide adequate first aid facilities;
- Make sure that the workplace satisfies health, safety and welfare requirements, e.g., for ventilation, temperature, lighting and for sanitary, washing and rest facilities;
- Make sure that work equipment is suitable for its intended use, as far as health and safety is concerned, and that it is properly maintained and used;
- Prevent or adequately control exposure to substances that may damage health;
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation;

- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;
- Provide health surveillance as appropriate;
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means;
- Ensure that appropriate safety signs are provided and maintained;
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

1.3 Statutory Duty of Hogarth Charitable Trust's Workers

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

- To take reasonable care for their own health and safety and that of other persons who may be affected by what they do or do not do;
- To cooperate with Hogarth Charitable Trust on health and safety;
- To use work items provided by Hogarth Charitable Trust correctly, including personal protective equipment, in accordance with training or instructions;
- Not to interfere with or misuse anything provided for health, safety and welfare purposes; and
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by Hogarth Charitable Trust.

1.4 Policy for Visitors and Contractors

Visitors of the Centre or Trust and Contractors should be directed, on arrival, to the Centre Manager Dani Karas who will take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.

On arrival at the Centre visitors, including contractors and/or their workers, must sign a record of the date and time of their arrival and, on leaving, their time of departure.

Hogarth Charitable Trust: Health and Safety Policy

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the Centre Manager who will investigate and liaise with Hogarth Charitable Trust Board as appropriate.

Upon arrival, contractors must provide the Centre Manager with their Risk Assessments & Method Statements (RAMS) for the work being carried out and must show a permit for all work carried out at the Centre before starting work.

Visitors of individuals working on Trust premises but not employed by the Trust, including licensees, their staff, and those who may be self-employed, should report to the licensee who will take responsibility for their visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.

Licensees will record a log of their visitors. On arrival, Licensee visitors must sign a record of the date and time of their arrival and, on leaving, their time of departure.

Licensees are expected to follow Trust's Health and Safety Policies with regard to the safety of Trust employees, their own personal safety (and that of other parties such as the general public if appropriate) and their method of work. This responsibility will be included in contracts or working arrangements.

2. Organisation of Health and Safety

2.1 Board of Trustees

The Board of Trustees as the employer, has overall and final responsibility for health and safety matters at Hogarth Charitable Trust and for ensuring health and safety legislation is complied with.

The Board of Trustees will:

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

2.2 Health and Safety Rules

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

a) Accident Book

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

b) Fire Procedures

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

c) Equipment and Appliances

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

d) Safety Clearways

Corridors and doorways must be kept free of obstructions and properly lit.

e) Maintenance

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

f) Hygiene and Waste Disposal

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

g) Food Hygiene

When handling or preparing food there are specific hygiene requirements:

- Regularly wash hands before and during food preparation and always after using the toilet;
- Tell your supervisor of any skin, nose, throat or bowel problem;
- Ensure cuts or sores are covered with waterproof dressings;
- Keep yourself clean and wear clean clothing;
- Remember that smoking in a food room, and other enclosed spaces, is illegal;
- Never cough or sneeze over food;
- Clean as you go - keep all equipment and surfaces clean;
- Prepare raw and cooked food in separate areas. Keep perishable food covered and either refrigerated (less than 8°C) or piping hot (above 63°C);
- Ensure waste food is disposed of properly. Keep the lid on the rubbish bin and wash your hands after putting waste in it;
- Avoid handling food as far as possible;
- Tell your supervisor if you cannot follow the rules;

- Advise your supervisor of any defects or concerns regarding the facilities e.g. uncleanness, malfunctions or cracked food preparation areas.
- Appropriate allergen control measures must be taken including recording any allergies reported by individuals and displaying signs cautioning about potential allergens.

h) Display Screen Equipment

Hogarth Charitable Trust recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment (DSE) for a significant part of their normal work. Workers are advised to ensure that they take a five-minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at Hogarth Charitable Trust's expense. A worker using DSE may ask for and is entitled to a once annual assessment which shall be paid for by the Charity.

i) Alcohol, Drugs and Tobacco

Smoking within the premises and the use of drugs (except under medical supervision) on the premises are strictly prohibited at all times. The use of intoxicants is prohibited during working hours and no employee may undertake his/her duties if under the influence of alcohol or drugs, except under medical supervision.

j) Lone Working

Hogarth Charitable Trust employ people who may, as part of their duties, have to work alone for all or part of the working period. The Trust will identify the risks to which these employees are exposed with the aim of eliminating these risks wherever reasonably practicable and reducing lone working activities to a minimum.

Where lone working does take place, the Trust identifies and implements systems to ensure that safe working and communication exists between the lone worker and their management, including means to raise an alarm/call for assistance in an emergency.

Affected workers have been notified of the Trust's arrangements for the management of lone working activities and that the Trust requires them to notify management of their concerns in this area so that the Trust can improve it's ability to make work operations and travel safer for them

3. Arrangements and Procedures

The Centre Manager, Dani Karas, is responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels.

To contact Dani Karas please call: 0208 747 1999 or email:
dani.karas@hogarthtrust.org.uk

3.1 First Aid and Accident Reporting

3.1.1 First Aid

- The First Aiders for the premises are: Denny Anthony (Youth Officer) and Naomi Alleyne (Senior Youth Worker). Their photographs are displayed on the board in the reception area to the Centre.
- First Aid Boxes are provided to staff and will be available in premises from which Hogarth Charitable Trust delivers programmes.

3.1.2 Accidents

- In the event of an injury or illness, call for a member of staff or ring for an ambulance directly. To call an ambulance, dial 999 or 112 and ask for 'ambulance'.
- All accidents must be reported to [Dani Karas](#)
- All accidents must be entered in the accident book.
- Dani Karas will investigate incidents and accidents, writing a detailed report for Hogarth Charitable Trust's Board of Trustees to consider the actions necessary to prevent a recurrence.

3.2 Fire Drills and Evacuation Procedures

3.2.1 Fire Drills

- All workers and volunteers must know the fire procedures, position of fire appliances and escape routes.
- The fire alarm points, fire exits and emergency lighting system will be tested by Dani Karas during the first week of each month and the test results entered in the log book provided.
- A map showing the location of all fire extinguishers and fire exits must be displayed on the board in the reception area of the Centre.
- The identity of fire marshalls, including photographs, must be displayed on the board in the reception area of the Centre
- Dani Karas will arrange for Fire Drills and Fire Prevention Checks (see Appendix C below) to be carried out at least once every three months and entered in the log book. A notice of fire alarm testing (day and time) must be displayed in the reception area.
- The last person securing the premises will ensure Fire Prevention Close-Down Checks are made at all parts of the premises at the end of a session (See Appendix C).

3.2.2 In the event of fire

- Person(s) discovering a fire should sound the nearest alarm.
- The first duty of all workers is to evacuate all people from the building by the nearest exit immediately after the fire is discovered.
- All persons must evacuate the building leaving all personal belongings and, where possible without personal risk, leave all doors and windows closed.
- The assembly point/s for the building are sign posted around the building.
- No-one should leave the assembly point without the permission of a member of staff.
- If any fire occurs, however minor, the Fire Brigade must be called immediately by dialling 999 or 112 and asking for 'Fire Brigade'.
- When the Fire Brigade arrives, please advise whether all persons are accounted for and location of fire.

3.2.3 Bomb Warnings

- If you receive a warning try to find out from the caller:
 - the approximate location of the bomb and likely time of detonation;
 - whether the police and fire brigade have been notified.
 - Try to record exactly what is said.
- Notify the Police immediately on 999 or 112.
- Do not sound the Fire Alarm, but evacuate the building taking into consideration any information from the bomb warning.

3.3 Theatre and Public Entertainment Licensed Events

In addition to the general conditions of the licence(s):

- Emergency lights in the areas used must be kept illuminated.
- Advise Dani Karas of any defects or concerns regarding the facilities e.g., uncleanness, refrigeration operation or cracked food preparation surfaces.

3.4 Cleaning Materials, General Machinery and High-Risk Areas

- All portable machinery must be switched off and unplugged when not in use.
- Wandering cables are a hazard; use with caution and safety in mind.
- All cleaning fluids and materials must be stored in a lockable cupboard which is appropriately labelled. A list must be maintained and regularly updated of all such material stored.
- Slippery floors are dangerous; use warning signs.

Use protective clothing and equipment provided and as instructed on machinery/equipment/material. It is the duty of a worker to report any loss of or defect in protective clothing or equipment.

