

OCCUPATIONAL SAFETY ASSESSMENT

UK Core Services, Health & Safety
Version 1.3





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This document is part of the Health & Safety (H&S) Management System used for Capgemini Group in the UK. Any mention of “Capgemini” or “the Company” refers to all parts of the Group in the UK.

1 Introduction

This occupational assessment is provided to enable anybody working for our Company and their managers to assess the hazards associated with the occupations we carry out in this organisation.

It is applicable to anybody working for the Company, on a full-time, part-time or temporary basis – this includes contractors, assignees/secondees, students on work experience, etc.

- It covers the work location, what’s involved in the activity and individual circumstances. Its focus is on risk to self or to others as a result of the job being done. Its scope takes account of working on our sites, at client and other third-party locations, working at home and business travel.
- The assessment does not cover all hazards associated with our sites; these are covered in site specific risk assessments which are managed by the local Workplace Services Teams.
- This assessment is generic. Some roles/situations will not be fully covered by this generic assessment; where work is undertaken which goes beyond our normal business activities (whether for a client or internal purposes) or requires our normal business activities to be undertaken in higher risk situations than a normal office environment, it is likely that additional assessments and controls will be needed – the UK H&S Team can advise. Please also see our task specific [risk assessments](#) available on the Health & Safety Talent page.

Instructions to review this assessment and/or complete a “task specific” assessment, for yourself, your team or a team member or role:



- Consider the activities being undertaken.
- Ensure all relevant hazards (i.e. anything that may cause harm) pertaining to the activities have been identified and recorded in the assessment.
- Talk to your team/colleagues to learn from their knowledge and experience and listen to their concerns about safety or health issues – consult with the UK H&S Team if you need advice.
- All sections included should be considered and relevant sections applied for the role/ situation/ individual circumstances.
- Add additional entries at the end of the table as necessary.
- For each hazard:
 - Consider everybody who might be harmed and how accidents might happen.
 - Consider the controls already in place.
 - Determine whether additional controls are required to prevent harm.
 - Ensure all controls are recorded in the risk assessment – add to existing text where required.
- If you are a team manager or supervisor, share the completed risk assessment with your team and ensure they understand all the controls required and apply them appropriately.
- Review the assessment as a minimum when there is a change in the role or duties.

If you need any advice about this risk assessment, identify any errors or have a suggestion to improve it, contact the UK H&S Team.

Note: The term “Site Representative” is used in this document, to refer to the site manager or representative on our own sites, or the local H&S team or representative on a client or other third-party site.



2 Assessing the Risks

All sections should be considered, and relevant sections applied for the role/situation/individual circumstances, with additional entries added where required – see instructions above.

What are the hazards and potential causes of harm?	Controls to reduce the risk
Lack of understanding of H&S arrangements and requirements	<ul style="list-style-type: none"> • Health & Safety at Work page on Talent UK, incorporating the “Health & Safety in Capgemini” document which explains our H&S management system, and dedicated email address for UK H&S Team. • Awareness messaging (corporate induction, on-site posters, emails). • Personal responsibilities in “Business Conduct, Ethics & System Security” policy. • As an individual or manager, you should read “Health & Safety in Capgemini” (available on Talent UK) – it describes your personal responsibilities regarding H&S (also additional responsibilities for managers/supervisors) and provides information to support you in carrying them out. It is referred to throughout this document. Be aware of the H&S information available on Talent UK and contact the UK H&S Team with any queries or training requests.
Working on our site in UK <ul style="list-style-type: none"> • Slips, trips, falls • Fire • Electricity • Faulty/broken fixtures and fittings • Inadequate security measures • Unsafe procedures or working practices 	<ul style="list-style-type: none"> • Building-related risks are managed by the Workplace Services Teams – controls include good housekeeping, regular maintenance, contractor management procedures, fire safety controls, adequate security measures. • Site FM has overall responsibility for the safe operation of the site. If he/she/ they instruct that works or an activity or event should not go ahead on the site, or that particular controls need to be put in place before it goes ahead, that instruction must be complied with; this applies no matter who initiated the works or organised the activity or event. Failure to comply may lead to disciplinary action. The UK H&S Team may be contacted for advice. • All accidents are reviewed/investigated, and any additional controls identified are implemented as far as practicable. • Adequate first aid provisions in place (first aid box, first aider or appointed person). • As an individual, you should: <ul style="list-style-type: none"> • Always wear your Company issued security pass visibly when on site to be readily identified – do not allow access to anybody who is not wearing a Company issued security pass (beware of tailgating). • Review the site information available on Talent UK and, where appropriate, request a site introduction (for self or team) via the Workplace Services Helpdesk. Ensure all team members and visitors are aware of local requirements related to H&S and Security. • Adhere to all safety instructions and training provided, and not interfere with, intentionally or recklessly, or misuse any equipment provided in the interests of health, safety or welfare. • Understand and comply with requirements for managing contractors and works on our sites where applicable (see Management of Contractors and Works section of the “Health & Safety in Capgemini” document). • Report all accidents which result in injury (however minor) or may have resulted in injury (a “near miss”) to the site FM immediately (by direct contact with a member of the site Workplace Services Team, via the on-site Security team or Reception, or via the Workplace Services Helpdesk). • Follow all instructions given by the site Incident Control Team or Emergency Services in the event of an evacuation/emergency. • Report any concerns about health or safety on our sites via the Workplace Services Helpdesk (for escalation or advice contact UK H&S Team) • As a manager, ensure that team members attend site introductions if new to the site, and comply with the local requirements related to H&S and Security.



