GUIDE TO BBC NIGHT WORK HEALTH ASSESSMENTS - WHAT YOU NEED TO KNOW
(1st Aug 2010)

1 You are entitled to receive a BBC night worker health assessment if you regularly work at least three hours during the night time period either:

- On most of the days you work or
- Often enough to say that you work such hours on a regular basis

Night time is the period between 11:00pm & 6:00am. ‘Regular’ means recurring - for example as part of a shift work rota. This does NOT include occasional or ad hoc work, eg to cover temporary events or short-term absence.

2 You are entitled to receive an assessment:

- Before starting ‘regular’ night work, as defined above, either for the first time or after a gap of at least a year and;
- Annually thereafter, while continuing ‘regular’ night work

The assessment is free and VOLUNTARY. It must be obtained through the BBC Occupational Health service provider, by completing and submitting the BBC Night Workers - Health Assessment Questionnaire, available on gateway.

3 If you work at night, or might reasonably expect to work at night within the next three months you must:

- Familiarise yourself with the entitlement and arrangements for obtaining free night worker health assessments (as stated in this guidance note).
- Consider whether you meet the criteria for ‘regular’ night work stated at para 1 above and if you think you do, discuss and agree with your line manager.
- If you are entitled and wish to do so complete and submit the Night Workers - Health Assessment Questionnaire, where relevant before your regular night work begins (see para 2 above).
- Keep a record of the date you completed your last health assessment questionnaire and of the date you are due to complete your next.
- Discuss with your line manager if you believe you are no longer entitled to night worker assessments due to changed hours.
- Read the Shift Working and Night Shifts guidance on myRisks.

4 If you manage staff who work at night, or might reasonably expect to work at night within the next three months you must:

- Inform them of the criteria for entitlement and the arrangements for free health assessments (as stated in this guidance note). Where relevant, this must be in advance of night work starting (see para 2, bullet 1 above).
- Periodically remind staff of the same information, eg every six months
- Keep a clear record of communications and a list of staff you have agreed are entitled to BBC night worker assessments (see para 5 below).
- Read the Shift Working and Night Shifts guidance on myRisks.
- Work with Occupational Health and HR to resolve any health issues identified through the assessment (see para 8 below).

5 Record keeping

Records are needed so the BBC can demonstrate compliance with the law. Electronically stored e-mails, including recipient addresses, are sufficient for recording communications; or a simple record of name, date guidance issued, plus recipient signature to confirm receipt. Current and historical records of individuals it has been agreed are entitled to night worker health assessments should be kept.

6 Divisions who have staff working at night must

Ensure effective local arrangements are in place to inform relevant staff of the information contained in this guidance note and to keep the local records.
7 Staff who work nights but who do not meet the criteria in paragraph 1 of this guidance note can request a referral to occupational health through their line manager in the normal way if they have concerns about their health.

8 Process once a health assessment is submitted to OH
If the questionnaire indicates any potential health risks, individuals are offered a consultation with a BBC Occupational Health nurse or doctor. If a registered medical practitioner advises that a night worker is suffering from health problems which the practitioner considers to be caused or made worse by night working, the BBC will, where practicable, and in consultation with the individual concerned, adjust the individual’s working pattern to address the health concerns or transfer that individual to other suitable work.

Please note: this guidance note refers ONLY to the provision of night worker health assessments. For queries relating to conditions of service payments for night workers or for hours of working please refer to Agreed Statement C1a3 Corporate Framework on Conditions of Service.

Revised May 2012 - to incorporate new links to the revised Assessment Questionnaire Form.
Revised August 2013 - Reviewed by BBC CMO and revised to include links to the new myRisks web site