



HUMBERSIDE FIRE AND RESCUE SERVICE

# HEALTH, SAFETY & ENVIRONMENT

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## ATYPICAL WORKERS

<b>Owner</b>	<b>Director of Service Improvement</b>
<b>Responsible Person</b>	<b>Head of Health and Safety</b>
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## CONTENTS

1. [Introduction](#)
2. [Equality and Inclusion](#)
3. [Temporary/Agency Workers](#)
  - [Responsibilities](#)
  - [Risk Assessment](#)
  - [Control Measures](#)
  - [Supervision and Monitoring](#)
  - [Employee Duties](#)
  - [Review](#)
4. [Peripatetic Workers](#)
  - [Responsibilities](#)
  - [Risk Assessment](#)
  - [Control Measures](#)
  - [Employee Duties](#)
  - [Review](#)
5. [Contractors on Service Premises](#)
6. [Lone Workers](#)
  - [Responsibilities](#)
  - [Risk Assessment](#)
  - [Control Measures](#)
  - [Supervision and Monitoring](#)
  - [Employee's Duties](#)
  - [Review](#)
7. [Young Persons](#)
  - [Responsibilities](#)
  - [Risk Assessment](#)
  - [Arrangements required where young persons are at work \(16-18 age group\)](#)
  - [Additional action required where children are at work \(under 16 age group\)](#)
  - [Arrangements for risk assessment of work experience placements involving those under 16](#)
8. [Visitors to Service Premises](#)
  - [Responsibilities](#)
  - [Risk Assessment](#)
  - [Control Measures](#)
  - [Supervision and Monitoring](#)
  - [Visitors Responsibilities](#)
  - [Review](#)
9. [Pregnant Workers](#)
  - [Responsibilities](#)
  - [Risk Assessment](#)
  - [Control Measures](#)
  - [Employees Responsibility](#)
  - [Review](#)

## **1. INTRODUCTION**

Atypical Workers include:

- Temporary/agency workers
- Peripatetic workers
- Contractors
- Lone workers
- Young Persons
- Visitors
- Pregnant workers

## **2. EQUALITY AND INCLUSION**

HFRS has a legal responsibility under the Equality Act 2010, and a commitment, to ensure it does not discriminate either directly or indirectly in any of its functions and services nor in its treatment of staff, in relation to race, sex, disability, sexual orientation, age, pregnancy and maternity, religion and belief, gender reassignment or marriage and civil partnership. It also has a duty to make reasonable adjustments for disabled applicants, employees and service users

## **3. TEMPORARY/AGENCY WORKERS**

### **Responsibilities**

The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply to the health and safety of temporary workers employed by Humberside Fire and Rescue Service (HFRS).

Where the temporary worker is retained for short periods (e.g. one day or less), they will be given comprehensive information about the risks to their health and safety, including an induction covering the hazards, emergency procedures and the management controls for those risks.

Temporary employees will be exposed to the complete range of risks to which other employees are exposed. They will also be unfamiliar with many of the procedures and will need extra supervision for a period after induction.

Agency workers must co-operate with their employment agency as well as HFRS to help everyone meet their legal requirements.

Responsibility for implementing these arrangements lies with the Human Resources Manager.

## **Risk Assessment**

Section Managers should carry out and record, where necessary, risk assessments for any activities to be carried out by the above personnel. However, it is the responsibility of the individual to assess the activity they plan to carry out and notify their supervisor if the risk assessment shows that it is not possible for the work to be done safely.

## **Control Measures**

Temporary workers will be given information, instruction and training as part of their induction. Further training is given in the form of health and safety awareness for non-uniformed personnel, which may include, where relevant, manual handling, display screen equipment, accident procedure, emergency procedures, slips, trips and falls and personal protective equipment etc.

Where personal protective equipment (PPE) is required and agreed with an employment agency providing temporary employees, it will be provided at the same standard as that for permanent employees.

## **Supervision and Monitoring**

Agency or other temporary workers will be assigned to a named management member of the permanent staff, who will ensure appropriate supervision is exercised.

## **Employee's Duties**

Regulation 14 of Management of Health and Safety at Work Regulations 1999 places the following duties on all employees:

- Using the equipment, safe systems of work and procedures provided by the Service in accordance with training and instruction given.
- Informing their line manager without delay of any situation which may present a serious and imminent danger.
- Notifying their line manager of any shortcoming in the health and safety arrangements.

## **Review**

Risk assessments will be reviewed at least every 2 years and on other occasions that include:

- A change in legislation
- A change in control measures
- A significant change in the work carried out or the environment it is carried out in new technology,

or any other reasons to suspect that the original risk assessment is no longer valid or could be improved upon.

#### **4. PERIPATETIC WORKERS**

##### **Responsibilities**

The Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and the Workplace (Health, Safety and Welfare) Regulations 1992 apply to any member of HFRS who visit other premises during their work.