<p>Working on client or other third-party sites</p> <ul style="list-style-type: none">• Slips, trips, falls• Fire• Faulty/broken fixtures and fittings• Inadequate security measures• Unsafe procedures or working practices• Lack of knowledge of surroundings• Higher risk working environment (e.g., factory, transport terminal)	<ul style="list-style-type: none">• Health and safety matters related to the site should be managed by the client/other third party – good housekeeping, regular maintenance, contractor management procedures, fire safety controls, adequate security measures.• Where appropriate, engagement to have assigned individual to monitor health and safety matters (this may be part of contractual requirements).• As an Engagement Manager, you should:<ul style="list-style-type: none">• Inform UK H&S Team if engagement involves any (potential) working in higher risk environment than normal office surroundings – additional risk assessment may be required. “Managing Safety on Client Engagements” training is available on the Health & Safety at Work page on Talent UK.• Engage with the client H&S representatives to understand any special requirements for H&S and Security, and ensure that all team members are aware of, and comply with, the local requirements. Suitable site induction should be arranged as part of engagement “onboarding” covering contact details for the local H&S team/representative; local first aid and accident reporting arrangements; evacuation routes and assembly points; and rules related to smoking, use of e-cigarettes, use of electrical equipment, and carrying out works and managing contractors on-site. Contact UK H&S Team for advice if necessary.• Report any accident (or near miss) involving one of our employees or contractors straightaway by email to the UK H&S Team, including contact details for the Site Representative.• Raise any safety or health concerns with the Site Representative in the first instance. Escalate to the UK H&S Team if necessary.• As an individual, you should:<ul style="list-style-type: none">• Attend site induction and adhere to the health and safety requirements and provisions the client/third party have in place for the site. Take note of additional controls required if the working environment is potentially higher risk than a normal office workspace (contact the UK H&S Team for advice).• Report equipment/building defects or safety concerns to the Site Representative for resolution.• Report any accident to your Engagement Manager and any Capgemini H&S representative on the account and report the matter to the Site Representative in accordance with their accident reporting procedures.• Take time to check out new surroundings and travel arrangements to avoid putting yourself in danger (intentionally or inadvertently).
<p>Working at home</p> <ul style="list-style-type: none">• Inadequate security measures• Inadequate safety measures (e.g., fire, electrical, communications)• Poor workstation setup	<ul style="list-style-type: none">• As an individual, you should:<ul style="list-style-type: none">• Review & complete the My Workstation Setup & Homeworking Kit Talent Page.• Take appropriate precautions to protect yourself and company assets while in the home environment:<ul style="list-style-type: none">▪ Avoid advertising valuable goods (e.g., laptops, mobile phones, etc.) to opportunists, particularly when equipment is not in use for extended periods.▪ If working alone within your property, ensure your location is secure to prevent forced/unwanted entry.▪ Ensure safety measures are adequate (e.g., smoke alarms, visual checks on electrical equipment/sockets/wiring, working phone).• As a manager, be aware if home is the individual’s contractual base, additional risk controls are required – contact UK H&S Team.
<p>Work-related events</p> <ul style="list-style-type: none">• Inadequate security measures• Inadequate safety measures (e.g., fire, electrical, food, working at height, manual handling)	<ul style="list-style-type: none">• In this context, an event means any occasion or activity which is not part of “business as usual” that takes place at a Company site, or that takes place at another venue and is organised by, or on behalf of the Company. Its purpose may be business, social or charitable. Team-building events, client or social events, off-site team gatherings and charity events (including volunteering) or fundraising activities – they all fall under the definition of “event” (Note, non-work-related events arranged informally among work colleagues are excluded, but we still recommend you consider the risks.)• Capgemini Organiser (the person who is organising and/or promoting the event) must visit the UK H&S Internal & External Event Assessments Talent page. It is your responsibility to assess and follow the information provided such as event checklists, including completing and supplying correct information to relevant persons. You retain responsibility for this even if the event is being organised for you by a third party – you need to be sure that all relevant precautions are being taken. Note, you may need to submit additional documentation, for example, insurance confirmations for suppliers, so you need to allow time to obtain those.• For events on-site that are straightforward business meetings or internal gatherings, the Events On-Site Safety Checklist is applicable and should be followed.



