



Haycop Conservation Group

Lone Working Policy.

Policy Statement.

The Haycop Conservation Group takes the Health and Safety of its Volunteers & Committee Members very seriously. We have a legal duty to ensure the Health, Safety and Welfare of our Volunteers whilst working at the Haycop Nature Reserve. We realise that at any given time Volunteers & Committee Members may be working alone at the Reserve.

Aim and Scope.

This policy is designed to alert Volunteers & Committee Members to the risks presented by lone working, to identify the responsibilities each person has in this situation, and to describe procedures which will minimise such risks.

It is designed to give Volunteers & Committee Members a framework for managing potentially risky situations.

Context.

The definition of a 'Lone Worker' is when work is done in a location where the worker cannot physically see or be seen by another person or talk to or be heard by another person.

The Haycop Conservation Group is responsible for assessing the risks to Lone Workers and taking steps to avoid or control the risks where necessary. Volunteers & Committee Members have the responsibility to take reasonable care of themselves and others in lone working situations. This policy is designed for such people who either frequently or occasionally work alone.

The Policy.

There needs to be regular contact, at a recommended 1 hour interval, with lone-working Volunteers throughout their time at the site. Volunteers performing duties alone must always have a mobile phone available, to enable them to contact someone in the event of an emergency, or to take calls from their family & friends.

Volunteers should also contact a family member, a friend or in the last eventuality a Committee member every hour to report in that they are safe and well.



Volunteers should inform this contact when they first enter the site and again when they leave.

Persons at Risk.

At The Haycop Conservation Group, people at risk may include anyone who comes into the site alone outside of 'normal' working hours and particularly Volunteers & Committee Members.

Potential Hazards of Working Alone.

People who work alone face the same risks in their work as others doing similar tasks. However, additionally they may encounter the following:

- Accidents or sudden illnesses may occur when there is no-one near-by to call for help or provide first aid;
- Fire;
- Attempting tasks which cannot safely be done by one person alone;
- A potential for violence or threatening behaviour towards the lone individual;
- Using machinery, electrical or other equipment or chemicals;
- Working in remote areas;
- Encountering intruders;
- Working at heights, using ladders and lifting machinery.

Individuals can discuss any potential lone working with a Committee member, so the risk can be assessed, and any necessary control measures applied.

Measures to Reduce the Risk of Lone Working.

To reduce the risk for people working alone, we conduct a Risk Assessment of the following issues, as appropriate to the circumstances:

- The environment – location, security, access;
- The context – nature of the task, any special circumstances;
- The individuals concerned – indicators of potential or actual risk;



- History – any previous incidents in similar situations;
- Any other special circumstances.

All available information should be considered, and risk assessments should be updated as necessary. Where there is any reasonable doubt about the safety of a Lone Worker in each situation, consideration should be given to sending a second worker or making other arrangements to complete the task.

In any situation where a Volunteer is operating alone and an incident occurs, this must be reported to the Committee as soon as possible.

An incident is any situation where the Health and Safety of the Volunteer is compromised and may include an accident, fire, violence or threat of violence (this list is not exhaustive).

Control Measures.

All Volunteers and Committee Members will:

- Not undertake work for which they are not trained (e.g. use of chain saws and similar mechanical equipment);
- Take reasonable care of their own health and safety using common sense;
- Not do anything to put themselves in danger;
- Know and follow relevant safe working procedures and guidelines including for operating machinery and using hazardous substances;
- Never cut corners or rush work;
- Stop for regular breaks and, if possible, change activity;
- Tell their manager about any relevant medical conditions;
- Report any hazards or accidents encountered to a member of the Committee;
- Implement opportunities for meetings and support;
- Assess the risks to all lone workers and communicate the findings;
- Present alternative work methods where possible to reduce exposure to the hazard.



Accidents and Emergencies.

Volunteers operating alone should be made aware of the process for responding correctly to emergencies.

The Haycop Conservation Group ensures that measures are in place to reduce risk and that expectations have been communicated to Volunteers operating alone and appropriate instruction provided.

All Volunteers & Committee Members, including Lone Workers, are responsible for following safe systems of work and should take simple steps to reduce the risks associated with performing their normal duties.

This policy will be reviewed as required, or if a situation occurs which necessitates any amendment.

Related UK Legislation:

- ***Health and Safety at Work Act 1974.***

General Duties of the Haycop Conservation Group: their Volunteers & Committee Members.

1. It shall be the duty of the Haycop Conservation Group to ensure, as far as is reasonably practicable, the Health, Safety and Welfare at work of all his Volunteers & Committee members;
2. The Haycop shall ensure the provision and maintenance of systems of work are, as far as is reasonably practicable, safe and without risks to health.

Related UK Legislation:

- ***Management of Health and Safety at Work Regulations 1999.***

Risk Assessment.

The Haycop Conservation Group shall make a suitable and sufficient assessment of:

(a) The risks to the Health and Safety of its Volunteers & Committee Members to which they are exposed whilst they are working at the Haycop Nature Reserve; and

(b) The risks to the Health and Safety of persons not in its employment arising out of or in connection with the conduct by him of his undertaking.



This Policy will be reviewed at least every 2 years.

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Signed:

Date: 19/03/24

Trustee/Committee member: GRAHAM PICKWELL

Signed:

Date: 19/03/24

Trustee/Committee member: IAN BARRETT