

## RISK ASSESSMENT

<b>LONDON BOROUGH OF MERTON</b>	<b>USE OF MOBILE TELEPHONES</b>
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HAZARDS IDENTIFIED		POPULATION WHICH MAY BE AFFECTED				POPULATION PARTICULARLY AT RISK				SEVERITY			LIKELIHOOD/PROBABILITY			RISK RATING	FURTHER ACTION?
		EMP	C/S	CON	V/P	CRN	YPS	NEM	DIS	1	2	3	1	2	3		YES/NO
1	Physiological & cerebral disorders including memory loss and damage to sensitive parts of the body.	✓									✓			✓		4	Yes
2	RTA when driving	✓	✓		✓	✓	✓	✓	✓			✓			✓	9	Yes

EMP=Employee, C/S = Client / Student, CON = Contractor, V/P = Visitor / Public, CRN = Children, YPS = Young Persons, NEM = New & Expectant Mothers, DIS = Disabled  
 SEVERITY: 1 = Slight Injury, 2 = Serious Injury, 3 = Major Injury or Death      LIKELIHOOD/PROBABILITY: 1 = Low, 2 = Medium, 3 = High

NO.	EXISTING CONTROL MEASURES IN PLACE (e.g. Procedures, supervision, training, safety signs and information, PPE etc.)
1	Issue/reissue Corporate Guidance on use of Mobile Phones. (Restrict duration and number of calls. Ensure phone is not operated close to sensitive parts of the body) Plan work to ensure land lines are used instead of mobiles.
2	Issue/reissue Corporate Guidance on use of Mobile Phones (Not to be used when on the move)

NO.	ADDITIONAL CONTROL MEASURES REQUIRED	ACTION PLAN		COMPLETED	
		DATE	WHO	DATE	SIGNATURE
1	Managers to monitor telephone bills to ensure no personal calls are made and use of phone is restricted to a total of no more than 20 minutes per day. Reinforce this requirement at regular team meetings and appraisals. Review whether phone is needed at all. Consider use of pagers as an alternative to mobile phone. Issue guidance on use of mobile phones.				
2	Reinforce this requirement at regular team meetings and appraisals. Review whether phone is needed at all. Consider use of pagers as an alternative to mobile phone. Disciplinary action against drivers observed using their phone whilst driving (this includes hands free systems).				

COMPLETED BY:	Name	Signature	DATE:
Date due for review:			

**This risk assessment is based upon guidance issued by the National Radiological Protection and the "Stewart Report" of May 2000 regarding the use of mobile phones. There is continuing research into the ill-health effects and this assessment will be reviewed in light of findings arising from any research or findings.**