<p>Business travel</p> <ul style="list-style-type: none">• Illness• Personal attack• Theft• Weather conditions• Lack of knowledge of surroundings• Driving	<ul style="list-style-type: none">• As an individual, you should:<ul style="list-style-type: none">• Ensure you do not intentionally or inadvertently put yourself or others in danger.<ul style="list-style-type: none">▪ Always be aware of your surroundings and ensure you are fit to travel.▪ Take account of weather warnings.▪ If driving, ensure your ability to drive safely is not impaired in any way (e.g. health, fatigue, poor eyesight, medication, alcohol, etc.) and your vehicle is safe – always comply with our Driving at Work policy (and Company Car Policy if applicable).• Read information related to Travel Risk in “Health & Safety in Capgemini”, and comply with instructions, guidance and advice given.• Read the advice on Travelling Safely for Work on the UK Health and Safety Talent page. Useful references:<ul style="list-style-type: none">▪ Personal safety advice from Suzy Lamplugh Trust.▪ Road and other safety advice from RoSPA (Royal Society for the Prevention of Accidents).▪ International Travel (additional risk assessments may be required, see our International Travel Risk Assessment).<ul style="list-style-type: none">– Travel Risks, Safety and Security page on Talent UK.– International SOS (ISOS) membership/contact details.• Raise any concerns regarding your personal safety or health when travelling on business (or commuting to your place of work), with your manager or HR.• As a manager, you should:<ul style="list-style-type: none">• Take account of differences in individual circumstances when considering travel concerns raised, e.g., some drivers are uncomfortable driving at night, new drivers may have limited experience of motorway driving.• Consider the potential impact of long hours on an individual’s ability to travel safely and consider approaches in working practices to limit or reduce the risk.• Be aware that students/young people travelling between our sites or from our site to a client/other third-party site are to be escorted by the responsible person or a nominated employee.
<p>Slips, trips, falls</p> <ul style="list-style-type: none">• Objects on floor, e.g., boxes, bags, leads, cables, rubbish• Uneven surfaces• Open floor boxes• Spillages• Weather conditions• Rushing, running	<ul style="list-style-type: none">• As an individual, you should:<ul style="list-style-type: none">• Immediately report any hazard in the workplace (e.g. damaged flooring or electrical wiring; debris, clutter or cables on the floor), or, for something like a small spill on the kitchen floor, fix it if you’re able. Any concerns regarding conditions on site should be highlighted to the Site Representative.• Contribute to good housekeeping in the office (consult Site Representative if advice required):<ul style="list-style-type: none">▪ Clear rubbish away from desk area.▪ Store boxes, bags, personal and work items correctly and safely.▪ Avoid trailing leads – leads and cables to be kept tidy (in cable management trays where available) and floor cable boxes to be kept closed.▪ Keep walkways and exits free from obstructions at all times.• Avoid rushing in the office and take extra care at “blind” corners and on stairways (e.g. limit the amount you carry, use the handrail, look out for trip hazards).
<p>Fire</p> <ul style="list-style-type: none">• Smoke inhalation• Flames• Damaged equipment and/or building	<ul style="list-style-type: none">• As an individual, you should:<ul style="list-style-type: none">• Read our Fire Safety and Evacuation advice in “Health & Safety in Capgemini” and in “Fire Safety and Evacuation”.• Be aware of site fire safety and evacuation procedures, timings of site fire alarm test, and the location of emergency escape exits and assembly points. For Capgemini sites, you can check out site-specific fire alarm and evacuation notices on the Capgemini Locations pages as well as on-site.• Contribute to good housekeeping in the office to help reduce the risk of fires spreading (consult Site Representative if advice required):<ul style="list-style-type: none">▪ Clear rubbish away from desk area.▪ Avoid build-up of boxes, debris, etc., which could feed a fire.▪ Always keep walkways and exits free from obstructions.• Don’t overload plug sockets and extension leads, this is a common cause of electrical fires.• Actively take part in site evacuation drills and co-operate fully with those in charge of any incident and/or the Emergency Services.• Request a Personal Emergency Evacuation Plan (PEEP) be put in place if you will require assistance or special consideration in the event of a site evacuation (contact Site Representative).



