



LONE WORKING POLICY

Purpose: To protect staff, volunteer members or contractors when work is being conducted by a person on their own for Scottish Badgers (SB).

How to use this policy: To be used for all planned SB's activities, such as public, educational, training and fieldwork activities. Where an employee or volunteer member goes out on an unplanned activity, such as an emergency or a rapid response survey, they should follow the SB Health & Safety procedures, and have previously signed a SB Risk Assessment form (downloadable from SB's website). They should provide specific information to a reliable person prior to leaving, about the location, time, and telephone contact details. Failure to do this may mean that the person is not covered by SB's Insurance.

Definition of lone working: Work being conducted where there is no person upon whom one can reasonably rely in the event of injury or ill-health. Persons on whom one could reasonably rely include a person from SB, or another organisation on site, who will be in reasonable proximity or will check on the person periodically.

When this is not available the rule for lone working will be to review the proposed work site and agree its suitability for lone working with the SB project manager/ activity organiser – as a rule this will involve a buddy system, recording the discussion and signing off the plan.

When is lone working appropriate? A discussion must be held between the person proposing to conduct lone working and the project manager/ activity organiser/ responsible Trustee for the work site. The purpose of the discussion is to ensure that at all times persons are working as safely as is reasonably practicable.

The work site review will identify:

- the nature of the task
- the environment
- personal factors
- and the control measures proposed.

Agreement to lone working will be based on the project manager/ activity organiser/ responsible Trustee being satisfied that there is a reasonable requirement for lone working and that persons conducting the lone working will be safe so far as is reasonably practicable.

When is a specific lone working plan required? When there is:

- specific risk with respect to injury or safety e.g. remoteness, extreme conditions, threat of violence
- a type of work that is not normally considered appropriate for lone working e.g physically too demanding for one person
- a need for further information about the location e.g. from police

Actions to include in a lone working plan:

Personal fitness, known medical conditions, medication, fatigue.
 Does the person feel comfortable to lone work at the proposed site?
 Control measures to reduce risks in the environment.
 Control measures to address personal risk.
 The person proposing the lone working should provide specific information to the project manager about the location, buddy arrangement, other organisation's safety policies on site, times of working, and telephone contact details.

Work sites include: outdoors field surveys and training; training/ conference centres; school premises; leisure centres; Countryside Parks; public events e.g. fairs, open days; other organisations' premises/land; a private dwelling house, and work in one's own office/ home.

Procedures/ options for basic safety requirements (in order of preference):

1. Another SB person is present and in reasonable proximity throughout.
2. Another SB person is present and in reasonable proximity periodically.
3. A reliable person from another organisation on site is present and in reasonable proximity throughout, or periodically.
4. A review and agreement for lone working has been made between the person proposing the lone working and the project manager/ activity organiser/ responsible Trustee, which satisfies *Actions to include in a lone working plan* (above).

A record should be signed off here for every site/ event.

Summary of discussion		
Worker signature	Project manager signature	Date

