

Milton Creek Trust

Lone Worker Policy

1. Introduction

The Trust recognises that some Trustees and volunteers are required to work by themselves in the Milton Creek Country Park without close or direct supervision, sometimes in isolated areas or out of office hours.

The Trust recognises it needs to advise and assess risks for Trustees and volunteers when they work by themselves at events and activities it organises. However, Trustees and volunteers also have responsibilities to take reasonable care of themselves and other people affected by their work.

2. Scope of the policy

This policy applies to all situations involving lone working arising in connection with the duties and activities of Trustees and volunteers at events and activities organised by the Trust at Milton Creek Country Park. The Trust notes that ownership and responsibility for maintenance of the Park rests with Swale Borough Council.

'Lone workers' includes:

Those working at Milton Creek Country Park where:

- Only one person is working at one location
- People work separately from each other, e.g. in different locations in the Park
- People working outside normal office hours, e.g. during events

3. Aims of the Policy

The aims of the policy are to:

- Increase awareness of safety issues relating to lone working;
- Ensure that the risk of lone working is assessed in a systematic and ongoing way, and that risks are reduced so far as is reasonably practicable;

4. Responsibilities

The Trust is responsible for:

- Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working;

- Identifying situations where people work alone and decide whether systems can be adopted to avoid them carrying out tasks on their own;
- Ensuring that risk assessments are carried out and reviewed regularly;
- Ensuring that appropriate support is given to Trustees and volunteers involved in any incident;

Trustees and Volunteers are responsible for: -

- Taking reasonable care of themselves and others affected by their actions;
- Reporting all incidents that may affect the health and safety of themselves or others to the responsible authorities (copied to the Secretary of the Trust), and asking for guidance as appropriate;
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone to the responsible authorities (copied to the Secretary of the Trust).

5. Guidance for Risk Assessments of Lone Working

- Is the person medically fit and suitable to work alone?
- Are there adequate channels of communication in an emergency?
- Does the site or task present a special risk to the lone worker?
- Is there a risk of violence?
- Are women especially at risk if they work alone?
- Have reporting and recording arrangements been made where appropriate?
- Can the whereabouts of the lone worker be traced?

6. Good Practice for Lone Workers

- Telephone contact between the lone worker and a colleague may be advisable.
- Trustees and volunteers should avoid being left on their own with a client at the site, or leaving a colleague in this situation.
- When this is unavoidable, Trustees and volunteers should make a risk assessment to ensure their safety.
- Lone workers should have access to adequate first-aid facilities for treating minor injuries.
- Lone workers should have access to a mobile phone and other personal safety equipment where this is considered necessary.
- Occasionally risk assessment may indicate that lone workers need training in first aid.

Children and Vulnerable Adults – Please refer to the relevant Policy

- In general, Trustees and volunteers should **never** work alone with a child or vulnerable adult.
- Trustees and volunteers should never transport a child on their own and should assess any risk before transporting a vulnerable adult alone.

7. Monitoring safety issues

- Lone workers must report incidents such as accidents and near misses, including all incidents where they feel threatened to the responsible authorities (copied to the Secretary of the Trust). This includes incidents of verbal abuse.

- Trustees will ask people working on their own whether there are any safety concerns that aren't being addressed. Lone workers are encouraged to seek help and advice if any safety concerns arise.
- This policy will be reviewed annually by the end of September.

Signed: Elvina Lowe (Chairman) Date: 24 May 2013