	<ul style="list-style-type: none"> Ensure all contractors, assignees/secondees, students/young people and visitors for whom you are responsible are made aware of the evacuation routes, procedures, and assembly points.
Workstations and Display Screen Equipment (DSE) <ul style="list-style-type: none"> Poor posture Lack of knowledge of how to set-up, change or use workstation safely Unsuitable working space, furniture or equipment 	<ul style="list-style-type: none"> My Workstation Setup & Homeworking Kit Process made available via Talent UK: <ul style="list-style-type: none"> Information for users documented in “Health & Safety in Capgemini”. Awareness training: “Your Workstation Safety” (Next). Online Workstation Setup and Additional Assistance form – provides further guidance on workstation set-up and identifies potential problem areas. As an individual, you should: <ul style="list-style-type: none"> You should complete the process on first joining the organisation, after any substantial change in working environment or the way it is being used, if you begin to feel discomfort which may be attributed to your workstation set-up, or it is recommended you do it every two years where there are no changes to your working environment. Be aware, if you habitually use display screen equipment as a significant part of your normal day-to-day work, you are entitled to a voucher for a free eye test if you believe you need one. Completed Additional Assistance forms are reviewed by UK H&S Team, who then provide suitable advice and support as necessary, including procurement of required equipment and/or specialist assessment. For our sites, UK Corporate Real Estate Services team are responsible for ensuring that all relevant risks are considered during the planning of office space to support the health, safety and wellbeing of our employees once the office space is in use, e.g., appropriate workstation design and furniture.
General office equipment <ul style="list-style-type: none"> Equipment not fit for purpose Unsafe/defective equipment Unsafe/careless usage 	<ul style="list-style-type: none"> As an individual, you should: <ul style="list-style-type: none"> Only use equipment for its intended purpose. Follow any manufacturer’s instructions for use, storage and handling. Never alter or remove safety guards. Never use defective equipment – report all defective equipment immediately to a Site Representative. Report any concerns regarding furniture, fixtures, or fittings to a Site Representative. As a manager, be aware that appropriate additional instruction, training, and supervision should be provided for young and inexperienced workers and workers from another country.
Manual handling <ul style="list-style-type: none"> Lifting and moving heavy objects or objects that are hard to grasp Twisting, bending, stretching, etc. 	<ul style="list-style-type: none"> Warning for all included in “Health & Safety in Capgemini” along with pointer to muscles, bones, and joints advice (from AXA PPP). As an individual, you should avoid lifting objects that look or feel too heavy – use mechanical aids e.g., trolley, for light manual handling tasks where possible. All defective equipment must be removed from use immediately and reported to the Site Representative. If you need to carry your laptop or documents, consider use of a backpack, properly held on both shoulders, or a wheeled laptop bag to help avoid injury and longer-term musculoskeletal problems. Hazardous manual handling tasks to be avoided wherever possible. As a manager, be aware that where they cannot be avoided, UK H&S Team must be contacted for help with: <ul style="list-style-type: none"> A specific risk assessment (in line with regulatory requirements) to address hazards and manage risk to as low a level as is reasonably practicable. Manual Handling training – this must be done prior to tasks being carried out. Any individual or manager/supervisor may contact UK H&S Team for advice on requirements for an individual, a role or a team.
Working at height <ul style="list-style-type: none"> Falls from height Falling objects (e.g. tools, equipment) Trips and collisions 	<ul style="list-style-type: none"> Working at height tasks should be avoided wherever possible. As a manager, be aware that where they cannot be avoided, UK H&S Team must be contacted for help with: <ul style="list-style-type: none"> A specific risk assessment to address hazards and manage risk to as low a level as is reasonably practicable Working at Height training – this must be done prior to tasks being carried out. As an individual, you should: <ul style="list-style-type: none"> Demarcate all working areas to alert other parties of the potential hazards. Carry out a visual check of the equipment prior to use. Remove all defective equipment from use immediately and report it to the Site Representative. Any individual or manager/supervisor may contact UK H&S Team for advice on requirements for a role or a team.
Working in comms or computer rooms	<ul style="list-style-type: none"> Only authorised individuals to access comms/computer rooms. No “live” working to be conducted.



