GROUP VIRTUAL REALITY POLICY

21st February 2025

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Contents

1. Amendment Control

All changes are recorded on the Amendment Record detailed below.

Amendment	Date
First Issue	12/10/2020
Annual Review	09/01/2022
Annual Review	21/02/2023
Annual Review	21/02/2024
Annual Review	21/02/2025

2. Introduction and Scope

Hawkins Group of Companies Ltd has invested in Virtual Reality software and equipment to improve the customer experience. The equipment will typically be used through the design phase of a project, enabling the client to see exactly what they will be getting; It will allow the client to walk through their new building and surrounding areas.

3. Purpose

This policy applies to all Hawkins Group of Companies employees and any other individuals involved through the design internally and externally.

This is a low risk activity, but it is important to ensure that we have the right policy in place to ensure that all participants are aware of the possible side effects of using the equipment.

The risk assessment should be reviewed every three years or when any new equipment is purchased.

4. Definition

Virtual Reality equipment is generally computer-generated simulation of a three-dimensional image or environment that can be interacted with in a seemingly real or physical way by a person using special electronic equipment, such as a headset with a screen inside or walking simulator.

5. Responsibilities

Hawkins Group of Companies Ltd employees will:

- Ensure that they have read and understood all information contained within the policy
- That have gone through the risk assessment will all participants and get signed confirmation that the RAMS are understood, and they are happy to proceed using the equipment
- That they monitor the user's behavior both whilst using the equipment and afterwards
- Report any noticeable damage to the equipment must be reported to their immediate line manager
- Report any misuse of the equipment and that this is stopped immediately and then reported to their line manager so that appropriate steps can be taken.
- Ensure that all equipment is cleaned thoroughly after each individual use using anti-bacterial wipes.

6. Monitoring

This policy will be monitored by Paul Jackson, this will be done through a number of indicators:

- Incident and accident statistics
- Inspection and audit

Any problems highlighted should be brought to the attention of Health and Safety manager who will then inform the directors of Hawkins Group of Companies Ltd as appropriate.

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