

138/13 - Night Worker Health Assessments and Line Manager Responsibilities

1. The purpose of this FOSN is to raise awareness of line manager responsibility to offer all officers working night shifts a night worker health assessment. The Working Time Regulations (WTR) 1998 outlines this requirement and line managers should complete and lodge HR Form 070 with DBS to confirm the offer has been made.

2. The Working Time Regulations provide rights and protection for workers and include a limit on the average number of hours that may be worked in a week. MDP officers cannot be required to work more than an average of 48 hours per week (calculated over a 17 week reference period). The only exceptions allowed to this constraint are occasions when urgent police business overrides the provisions of the WTR or where the officer has signed an Opt Out Agreement (HR Form 071). MDP officers are neither obliged nor expected to opt out. The decision is entirely personal. Opt Out Agreements can run for an indefinite period and do not need to be renewed each year. Completed forms, with agreed periods of notice, should be sent to DBS and copied to line management.

3. If officers wish to take advantage of a night worker health assessment they should complete an HR Form 072. Completed forms should be returned to their line manager in a sealed envelope marked "Night worker Questionnaire" together with name, staff number and UIN.

4. Policy Rules and Guidance and HR Forms are available electronically on the Defence Intranet and the People Services Channel.