

The Church of St. Patrick Drumbeg

Safe Use of Mobile Phone Policy

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1. **INTRODUCTION**

The Church of St Patrick Drumbeg has statutory obligations under the Health and Safety at Work Act and associated Regulations to ensure the Health, Safety and Welfare of its staff and other workers. This document outlines the responsibilities and operational procedure in place to demonstrate compliance with this legislation where employees and workers use a mobile phone for work purposes.

2. **SCOPE OF THIS POLICY**

The policy applies to all employees and workers who have been provided with a mobile phone for work use, or use their own mobile phone for work.

3. **THE AIM OF THIS POLICY**

The aim is to ensure peoples' safety at work by providing clear requirements on where and when it is safe to use mobile phones. These requirements should enable employees and workers to undertake their duties safely and at the same time protect the rights and safety of others. The requirements of this policy will be applied fairly to everyone in line with the Parish arrangements for Equality and Diversity.

4. **LEGAL CONSIDERATIONS**

Health and Safety at Work act (NI) Order 1978
Road Traffic (Northern Ireland) Order 1995 (2007)
Highway Code

5. **ORGANISATIONAL RESPONSIBILITIES**

- **The Rector.**

The Rector is responsible for overall employee and worker safety within the Parish.

- **The Select Vestry.**

The Select Vestry is responsible for ensuring the day to day health, safety and welfare of all employees and workers. They should be familiar with the policy and the requirements to use mobile phones safely.

- **The Health and Safety Committee.**

The Health and Safety Committee are responsible for the safety of the employees and workers. They should ensure they are aware of this policy and the requirements to use mobile phones safely.

- **All Employees and Workers.**

All employees and workers should be aware of this policy and be familiar with any legal restrictions on using mobile phones. They must take reasonable care of themselves and others when operating mobile phones.

6. **PERSONAL MOBILE PHONES AT WORK**

Personal mobile phones can be used for work purposes where this has been agreed between the employee or worker and their line manager. In all other cases where there is no requirement for employees or workers to make calls, or to be contacted during involvement in parish activities, then use of personal mobile phones will be restricted to:

- Breaks
- Emergencies

If there is a need to be contacted while involved in parish work via their personal mobile phone, the mobile must be switched to silent and left to switch to messaging service. The worker should remove themselves to a private area to take the message as and when it is safe to take a break from the activity they are engaged in.

The parish will not accept responsibility or liability for the loss or damage to personal mobile phones belonging to employees and workers.

7. USE OF MOBILE PHONES FOR WORK PURPOSES

Employees and workers should not use mobile phones in any public areas where it is prohibited e.g. petrol stations.

When using a mobile phone the following principles of safety, sensitivity, confidentiality and appropriateness need to be considered.

- It should be possible to make the call without affecting the safety of yourself or those around you.
- Confidentiality must always be respected; not all conversations are appropriate in a public place.
- Try to keep mobile calls brief.
- Personal calls should be made during breaks or in exceptional circumstances.
- If the call is being made in a public place, consider the content and language used during the conversation.

In some cases, employees or workers may need to record an image/photo for work purposes, if this is of an adult, permission from that adult must be sought.

No photographs of under 18 year olds may be taken and used without parental/guardian permission.

Employees and workers should exercise caution when using a camera phone and consult with their line manager before using.

8. USE OF MOBILE PHONES WHILST DRIVING

Using a mobile phone whilst driving can be dangerous; and is contrary to the road traffic act and the Highway Code. It is an offence to use a hand held mobile phone while they are driving. **The penalty for this offence is £60 and 3 penalty points on your licence. If your case goes to court, you may face disqualification on top of a maximum fine of £1,000.** The Parish does not expect any of its employees or workers to use a mobile phone whilst driving on Parish business.

The use of hands free sets is not prohibited under the legislation. However the use of these sets still increases the likelihood of the driver being distracted and thereby involved in an accident. If this occurs, the driver risks the prosecution for failing to have proper control of the vehicle because of careless or dangerous driving. Penalties include and unlimited fine, disqualification and up to 2 years imprisonment.

No line manager will require any member of staff to receive or make calls on a mobile phone while they are driving. All employees and workers should switch their phone to silent and activate their messaging service. If employees or workers decide to use their mobile phone while in a vehicle, the Parish expects them to stop the vehicle in a safe place, switch off the engine and then check their messages or make a call.

All employees and workers must remember they are responsible for driving safely and within the rules of the Road Traffic (NI) Order. Employees and workers and not the parish will be liable if they are found to be using a mobile phone while driving on Parish Business. The only occasion where a hand held mobile can be used is for dialling 999 in a genuine emergency and the driver judges it to be unsafe or impractical to stop the vehicle.

9. RELATED POLICIES AND DOCUMENTS

We have the following related policies and documents which are held in the [Rectors Office](#):

- Driving on Business Policy.
- Working with Children and Vulnerable Adults Policy.

10. IMPLEMENTATION, MONITORING AND REVIEW OF THIS POLICY

This policy will take effect from **13th June 2017**.

The [Rector](#) and [Health and Safety Officer](#) has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (**at least annually**) and additionally whenever there are relevant changes in legislation or to our working practices.

Employees will be consulted about any proposed changes, and adequate notice given of these.

Any queries or comments about this policy should be addressed to the [Rector](#) or [Health and Safety Officer](#).

POLICY REVIEW DATES

9th February 2018			