<ul style="list-style-type: none">• Slip/trip/fall hazards (see above)• Electric shock• Inadequate safety measures• Unsafe tools, procedures or working practices	<ul style="list-style-type: none">• All works to be carried out in accordance with method statements agreed for the work being done (based on a suitable risk assessment).• As an individual, you should:<ul style="list-style-type: none">• Contribute to good housekeeping in the office (consult Site Representative if advice required):<ul style="list-style-type: none">▪ Ensure loose cables are tidied, floor boxes are closed.▪ Cut back all zip ties level and flush.▪ Clear rubbish away.▪ Keep walkways and exits free from obstructions at all times.• Use safe equipment, safely:<ul style="list-style-type: none">▪ Equipment to be maintained appropriately – all defective equipment must be removed from use immediately.▪ Use the right equipment for the job.▪ Take appropriate safety measures, e.g., wear eye protection; tie back hair; remove rings, ties, scarves; cover loose clothing.▪ Before use, ensure equipment is in proper working order, with all safety guards in place and clear instructions. Never disable any safety mechanism.▪ Ensure hand tools are maintained, safe to use and only used for their intended purpose.▪ Switch off power to power tools when making any change to the settings.
<p>Harmful substances (as defined under “Control of Substances Hazardous to Health (COSHH)”) </p> <ul style="list-style-type: none">• Contact with skin• Absorption into materials• Inhalation• Explosion	<ul style="list-style-type: none">• Under no circumstances should employees introduce any “COSHH” item to the workplace without prior agreement from the Site Representative.• Any substance not used in normal day-to-day office working should be treated with caution. All substances must be approved by the Site Representative prior to use. Items that could cause harm (e.g., glue) must be given to the Site Representative for safe disposal.• Least hazardous option must be selected:<ul style="list-style-type: none">• Avoid using a hazardous substance or use a safer process, e.g., using water-based rather than solvent-based products, or applying by brush rather than spraying.• Substitute the hazardous substance for something safer, e.g., swap an irritant cleaning product for something milder.• Use a safer form of the substance, e.g., use a solid rather than liquid to avoid splashes.• If hazardous substance must be used:<ul style="list-style-type: none">• A risk assessment must be created and agreed prior to its use.• All employees who are required to use COSHH substances must be trained in the handling and use of substances (contact UK H&S team).• Adequate PPE (Personal Protective Equipment) must be available and used to combat inhalation, ingestion and absorption from liquid, dust, fume, and vapour based on an independent risk assessment.• Any spillage must be reported immediately to the Site Representative.
<p>Electrical equipment</p> <ul style="list-style-type: none">• Equipment not fit for purpose• Unsafe/defective equipment• Unsafe/careless usage• Trailing leads, cables	<ul style="list-style-type: none">• As an individual, you should:<ul style="list-style-type: none">• Ensure loose cables are tidied, floor boxes are closed.• Always visually inspect cables and plugs for wear and signs of damage before use (e.g. loose or frayed wires, cracked or broken plugs, cracked or broken equipment casing leaving exposed electrical parts).• Report all damaged/defective equipment to a Site Representative; do not use it nor allow its use by other parties.• Only use equipment for its intended use and always follow the manufacturer’s instructions. Only suitable good quality chargers should be used (from the device manufacturer or reputable alternative stated to be suitable for the device).• Where necessary, only use company-provided multi socket adaptors – do not overload them. If you require additional power sockets, contact a Site Representative.• Never attempt to mend, modify, or misuse electrical equipment.• Only use company-provided equipment – check with the Site Representative before using privately owned items brought onto site.• Note that some client sites require all electrical equipment brought to site to be tested before use.• As a manager, be aware that appropriate additional instruction, training, and supervision should be provided for young and inexperienced workers and workers from another country.
<p>Waste generated in the course of work</p>	<ul style="list-style-type: none">• As an individual, you should:<ul style="list-style-type: none">• Dispose of waste in line with the work site Environmental Policy, using allocated bins.• Clear waste at the end of each working day.



