

# HARLOW COUNCIL

## Addendum Health and Safety Policy

### Temporary and Casual Staff

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Version: **3**  
Author(s): **Health & Safety Team**

### **Introduction**

The Health and Safety at Work Act 1974 places specific duties on employers to ensure the health, safety and welfare of employees as well as the health and safety of other persons who may be affected by their work activities.

Under the Management of Health and Safety at Work Regulations 1999 employers must assess significant risks to the health and safety of both employees and other persons who may be affected, by their work activities.

### **Summary of Duties**

Employers have a general duty under Section 2 of the Health and Safety at Work Act 1974 to provide instruction, information and training to all employees. Temporary employees working under a fixed term contract are classed the same as employees.

Casual workers who do not have a contract with an employer are for the purpose of this act not employees. However, there are responsibilities under Section 3 of the Health and Safety at Work etc. Act in respect of the duties an employer owes to persons other than their employees.

The information required to be supplied to temporary and casual staff is further outlined in the Management of Health and Safety at Work Regulations 1999.

### **Record Keeping**

Employers must ensure that adequate records are kept relating to training and health surveillance, as required by law, as well as a comprehensive record of training given to temporary staff and details of where they worked and what activities were carried out.

### **General Policy Statement**

Harlow Council is aware of the additional risks that may follow as a consequence of employing temporary and casual staff, and will take all measures necessary to minimise those risks so far as is reasonably practicable.

It will assess and document any additional risks along with the measures provided to ensure the health and safety of temporary and casual staff.

Employees concerns regarding casual and temporary staff in the workplace should be referred to their line management. Arrangements will be made to investigate the concerns and provide a response.

### **Arrangements for Ensuring the Health and Safety of Workers**

#### **Temporary Staff**

The information required to be provided to any person who the Authority has employed under a fixed term contract must include the following:

- Qualifications and skills required to do the work safely
- Health surveillance to be provided to the temporary worker

- Risks to health and safety identified by work place assessments
- Any preventative measures to be taken
- Safe working procedures
- The identity of a competent person taking charge in an emergency

It is necessary to ensure the employee is competent to do the job, and that appropriate arrangements have been implemented for any necessary health surveillance to be undertaken prior to starting work.

The Management of Health and Safety at Work Regulations also apply to temporary employees who work for the employer through an employment agency. If it is necessary to use an employment agency information on the following must be provided:

- Qualifications, or skills required to carry out the work safely
- Any specific features of the job which relate to the employees safety

The Management of Health and Safety at Work Regulations requires an employer to ensure that employees from an agency are provided with information on the following:

- Risks to health and safety arising out of that work
- Measures taken to comply with statutory provisions
- Evacuation procedures

### **Casual Staff**

Under Section 3 of the Health and Safety at Work Act an employer has a duty to conduct its business to ensure, so far as is reasonably practicable, that casual employees are not exposed to risks to their health and safety.

The Management of Health and Safety at Work Regulations also has provision for the casual employee. The duties here are to provide instruction and information relating to any risks to health and safety which arise as a consequence of the work being undertaken.

## **Information and Training**

As with new staff, temporary and casual employees will be unaware of Harlow Council's procedures. There will be a need for them to undergo a certain amount of induction training, although this may not be as extensive as for permanent staff.

Safety training should cover topics similar to those included during induction.

Additional topics that could be dealt with include:

- The work area - what the service does, what part of the process or system the employee fits into and what the employee will be expected to do while at work
- System of work - location of the work area, process information or machinery operation instructions
- Personal protective equipment - types available
- Health surveillance - the employee must be provided with information on any health surveillance that may be required

An employer must ensure that temporary employees are competent for the tasks to be undertaken or, in the case of casual workers, provide adequate supervision to ensure that basic safety requirements can be complied with.

Training must be followed up to ensure that it has been understood and is being implemented.

### **Safe System of Work and Risk Assessments**

- Undertake safe systems of work as appropriate to the employment of temporary and casual staff
- Undertake risk assessments appropriate to the employment of temporary and casual staff
- Ensure that all temporary and casual employees are competent to undertake the tasks for which they have been employed
- Ensure that all temporary and casual staff are provided with information and training to enable them to work safely
- Supply all relevant information to the employment agencies
- Ensure that the employee understands the relevant systems of work and the action to be taken in an emergency
- Keep records of all information and training given to temporary and casual employees
- Where necessary, conduct health surveillance on temporary and casual staff prior to commencement of employment

### **Summary**

All employers have a duty to provide temporary or casual employees with appropriate training and information depending on the nature of the work to be undertaken. All temporary and casual staff should receive this information prior to starting work, and employers must ensure that our staff are competent to undertake the tasks for which they have been employed.

The information should contain details of the systems of work and action to be taken in the event of an emergency.

All temporary and all casual employees should receive health surveillance as would full time or part time staff employed by the authority, during their time of their employment.

Health and Safety Team  
Ext 6499

## Revision History

Revision date	Previous revision date	Summary of Changes	Changes marked
	None	Original Draft document	
		Updates from Draft. Inserted Revision History. Logo changed	No
1/2014	None	Reviewed and updated	No
March 2020		Reviewed and updated	No