



# Night and Shift Working Guidance

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### Document creation / approval

	Signature	Title	Date
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**sportscotland** has legal responsibilities to ensure the health and safety at work of their employees, and this includes removing or controlling the risks of fatigue by organising and planning night and shift working arrangements.

Whilst there is no specific health and safety legislation on shift working other than the Working Times Regulations 1998 as amended, **sportscotland** has general health and safety responsibilities for our employees and others. This includes removing or controlling the risks of fatigue by properly organising and planning night and shift working arrangements. The broader responsibility for the health and safety of others (e.g., the public) who might be affected by our work activities provides another reason why it is important to input controls.

There is no specific definition of shift work in law, but it usually means:

- A work activity scheduled outside of standard daytime hours; where there may be a handover of duty from one individual or work group to another;
- A pattern of work where one employee replaces another on the same job within a 24 hour period.

In this guidance, all systems of work other than standard daytime hours are considered as shift work. Examples might be:

- Work during an afternoon, night or weekend, typically with periods of the work schedule outside standard daytime hours;
- Extended work periods of 12 hours or more, often associated with compressing the working week;
- Rotating hours of work;
- Split shifts, where work periods are divided into two distinct parts with several hours break in between;
- Overtime; and
- Standby/on-call duties.

To comply with Working Time Regulations, we will ensure night and shift workers do not work in excess of an average of eight hours within a 24-hour period.

The below steps can be taken to reduce night and shift work hazards:

- Creating a well-organised shift schedule;
- Plan an appropriate and varied workload;
- Avoiding permanent night shift work;
- Either rotate shifts every 2-3 days or 3-4 weeks, otherwise adopt forward rotating shifts;

- Allowing a minimum of two nights' full sleep when switching between day and night shifts;
- Encourage employees to take regular breaks and allow some choice as to when they are taken;
- Consider the needs of vulnerable workers, and new and expectant mothers; and
- Providing training about night shift work risks and sources of information and support.

Assessing and managing the risks associated with night and shift work will improve the health and safety of employees by reducing the risks they are exposed to. This process will also help identify many of the problems associated with this work. However, it is not always possible to prevent night and shift work related problems and so it is important we will have systems in place for reporting and investigating any problems that may occur.

There are a number of key risk factors in night and shift schedule design, which must be considered when assessing and managing the risks of this work. These are the workload, the work activity, shift timing and duration, direction of rotation and the number and length of breaks during and between shifts. Other features of the workplace environment such as the physical environment, management issues and employee welfare can also contribute to the risks associated with this work.

Managers will carry out a suitable and sufficient assessment of the risks associated with night and shift, record and review the assessment periodically and/or whenever changes to working arrangements are considered or made.