

# Mobile Workers Policy

## Policy Statement

This organisation takes the health, safety and welfare of its staff seriously. It recognises that some staff will be working away from the main premises and are, as such, without close or direct supervision. The organisation is committed to providing appropriate control measures for all mobile workers to ensure that the risks to their health, safety and welfare are reduced, as far as is reasonably practicable, in accordance with the Health and Safety at Work, etc Act 1974 and all other related legislation.

1. **Definition**

* In this policy a mobile worker is someone whose contract states that they are required to travel between a variety of workplaces while carrying out different activities.

## Responsibilities

1. **The Managing Director**

* The Managing Director is responsible for the health and safety performance of the Out of School Clubs and the implementation of this policy.
* The Managing Director has the day-to-day responsibility for Mobile Workers/Support Managers. They must ensure that:
  1. mobile workers are aware of this policy
  2. appropriate risk assessments are undertaken
  3. suitable control measures are put into place to protect the safety of mobile workers.

1. **Mobile Workers/Support Managers**

* Mobile Workers must:
  1. be responsible for their own health, safety and welfare and that of others affected by their work
  2. co-operate with the organisation with regards to their health, safety and welfare
  3. report accidents and incidents (including near misses) immediately to their line manager, or to an appropriate person.

## Risk Management

Comprehensive risk assessments will be carried out on all activities involving mobile workers. These will be reviewed on an annual basis, or when there are other indications that a review is needed.

1. **Provision of Workplace/Work Equipment**

* Only approved work equipment issued by the organisation will be used in carrying out any work. All portable electrical equipment will be inspected and tested annually.

## Training and Information

All mobile workers will receive relevant training and information for the activities performed, the risks faced and subsequent procedures such as first aid and accident reporting. An explanation of the arrangements for information about others’ workplaces and equipment will also be included.

## First-aid Provisions

Mobile workers should be made aware of the training required for first aid. In most cases mobile workers will be provided with a first-aid kit suitable for treating minor injuries.

## Reporting of Incidents

The procedure for reporting accidents, incidents and near misses is contained in the Accident Reporting Policy. Complete and forward the organisation’s Accident/Dangerous Occurrences Report Form without delay. Where a fatality, major injury or over-seven-day accident occurs then the procedure for notifying the HSE must be followed, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. As well as reporting all accidents, management must undertake investigations to highlight the causes and to take remedial actions to prevent a reoccurrence of such accidents.

## Communication

Mobile workers are largely detached from others while working. The organisation is committed to maintaining regular communication and providing the necessary support at all times, especially if the mobile worker is required to work unsociable hours.

Similarly, if other aspects of the job are causing problems or concerns, mobile workers should feel that they can report this and that they will receive relevant support.

## Monitoring and Review

This policy will be monitored to ensure that it is functioning correctly and that the mobile workers are adequately protected. A review of the policy will be undertaken annually.

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| Signed: | \_\_\_\_\_\_\_\_Jayne Dainty\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: | \_\_\_\_\_\_\_\_\_30/07/2020\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Policy review date: | \_\_\_\_\_\_\_\_\_29/07/2021\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |