

Agency Bank and Temporary Employees Guidance

Introduction:

There are occasions when you may require the services of an agency, bank or temporary employee or members of agency staff. (This may be for the maintenance of equipment or other specialist service that cannot be carried out *in-house*).

To ensure that only “contractors” with a good health and safety record are employed clients should carry out assessments of potential contractors and only employ contractors from 'an approved' lists of contractors. (See previous selection of contractors)

Contractors are defined as:

'Anyone called in to work for a client but who is not an employee of that client'.

Temporary employees are defined as:

'Those employed on fixed-duration contracts and those employed in employment businesses, but working under the control of the user client'

Using these definitions means that agency staff must be considered as contractors or temporary employees and as such there are certain responsibilities which must be addressed.

Generally agency staff will be expected to work within the scope of existing health and safety procedures. You must therefore make them aware of any relevant health and safety matters that could affect their health and safety or the health and safety arrangements within your area. Make sure that they know what is expected of them, especially in an emergency etc.

It may be useful to draw up a brief checklist of the issues relative to your area and bring them to the attention of the agency staff at a brief induction. You can then record that this information has been given in the relevant section of the Health & Safety Management Manual.

There will be occasions when someone else has employed the contractor to carry out work. The person who has engaged the contractor should ensure that the contractor is made aware of their responsibilities. In such cases a brief chat with the contractor may be enough to ensure that they are aware of their responsibilities whilst carrying out the work.

You must ensure that work activities do not adversely affect the health and safety of anyone including visitors, patients and contractors working on your premises.

Similarly contractors have the same duties not to adversely affect the health and safety of you and your staff, visitors etc when they are working within your area of control.