<ul style="list-style-type: none"> • Slip/trip/fall hazards (see above) • Fire hazard (see above) • Environmental impact 	<ul style="list-style-type: none"> • Contact the Site Representative to make the necessary arrangements for safe disposal if specialist disposal is required for any reason.
Personal Protective Equipment (PPE) <ul style="list-style-type: none"> • Not fit for purpose • Defective equipment • Unsafe/careless usage • Lack of awareness of requirements 	<ul style="list-style-type: none"> • PPE should be used when all other measures are inadequate to control exposure. It protects only the wearer, while being worn, and if it fails, it offers no protection at all. • Site Representative to advise about all PPE requirements. • All PPE supplied must have CE marking (indicates it meets safety, health, and environmental requirements) and must be suitable for the user and the task to be undertaken. Date of purchase must be recorded so it can be ensured all equipment is within the recommended shelf life. • All PPE must be properly looked after and stored when not in use, e.g., in a dry, clean cupboard. If it is reusable, it must be cleaned and kept in good condition. • All PPE when supplied must be logged against the individual using the equipment and signed for – it is essential that the user understands how to use the equipment safely. • Pre-use visual checks should be conducted, and the equipment replaced where defective or where signs of wear and tear are evident. • Advice should be sought from the UK H&S Team or the Site Representative.
Contractors carrying out works on, e.g., site infrastructure <ul style="list-style-type: none"> • Slip/trip/fall hazards (see above) • Fire hazard (see above) • Environmental impact 	<ul style="list-style-type: none"> • Anyone who engages/manages third party contractors to work on our sites should read and adhere to the Management of Contractors and Works section of the “Health & Safety in Capgemini” document held on Talent UK. • On a client/other third-party site, their policy, and arrangements for management of contractors and works on site must be followed – contact Site Representative for advice. • Controls should include: <ul style="list-style-type: none"> • Appropriate choice of contractor for works to be undertaken and checks on contractor competence. • Prior approval of the Site Representative to the works and timing (at least five working days’ notice for planned works). • A suitable and sufficient risk assessment and method statement for the works – suitable permit(s) to work must be in place prior to work commencement (Site Representative will advise on the need for this measure). • Suitable induction to the site for the contractor – individual engaging the contractor must ensure sufficient information, instruction, training and supervision is provided in order for the contractor to carry out the works safely on the site. Site inductions are usually carried out by a Site Representative.
Lone Working <ul style="list-style-type: none"> • Accident or illness • Loss of communication 	<ul style="list-style-type: none"> • Lone working should be avoided unless absolutely necessary. As a manager, be aware that where lone working cannot be avoided, especially if on a client site, UK H&S Team must be contacted to provide assistance with a specific risk assessment to address hazards and manage risk to as low a level as is reasonably practicable. • Controls should include: <ul style="list-style-type: none"> • Checks that lone worker is medically fit and suitable to work alone. • On site Security being informed about all lone workers. Where Security support is not available a “check call” process should be established between the lone worker and manager or appointed colleagues. • Telephones on or near to the working location (particularly outside normal working hours). • First aid provision (first aid box as a minimum) must be readily available at the work site throughout the working period. • See our Lone Worker Risk Assessment for more information on control measures. • As an individual involved in lone working, you should make yourself aware of the fire evacuation and security procedures for your work site, and ensure you know where the first aid boxes are and how you will contact help should it be required in the event of an accident or sudden illness. If you need to work at one of our sites outside normal working hours, check procedures with the local Workplace Services Team. If you are working alone in an office, you can call Central Security Control on 0330 588 8888 if you need assistance or to arrange “check in” calls to make sure you’re OK.
Shift workers <ul style="list-style-type: none"> • Disruption of the internal body clock • Fatigue • Sleeping difficulties • Disturbed appetite and digestion 	<ul style="list-style-type: none"> • As a manager, you should: <ul style="list-style-type: none"> • Review the Working Time Policy and Managers Guide when considering introducing shift working or changing existing arrangements. • Review the policies and guidance whenever there is a change to arrangements, duties or personnel, and once a year as a minimum. • Continually monitor shift working arrangements and the workers involved to identify potential issues.