HFRS recognise that this work is carried out in places not under their direct control. The Service will provide additional control measures, such as information, instruction and training, to ensure their safety on the premises of others.

Where any employee of the Service is on other premises for anything other than short periods, those that are in control of the premises will be made aware of the proposed activities of Service personnel.

The Service will obtain a risk assessment from the person in control of the visited premises, covering any of their activities that may affect Service personnel.

##### **Risk Assessment**

The Line Manager will carry out and record risk assessments for peripatetic workers, such as Fire Safety Officers. However, it is the responsibility of the individual, to assess the activity they plan to carry out, and notify their supervisor if the risk assessment shows that it is not possible for the work to be done safely.

##### **Control Measures**

None of our employees will be expected to work on the premises of others without being advised of the hazards they may face and how to deal with them.

Written information on emergency procedures will be required for our employees.

Service personnel on premises of others must conform to all of the local arrangements for fire, security and liaison, such as signing the visitors' book and reporting to named managers before starting or leaving work.

##### **Employees Duties**

As per Section 2, Regulation 14 of the Management of Health and Safety at Work Regulations 1999 applies.

## Review

Any related risk assessments should be reviewed as per the guidance stipulated in Section 2.

## 5. CONTRACTORS ON SERVICE PREMISES

Arrangements are detailed in the contractors & visitors folder held at all Service locations and further information can be sought from the JES.

## 6. LONE WORKERS

### Responsibilities

There is no specific legislation, which covers people who work on their own. However, HFRS recognises its responsibilities under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 to secure the health, safety and welfare of all personnel and that of others who may be affected by their acts or omissions.

It is the employer's responsibility to assess the risks to those in their employ that work alone. For the purposes of this policy only, HFRS employees attending service premises will be deemed to be 'at work' regardless of whether their activity is paid, unpaid, for time in lieu, to repay time owing, or voluntary.

### Risk Assessment

The Service is aware of the potential risks associated with lone working, e.g.

- Accidents – fire, injury, road traffic accidents
- Abuse – physical violence, abuse
- Use of dangerous machinery
- Use of flammable, toxic substances etc.

Below is a list of personnel the Service considers to be lone workers for all or part of their working day.

- Occupational Health Manager
- Occupational Health Advisor
- Nurse
- Hydrant Technicians
- Extinguisher Maintenance Technicians
- Stores Personnel
- Fire Safety Inspectors
- Supervisory/Flexible Duty Officers

- Cleaners
- Fire Ground Technician
- Administration Support Assistants
- On-Call Personnel

The above list is not exhaustive.

Line Managers/Supervisors will carry out and record risk assessments for all the above personnel. However, it is the responsibility of the individual, to assess any activity they plan to carry out, and notify their supervisor if the risk assessment shows that it is not possible for the work to be done safely by a lone worker.

### **Control Measures**

The greatest hazard to anyone working alone is their ability to communicate with someone in a case of emergency. With the exception of cleaners, all of the lone working roles above are issued with mobile telephones for use in an emergency. The fire ground technician is to ensure that radio contact is made when lone working.

The telephone is also used by the lone worker to confirm with his or her supervisor their planned work activities on a daily / weekly basis. Other than for short duration attendances, any person working alone on Service premises has a responsibility to ensure that a supervisor is made aware of their presence at such times. At On-Call stations this will be done through pre-arranged notification where possible, or via telephone contact for ad hoc attendances (for example, to use gymnasium equipment, for private study, equipment maintenance and such like). For those On-Call Stations adjoining Full-time stations, persons attending for such purposes must make their presence known to the duty watch manager at the earliest possible opportunity. In the unlikely event that no supervisor is available, the lone worker must contact Service Control to notify them of their presence. It is also the responsibility of the lone worker to again notify the same contact when leaving the premises.

All support staff receive a Health and Safety induction awareness training, the content of the training includes:

- Service Policy;
- Legislation;
- Safe systems of work;
- Use of personal protective equipment;
- Risk assessment;
- The use of work equipment;
- Manual handling;
- Accident reporting;
- Supervision (for those with a supervisory role) and
- Fire and emergency procedures.

The Service recognises and applies its responsibility for meeting the first aid needs of their employees working away from the main site, by providing a personal first aid kit in every Service vehicle.

### **Supervision and Monitoring**

The level of supervision will depend on the risks involved and the competence and abilities of personnel.

### **Employee's Duties**

As per Section 2, Regulation 14 of the Management of Health and Safety at Work Regulations 1999 applies.

### **Review**

Risk assessment for lone workers, will be reviewed annually or at any other time deemed necessary by the Health, Safety and Environment Section.

