

1 Purpose

Photronics Leadership Ltd (trading at Photronics Leadership Group, PLG) is committed to protecting the health, safety and welfare of all employees, contractors and any other people who may be affected by our work activities. Although our employees work remotely from home and other remote locations, the PLG recognises that its health and safety duties continue to apply and will take reasonably practicable steps to manage work-related risks.

This policy reflects UK health and safety requirements and good practice, including the need to assess work-related risks for home workers, manage display screen equipment risks, provide relevant information and training, and review arrangements when circumstances change.

2 Scope

This policy applies to all PLG employees, workers and contractors carrying out work on behalf of the company from home within the UK or another approved remote working location.

3 Responsibilities

3.1 PLG Responsibilities

- Provide and maintain safe systems of work for remote working arrangements.
- Carry out suitable and proportionate risk assessments for home working and display screen equipment use.
- Provide employees with relevant health and safety information, instruction and training.
- Take reasonable steps to address risks identified through assessments or employee feedback.
- Ensure employees know how to report accidents, incidents, hazards, discomfort, stress or faulty equipment.
- Review this policy and related arrangements regularly or when significant changes occur.

3.2 Employee Responsibilities

- Take reasonable care of their own health and safety while working remotely.
- Co-operate with PLG on health and safety matters, including completing self-assessments and training.
- Use company equipment safely and only for its intended work purpose.
- Keep their working area tidy, well lit and free from avoidable hazards such as trailing cables or overloaded sockets.
- Take appropriate breaks or changes of activity during screen-based work.
- Promptly report accidents, work-related ill health, hazards, pain, discomfort, stress, or any equipment concerns

4 Home Working Risk Assessment

The PLG will use a proportionate approach to home working risk assessment. In most cases, employees will complete a home working self-assessment, which may be reviewed with their manager by phone, video call or email. A home visit will not normally be required unless there is a specific need, such as a significant hazard or an individual requirement that cannot be assessed remotely.

The assessment will consider, where relevant, the employee's workstation, display screen equipment, seating, lighting, heating, ventilation, trip hazards, electrical safety, fire precautions, lone working arrangements, stress and mental wellbeing.

5 Display Screen Equipment (DSE)

Employees who use display screen equipment such as laptops, monitors, tablets or smartphones daily for continuous periods of an hour or more may be classed as display screen equipment users. PLG will assess DSE workstations, provide information on safe use, and take reasonable steps to reduce identified risks.

- Employees should set up their workstation to support a comfortable posture, with the screen, keyboard, mouse and chair arranged to reduce strain.
- Employees should avoid prolonged static posture and should take regular breaks or changes of activity.
- Employees should report aches, pains, eye strain or discomfort as soon as possible.
- Where an assessment identifies that additional equipment is necessary to reduce work-related risk, the PLG will consider and provide suitable equipment so far as reasonably practicable.
- Employees may request an eye and eyesight test where required in connection with DSE work.

6 Work Equipment and Electrical Safety

Company-provided equipment must be used safely, kept in good condition and protected from damage. Employees must not use damaged cables, plugs, chargers or devices and must report faults promptly. Employees should avoid overloading sockets, daisy-chaining extension leads, or placing cables where they create trip hazards.

7 Stress, Mental Health and Wellbeing

The PLG recognises that remote working can create risks linked to isolation, workload, communication, lack of separation between work and home life, and stress. Managers and employees should maintain regular communication and discuss workload, wellbeing, working hours and any support needs.

- Employees are encouraged to raise wellbeing concerns early.
- Managers should monitor workload and maintain reasonable contact with remote workers.
- Employees should take breaks, use annual leave, and avoid routinely working excessive hours.
- The PLG will consider reasonable adjustments or alternative arrangements where home working is not suitable for an individual.

8 Accidents, Incidents and Emergencies

Employees must report any work-related accident, incident, near miss or case of work-related ill health to their manager, or the PLG Board as soon as possible. The PLG will record and investigate incidents proportionately and will take action to prevent recurrence where required.

Employees are responsible for knowing how to obtain immediate help if they become ill or injured while working from home. This includes ensuring they can contact emergency services, a manager or another suitable contact if needed.

9 Fire Safety and the Home Environment

Employees should keep their work area reasonably clear of clutter, ensure access routes are not blocked, and check that smoke alarms and household electrical arrangements are suitable for safe home working. The PLG will provide guidance where required, but employees remain responsible for general household safety outside work-related activities.

10 Remote Work away from the Home

Where employees work from a client's premises, shared workspace, hotel, meeting venue or other temporary business location, they must take reasonable care of their own health and safety and follow any local site rules, induction requirements, visitor procedures, security arrangements and emergency instructions provided by the host organisation.

Before attending a client location or business meeting, employees should consider any foreseeable risks, including travel arrangements, lone working, personal security, accessibility, manual handling of equipment, use of laptops or mobile devices, fire evacuation arrangements and the suitability of the working environment. Any concerns should be raised with a manager before the visit where possible.

- Employees must sign in and out where required and comply with client health and safety instructions.
- Employees should keep laptops, bags and cables positioned so they do not create trip hazards.
- Employees should avoid using unsuitable workstations for extended periods and should take breaks or vary activity during screen-based work.
- Employees must report any accident, incident, near miss, unsafe condition or security concern to both the host organisation, where appropriate, and the PLG as soon as practicable.
- Employees should not undertake hazardous tasks, use client equipment, access restricted areas, or carry out work outside the agreed scope unless authorised and competent to do so.
- Where travel is required, employees should plan journeys sensibly, avoid driving while tired, and comply with road traffic law and any applicable company travel arrangements.

11 Training, Information and Consultation

The PLG will provide employees with appropriate information and training on remote working health and safety, including workstation setup, DSE use, reporting procedures, safe equipment use, breaks, and wellbeing. The PLG will consult employees on health and safety matters and encourage employees to raise concerns or suggestions.

12 Policy Review

This policy will be reviewed at least annually, or sooner if there are significant changes to the business, work activities, remote working arrangements, legislation, guidance, or following an accident, incident or health and safety concern.

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