<ul style="list-style-type: none"> • Reliance on sedatives and/or stimulants • Social and domestic problems 	<ul style="list-style-type: none"> • Read and share our Shift Worker Risk Assessment with relevant personnel and contact the UK H&S Team for assistance with a specific risk assessment if you have shift workers on client site. • As an individual, you should: <ul style="list-style-type: none"> • Highlight to your manager any concerns about your working patterns or work. • Consider advice and good practice that may help improve your sleep quality, increase your alertness and reduce risks to your health – see “Hints and tips for shift workers” on the Health & Safety Executive (HSE) website.
<p>Pregnancy and return to work after maternity leave</p> <ul style="list-style-type: none"> • Reduced mobility • Mental and physical fatigue • Stress (including post-natal depression) • Existing medical conditions • Work activities, e.g., movements and postures, travel, manual handling, working at height, lone working, shift working, use of chemicals • Work conditions, e.g., welfare facilities, temperature, workstation set-up, personal safety 	<ul style="list-style-type: none"> • The Company considers risks to the health and safety of all our employees, including females of child-bearing age and employees who are pregnant or returning to work following maternity leave, and takes action to mitigate those risks. • Comprehensive maternity policies and procedures in place maintained and supported by HR. • As an individual, it is important that you inform your manager formally at the earliest opportunity if you are pregnant, have given birth in the last six months or are breastfeeding to enable your manager to take appropriate action to support you. If you are concerned at any stage about your own or your baby’s health or safety, speak to your manager or HR Manager. The Health & Safety Executive provide a guide for new and expectant mothers who work. • As a manager, once notified by the employee, you should: <ul style="list-style-type: none"> • Ensure the employee has access to our Maternity Policy and associated documentation and encourage her to read them. • Review the Health & Safety Executive’s guide for Pregnant workers and New Mothers: Your Health and Safety – it provides useful additional information you may need to provide appropriate support. • Follow the Maternity Policy and associated manager instructions and guidance. Inform the relevant HR Manager about the employee pregnancy. • In agreement with the employee, contact the Site Representative to ask if there is anything <i>specific to that site</i> that needs to be considered for a pregnant worker. • With the support of the HR Manager, and, if specialist assistance is required, the UK H&S Team: <ul style="list-style-type: none"> ▪ Assess the risks to the employee, considering the work activities, work conditions (including any additional information from the Site Representative) and any medical advice from the employee’s GP or midwife about her health (see our Pregnancy Risk Assessment for examples). ▪ If anything is identified as likely to cause harm or pose a risk to their health and safety in any way, identify steps to be taken to remove or reduce the risk – give specific consideration to any adjustments that may be required (e.g., temporary move of location, the adjustment of equipment, the provision of a different desk or chair, or altering working conditions or hours of work or reducing travel). If adjustments are not feasible, consult with the HR Manager on next steps. • Discuss the risk assessment and any risks identified with the employee and discuss the preventative and protective measures implemented, or to be implemented to reduce, remove, or control those risks. • Ensure a suitable Personal Emergency Evacuation Plan (PEEP) is in place at the work site – consult the Site Representative. • Regularly monitor and review the employee’s work conditions and activities through the pregnancy, with the support of the HR Manager and UK H&S Team as required. Ask the employee what they are finding difficult, considering, e.g., any changes to their dexterity, agility, co-ordination, speed of movement and reach as the pregnancy progresses. • During the employee’s maternity leave and on their return to work carry out all activities in line with the Maternity Policy and procedures. • See our Return to Work after Maternity Leave Risk Assessment example.
<p>Students, young or inexperienced workers</p> <ul style="list-style-type: none"> • Lack of experience • Lack of maturity • Lack of familiarity with the job and the work environment • Lack of awareness of surroundings and office protocol/etiquette • Reluctance to raise concerns (or not knowing how to) • Eagerness to impress colleagues and managers. 	<ul style="list-style-type: none"> • As a manager, you should: <ul style="list-style-type: none"> • Be aware that additional instruction, training, supervision and time for familiarisation may be required for young or inexperienced workers compared with others. • Discuss the placement of any student in advance with the organiser. Take account of what they and the parents or careers tell you of the student’s physical and psychological capacity and of any particular needs, for example due to any health conditions or learning difficulties. • Ensure that students are escorted and supervised at all times. • Ensure that the individual receives appropriate induction to the work site and work location. • Ensure that appropriate training and instruction is provided for all work activities and equipment usage. • See our Safeguarding Risk Assessment for more information.