3.5 General

- All thoroughfares, exits and gates must be left clear at all times.
- Corridors, stairs and fire exits must not be blocked by furniture or equipment.

Hogarth Charitable Trust: Health and Safety Policy

- Vehicles must not be parked near to the building so as to cause any obstruction or hazard.
- Hazards or suspected hazards or other health and safety matters should be reported to Dani Karas or the office staff immediately or as soon as practicable, so that action can be taken. If the hazard is of a serious nature, immediate action must be taken to protect or clear the area to prevent injury to staff or other users.

4. APPENDICES

Appendix A - Accident Reporting

A.1. Accidents

A. 2. COVID - 19 Risk Assessment for Activities

All accidents which occur during work for Hogarth Charitable Trust or on premises under the control of Hogarth Charitable Trust must be recorded.

A.3. Accidents to Workers or Contractors' Staff

(a) For all accidents

Complete the Accident Book.

(b) For accidents reportable to the Health & Safety Executive (for contractors see A.2(c) below)

If accident results in incapacity for work for more than 7 calendar days then complete form F2508 with copies to:

Health & Safety Executive, [Dani Karas](#)

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

Health & Safety Executive, [Dani Karas](#)

Follow up within seven days with completed F2508 with copies to:

Health & Safety Executive, [Dani Karas](#)

(c) Contractors

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

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

A.3. Accidents involving Members of the Public

(a) For all accidents
Complete the Accident Book.

(b) For Accidents reportable to the Health & Safety Executive

If accident results in fatality, fracture, amputation or other specified injury (see Section A4 below) then immediately notify: Dani Karas

Follow up within 7 days with complete F2508, copies to: Dani Karas

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

A.4. Definition of Specified Major Injuries or Conditions

- Fracture of the skull, spine or pelvis; any bone in the arm or wrist but not a bone in the hand; any bone in the leg or ankles but not a bone in the foot.
- Amputation of: a hand or foot, a finger, thumb or toe; or any part thereof if the joint or bone is completely severed.
- Other specified injuries and conditions:
- The loss of sight in an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye.
- Injury (including burns) either requiring immediate medical treatment, or involving loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not it is due to direct contact.
- Loss of consciousness resulting from lack of oxygen.

- Decompression sickness requires immediate medical treatment.
- Either acute illness that requires treatment, or a loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material.
- Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.

IF IN DOUBT REPORT IT.

A.5. Dangerous Occurrences

In the event of any of the following:

- Collapse/overturning of machinery;
- Explosion/collapse of closed vessel/boiler;
- Electrical explosion/fire:

Notify the following immediately: Dani Karas

A.6. Occupational Diseases

- Poisoning;
- Skin Diseases;
- Lung Diseases;
- Infections.

On receipt of a written diagnosis from a doctor, report the disease using form F2508A to: Dani Karas

Full details of Dangerous Occurrences and Occupational Diseases can be found in the HSE Guide to RIDDOR.

IF IN DOUBT REPORT IT.

Appendix B - Control of Substances Hazardous to Health (COSHH Regulations)

B.1. Assessment

The assessment must be a systematic review.

- What substances are present? In what form?
- What harmful effects are possible?
- Where and how are the substances actually used or handled?
- What harmful effects are given off?
- Who could be affected, to what extent and for how long?
- Under what circumstances?
- How likely is it that exposure will happen?
- What precautions need to be taken to comply with the COSHH Regulations?
- What procedures need to be put in place to comply with the Control of Asbestos Regulations 2006?

B.2. Prevention or Control

Employers have to ensure that the exposure of workers to hazardous substances is prevented or, if this is not reasonably practicable, adequately controlled. On the basis of the assessment, the employer has to decide which control measures are appropriate to the work situation in order to deal effectively with any hazardous substances that may be present. This may mean preventing exposure by:

- removing the hazardous substance;
- changing the process;
- substituting with a safe or safer substance, or using a safer form;
- Or, where this is not reasonably practicable, controlling exposure by, for example: totally enclosing the process; using partial enclosure and extraction equipment; general ventilation; using safe systems of work and handling procedures.