## **7. YOUNG PERSONS**

### **Responsibilities**

HFRS recognises its responsibilities in respect of The Health and Safety (Young Persons) Regulations 1997 and the Management of Health and Safety at Work Regulations 1999 by carrying out risk assessments in line with the EC Directive on the protection of Young People at Work.

This applies whenever the Service employs anyone under the age of eighteen. In this context the legal definition of 'at work' includes:

- Work under a contract of employment (e.g. work as a Service employee)
- Participation in a 'work experience' scheme (i.e. schoolchildren on work experience placements)
- Participation in a 'training for employment' scheme.

### **Risk Assessment**

Young persons will be assigned to a named Service Manager who will ensure appropriate supervision is exercised.

Supervisors will carry out risk assessments for young person's taking into account the following:

- The inexperience, lack of awareness of risks and immaturity of young persons;
- The fitting out and layout of the workplace and the work station;

- The nature, degree and duration of exposure to physical, biological and chemical agents;
- The form, range and use of work equipment and the way in which it is handled;
- The organisation of processes and activities; and
- The extent of the health and safety training provided for young persons.

**Arrangements required where young persons are at work (16-18 age group)**

Within the Service young people in the 16-18 years age group may be employed in secretarial duties. Heads of Sections should be aware that risks to persons within this age group may differ from those affecting adults for the reasons indicated above.

It is sufficient to take such differences into account as an integral part of the existing arrangements for risk assessment. If special, or more stringent control measures (e.g. closer supervision, training) are identified as being appropriate for younger workers, these findings should be recorded using existing arrangements and the necessary actions implemented.

Young persons, including children, must be told about the identified risks to their health and safety and the control measures put in place to minimise risk.

**Additional action required where children are at work (under 16 age group)**

This category principally includes school children who are on work experience placement within the Service.

As a result of the Health and Safety (Young Persons) Regulations 1997 the Service must provide the parent of the child with information about the potential risks to the child's health and safety and the preventative measures which will be in place. Arrangements for getting this information to parents or guardians may be made through the school.

**Arrangements for risk assessment of work experience placements involving those under 16**

When a Head of Section agrees to provide a work experience placement, the following actions should be taken:

- The Head of Section shall nominate a member of staff to act as "Placement Supervisor". The role of the Placement Supervisor is to oversee proper conduct of the health and safety aspects of the work experience placement;
- The Placement Supervisor will decide which activities the child will participate in during their work experience. The Placement Supervisor will complete the risk assessment form (with assistance from the Health, Safety and Environment Section if required). This form will explain, in simple terms likely to be understood by a layperson, the nature of the hazards to which the child may be

exposed, and how the risks from these hazards will be controlled during the placement;

- Arrangements must be made to generate two copies of the risk assessment form. One copy to be retained by the Section concerned. The other copy must be sent to the child's parent/guardian, prior to the commencement of the work experience placement. This is essential in order to meet the Service's legal obligations.

## **8. VISITORS TO SERVICE PREMISES**

### **Responsibilities**

The Health and Safety at Work act 1974 and the Management of Health and Safety at Work Regulations 1999 apply to all visitors on Service premises.

Organised visits to Service premises by outside bodies, youth organisations, etc., must not take place without prior approval by the premises manager, and a relevant risk assessment being produced.

Where members of the public make impromptu visits to stations, they should be accommodated whenever possible or an alternative appointment made. In either case, when the visit takes place, any significant hazard must be considered appropriately and proportionately.

Visitors to stations must be properly welcomed and received. Officers in Charge must realise the importance of extending the proper courtesies towards all visitors whether members of the Service or not.

### Risk Assessment

Risk assessments for visitors must be produced and made available. The following areas have been identified as a potential danger to members of the public:

- Pole drops
- Drill towers
- Turnouts
- Kitchens

### **Control Measures**

Health, Safety and Environment Plan (HSEP) Managers and HSEP Supervisors on Service properties will inspect all work areas prior to allowing members of the public on to Service premises. They shall ensure that all items areas are appropriately supervised and will not present a hazard to any member of the public.

If the HSEP Manager or supervisor considers the number of people attending is in excess of the numbers that can be adequately supervised, the number coming onto the premises must be restricted.

During the visit, first floor levels and all other points of entry to pole drops must be out of bounds to members of the public and, if possible, pole drop doors must be locked shut. Drill towers and kitchens must also be out of bounds to members of the public with these areas locked if possible.

Members of the public must be under constant supervision when visiting Service premises.

### **Supervision and Monitoring**

Even when personnel respond to calls, visiting members of the public remaining on premises must still be supervised. The HSEP Manager or Supervisor must have in place contingency arrangements in the event of emergency calls.

When putting on a display of Fire Service drills for visitors, a safe area must be provided, clearly marked, i.e. bollard and/or roped off. A uniformed member of the Service must supervise members of the public to ensure they stay in the safe area.