<p>Workers with a disability</p> <ul style="list-style-type: none">• People making assumptions about people with disabilities which can lead to poor practice or discrimination• People concealing an impairment that might have health and safety implications	<ul style="list-style-type: none">• As an individual, you should:<ul style="list-style-type: none">• Be aware of our Active Inclusion programme and our Diversity and Inclusion policy• Tell your manager if your disability affects the way you do your job, so you can discuss appropriate assistance, and any workplace adjustments required.• Work with the Site Representative to put in place a suitable Personal Emergency Evacuation Plan (PEEP) if you require additional support to leave the building in an emergency, or any special consideration during an evacuation (e.g., you can make your own way out but need extra time).• As a manager, you should:<ul style="list-style-type: none">• Be aware of our Active Inclusion programme and our Diversity and Inclusion policy• Contact HR for advice on suitable adjustments to working practices or the workplace. HR may seek assistance from our Occupational Health providers, or from the UK H&S Team for assistance with carrying out a specific risk assessment if the person's disability changes the way he/she works (a risk assessment should not be done just because a person has a disability). Note: A person only has to say he/she has a disability if it affects the job being undertaken.• Work with the individual to review the situation, carry out the risk assessment and identify/make reasonable adjustments. Ensure suitable arrangements are in place, if required, for site evacuations.
<p>Workers from other countries</p>	<ul style="list-style-type: none">• Assignees from India are directed to read "Health & Safety in Capgemini" before arrival in UK. All Capgemini Group team members have access to the Health & Safety at Work page on Talent UK while in the UK and in advance from their home country.• As a manager, be aware that appropriate additional instruction, training and supervision may be required for workers from another country to ensure they are fully aware of our health and safety and security requirements (particularly if English is not their first language).• Every Capgemini employee while travelling and working overseas is covered for any emergency medical and security assistance under the Capgemini Group International SOS (ISOS) membership – you should carry their contact details with you at all times if on business overseas (membership card and mobile app available). Every Capgemini Group employee affected by an incident when working overseas should contact ISOS straightaway to obtain appropriate advice and support.
<p>Mental health, stress</p> <ul style="list-style-type: none">• Work demands, e.g., workload, work patterns, work environment, how much say a person has in the way they do their work.• Lack of support from the organisation, line management and colleagues.• Lack of understanding of role, conflicting role requirements• Organisational changes• Poor working relationships• External factors, e.g., financial, social, bereavement	<ul style="list-style-type: none">• As an individual, if you believe you are feeling the effects of stress in the workplace, or have any concern related to your mental wellbeing, you should:<ul style="list-style-type: none">• Check out our Wellbeing Hub on Talent UK for support and advice.• Inform your manager or HR Manager at the earliest opportunity if you believe you need assistance or are feeling the effects of stress in the workplace to enable appropriate support to be provided to you. If you would prefer to discuss any issue or concern with an independent and confidential expert or counsellor outside of the work environment, our Employee Assistance Programme (EAP) is available to all employees.• Contact one of the Wellbeing Champions if you want to speak to someone in confidence about any mental health concerns.• As a manager, once notified by the employee or if you are concerned about a team member's mental wellbeing, consult our Wellbeing Hub on Talent UK for advice, and take action accordingly. Also see our Stress Management Risk Assessment for more information.
<p>Discrimination, harassment (including sexual) and/or bullying</p> <ul style="list-style-type: none">• Lack of support from the organisation, line management and colleagues.• Poor working relationships• Poor culture	<ul style="list-style-type: none">• As an individual, if you believe you are facing discrimination, harassment or bullying, you should:<ul style="list-style-type: none">• Inform your manager and/or HR Manager at the earliest opportunity.• Alternatively concerns can be reported via SpeakUp 24x7 phone-based and web-based helpline (0808 134 9854 or visit the Talent pages).• Check out the Diversity & Inclusion Policy V4 (2).pdf for further guidance and support.• Our Employee Assistance Programme (EAP) is available to all employees for independent and confidential advice.• As a manager, once notified by the employee or if you are concerned about a team member contact the HR team for guidance if required.• If you are concerned about a colleague please raise this with your manager or HR.
<p>Fasting</p> <ul style="list-style-type: none">• Lack of food/water resulting in fatigue, dizziness, dehydration, headache, sleepiness, reduced concentration.	<ul style="list-style-type: none">• As an individual, if you are fasting for religious reasons, you should:<ul style="list-style-type: none">• Be aware of the potential impact of fasting on your body and concentration, e.g., if you're working in higher risk environments such as comms rooms, tasks requiring greater concentration should be undertaken in the morning.• Take extra care when working and travelling, particularly when driving.• Consider telling your manager who may be able to adjust your work-pattern if required.



<ul style="list-style-type: none">• Lack of support from the organisation, line management and colleagues.	<ul style="list-style-type: none">• As a manager, once notified by the employee, you should consider the employee's work, working patterns and business travel requirements and discuss with the employee any temporary changes required.
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3 Key Contacts

UK H&S Team: E mail: healthandsafety.team.uk@capgemini.com

Also see [Health & Safety at Work](#) on Talent UK (under Core Services)

Workplace Services Helpdesk: 0370 238 2255 or email: helpdesk.workplaceservices.uk@capgemini.com

Reporting Accidents or Concerns: See [Reporting an accident](#) on Talent UK.

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About Capgemini

Capgemini is a global leader in partnering with companies to transform and manage their business by harnessing the power of technology. The Group is guided everyday by its purpose of unleashing human energy through technology for an inclusive and sustainable future. It is a responsible and diverse organization of 290,000 team members in nearly 50 countries. With its strong 50 year heritage and deep industry expertise, Capgemini is trusted by its clients to address the entire breadth of their business needs, from strategy and design to operations, fuelled by the fast evolving and innovative world of cloud, data, AI, connectivity, software, digital engineering, and platforms. The Group reported in 2020 global revenues of €16 billion.

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