It is for the employer to choose the method of controlling exposure and to examine and test control measures if required. The Regulations limit the use of Personal Protective Equipment (e.g. respirators, dust masks, protective clothing) as the means of protection to situations where other measures cannot adequately control exposure. Employers must provide any of their workers and, so far as is reasonably practicable, other persons on

site who may be exposed to substances hazardous to health, with suitable and sufficient information, instruction and training so that they know the risks they run and the precautions they must take.

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

Appendix C - Fire Prevention

C.1. Has the Fire Brigade been consulted on the following:

- The number and width of escape routes, so as to provide a ready means of escape from all parts of the premises?
- Emergency Lighting and its maintenance?
- The most suitable way of raising an alarm in the event of fire?
- The contents of fire instruction notices?
- The numbers and types of fire extinguishers or other fire-fighting appliances which should be provided?
- Precautions to be taken with any activities involving the use of flammable liquids, naked flames or heating processes?
- The desirability of battening or clipping seats together in sets of four where moveable seats are used for large audiences?
- The maximum number of people who should be allowed on the premises at any one time?
- Are the escape routes kept usable?
- Are seating and gangways in the hall/rooms arranged so as to allow free and ready access direct to fire exits?
- Are exit doors always unlocked before the start of any session and kept unlocked until the last person leaves?
- Are escape routes and exit doors clearly sign-posted and marked so that anyone not familiar with the building can quickly see the ways out?
- Are escape routes and exit doors never allowed to become obstructed or hidden by chairs, stage props, curtains, etc.?

C.2. Is Fire Equipment properly looked after?

- Are fire extinguishers, hose reels and fire alarm systems (where provided) regularly maintained by specialist fire engineering firms?
- Are any defects logged, defective equipment removed and replaced in good working order as soon as possible?
- Are staff / duty officers trained to use this equipment?
- Is equipment kept in its proper position and always clearly visible and unobstructed?

C.3. Are thorough close-down checks made of all parts of the premises at the end of an evening or session?

- No smouldering fires or cigarettes left burning?
- Heaters and cookers turned off?
- Televisions and other electrical apparatus turned off and unplugged?
- Lights off?
- Internal doors closed? Outside doors and windows closed and secured?

C.4. Are all reasonable steps taken to prevent fires?

- Smoking not allowed in any enclosed spaces, including in the building?
- Substantial ashtrays provided in outside areas where smoking is permitted?
- Heating appliances fitted with adequate and secure fire guards?
- If portable heaters have to be used, are they securely fixed and kept away from combustible materials?
- Precautions to ensure that convector type heaters are not covered with clothes and curtains?
- Temporary extensions or additions to the electrical installation carried out and checked by a competent electrician?
- Sufficient socket outlets provided to obviate the need for long trailing flexes?
- Damaged leads replaced regularly?
- Cooking operations supervised by a reliable person?
- Scenery, decorations and costumes for stage performances treated to make them flame retardant?
- All parts of the premises kept clear of waste and rubbish, particularly staircases, spaces under stairs, store rooms, attics and boiler rooms?

Appendix D - Health and Safety Inspections

Please refer to the Health and Safety Checklist.

Appendix E - Display Screen Equipment

E.1. Who is a display screen user?

The Regulations are for the protection of workers (including self-employed workers) who habitually use display screen equipment for a significant part of their normal work.

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

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

E.2. Eye testing and spectacle costs

There is no reliable evidence that work with a display screen causes any permanent damage to eyes or eyesight, but it may make the user with pre-existing vision defects more aware of them. This may give rise to visual fatigue and headaches. It is worth noting that these symptoms can also be due to poor lighting, incorrect posture, poor workstation

layout, design or maintenance of hardware or other problems. All of these can, separately or in combination, cause eye discomfort.

E.3.Workers' Entitlement.

E.3.1 Eye Test.

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

A worker may request a test if s/he:

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

E.3.2 Spectacles (Glasses).

If, as a result of the eye tests, a worker requires spectacles solely for use with display screen equipment, s/he is entitled to reimbursement of the cost of a basic pair. If the worker wishes to choose more costly spectacles (e.g., a more expensive frame), the employer is not obliged to pay the full cost of these. In this event the worker will only be reimbursed for the cost of basic spectacles.

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

E.3.3 Who pays the Optician?

Hogarth Charitable Trust: Health and Safety Policy

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

We request that our staff, members and visitors respect this Policy, a copy of which will be available on demand.