Whilst displays are taking place the level of supervision throughout the rest of the station must not be allowed to deteriorate.

### **Visitors Responsibilities**

All visitors must be made aware of, and:

- Follow the fire procedures displayed on the premises
- Adhere to any 'no smoking' controls
- Park their vehicles in such a way as not to obstruct fire escape routes, roads, access or other vehicles
- Either be accompanied or authorised to enter the premises
- Remain within authorised areas and must not enter any restricted areas unless accompanied
- Not take anything from the premises without permission
- Report all incidents and/or injuries to a member of the Service
- Wear protective clothing, which will be supplied when necessary.

### **Review**

Any related risk assessments should be reviewed as per the guidance stipulated in Section 2.

## **9. PREGNANT WORKERS**

### **Responsibilities**

The Management of Health and Safety at Work Regulations 1999 and the Maternity (Compulsory Leave) Regulations 1994 apply to any employees of Humberside Fire and Rescue Service who are pregnant, breast feeding or who have given birth within the last six months.

Occupational Health (OH) will provide an initial consultation as to the risk assessment for a new and expectant mother. Female employees will be informed of any additional risks they may face if they become pregnant or are breast feeding.

Upon notification of pregnancy, the employee (operational and support /control) is referred to OH for a health risk assessment and the individual new & expectant mother risk assessment process is begun which is then completed by the line manager with the individuals input . It is reviewed regularly throughout the pregnancy. A copy is held in the health records. The individual should retain a copy.

Operational female firefighters will be employed on non-operational day duties upon notification of their pregnancy, which will continue until six months after the birth.

If for any reason the pregnancy does not proceed to term (miscarriage, termination etc.) the female firefighter will be assessed by the Occupational Health Advisor (OHA) prior to returning to full operational duties on shifts.

Following the usual maternity leave, whether breast feeding or not, the female firefighter may return to non-operational day duties. In the case of breast feeding these continue until breast feeding ceases. In all cases females will be assessed by the OHA prior to returning to full operational duties.

### **Risk Assessment**

When notification of pregnancy has been received, the supervisor, employee and the OHA will carry out an assessment of the duties of work undertaken.

All Display Screen Equipment (DSE) within the Service has been assessed and suitably controlled and there is no additional risk to pregnant women or nursing mothers.

Pregnant workers will be assigned to a named management member of the permanent staff, who will ensure appropriate supervision is exercised.

Assessment to consider:

- Extended shift work

Humberside Fire & Rescue Service Version 2.0 July 2019	Not Protectively Marked	12 of 14
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## HEALTH, SAFETY & ENVIRONMENT ATYPICAL WORKERS

- Strenuous manual handling
- Sitting/standing for extended periods
- Work in extremes of temperature
- Work in areas or on surfaces with a higher risk of slips, trips or falls
- Any case where the medical practitioner of a pregnant woman or nursing mother states that her normal work could affect her health and safety
- If additional risks to pregnant women and nursing mothers cannot reasonably be reduced, the Service will find alternative work, with no loss of terms or conditions.
- Dexterity, agility, co-ordination, speed of movement, reach, may be impaired because of increasing size.
- The impact will vary during the pregnancy and line managers will need to keep their effects under review.

Apart from the hazards listed above, there are other aspects of pregnancy that may affect work. These include:

<b>Aspects of pregnancy</b>	<b>Factors in work</b>
Morning sickness	Early shift work. Exposure to nauseating smells
Backache	Standing/manual handling/posture
Varicose veins	Standing/sitting
Haemorrhoids	Working in Hot conditions
Frequent visits to the toilet	Difficulty in leaving job/site of work
Increasing size	Use of protective clothing. Work in confined spaces. Manual handling
Tiredness	Overtime. Evening work
Balance	Problems of working on slippery, wet surfaces
Comfort	Problems of working in tightly fitting workspaces

### **Control Measures**

If the risks cannot be avoided, the Service will make changes to the working conditions or hours, offer suitable alternative work, or if that is not possible give the employee paid leave for as long as necessary to protect her health or safety or that of her child.

These actions are only necessary where, as the result of a risk assessment, there is genuine concern.

### **Employees Responsibility**

All pregnant employees (operational or support staff) are required to notify their line manager or the OHA in writing as soon as pregnancy is suspected. Furthermore, notification needs to be given by the employee if they have given birth in the last six months or are breast feeding.

Where it is necessary for health and safety purposes, that a new or expectant mother should not be at work, she should provide the Service with a certificate from a registered medical practitioner or a registered midwife.

If this certificate has not been produced within a reasonable period, the Service is not bound to maintain changes to working hours or conditions or to maintain paid leave.

### **Review**

Any related risk assessments should be reviewed as per the guidance stipulated in Section 2.

**If you require further guidance/information on this document, please contact the  
Health, Safety & Environment Section**