



# Lone Working Procedure

## 1. General

Please note that this procedure is to be read as part of the Trust's Health & Safety Policy. As such, the general guidance on health and safety issues contained in that policy should be followed.

Each employee/volunteer must:

- Be aware that the law imposes upon them the duty to take reasonable care for the health and safety of themselves and of other people (this includes all visitors to Earth Trust's premises who may be affected by his/her actions or omissions at work);
- Co-operate with their employer to ensure that all statutory duties or requirements are complied with.

## 2. Lone working

Lone workers are those who work alone without another employee or volunteer present. Lone working can be undertaken by an employee or volunteer. An employee, who normally works in the office or with others outside on the farm, will become a lone worker if they become responsible for late-night working, weekend working, working alone on the farm or other locations which is deemed risky or have the potential for an accident. Home working is classified as lone working but not defined as risky, those working from home should agree home working with their line manager and inform them if they are undertaking any risky behaviour which would require a buddy.

This procedure applies to any employee/volunteer that is in a situation where they are working alone, and exists to provide guidance on the procedure that should be followed to ensure that the employee/volunteer is safe.

**Lone working should be avoided wherever possible but it is understood that certain roles and tasks require it**

There may be some tasks that employees/volunteers undertake that should not be undertaken when working alone, unless otherwise stated within a specific task related risk assessment. These include, but are not limited to:

- Any activity identified in the risk assessment as carrying a higher risk of injury;
- Working at height;
- Working with hazardous substances;
- Carrying out hazardous procedures.

**Lone working should only take place if the following actions have been completed;**

- A completed task risk assessment which documents that it can be completed by a lone worker
- The lone worker has had any relevant training for the task or experience of the task (including use of equipment)
- Any equipment being used has been maintained and regularly checked (documentation may be required)
- Insurance for the task permits lone working

- The lone working procedure (below) is adhered to

NB: Lone working should not take place for any task for which a risk assessment has not been conducted.

### **3. Procedure to be followed for lone working**

If lone working the employee or volunteer should adhere to the following procedure:

- Ensure the task/activity risk assessment allows lone working;
- Agree with their line manager for the work to be carried out alone;
- Identify location for the task, including grid references and/or What3words if appropriate;
- Identify a nominated "buddy" and agree the following;
  - Your emergency contact details (e.g. spouse, partner, parents etc.);
  - Arrangements for contacting the nominated buddy/lone worker;
  - Expected start and finish times of the task;
  - Location of lone working, check in with buddy if location changes;
  - Agree the period of lone working, setting out the times of the calls and the person responsible for originating the call;
- Define an emergency plan to be implemented if contact cannot be made.

3.1 An employee or volunteer undertaking lone working remotely on the farm must carry the following items with them at all times:

- A first aid kit if appropriate to the task to be undertaken;
- A mobile telephone in working order with the contact details of their buddy and the office saved;
- Location software turned on, if using a work mobile phone;
- PPE as described in the relevant task risk assessment.

3.2 When the period of lone working is completed, the employee/volunteer must notify their buddy that they are safe. If, within 5 minutes of the agreed final contact time, the buddy does not receive confirmation that the employee is safe, they must implement the following procedure:

- Attempt to contact the employee/volunteer on the agreed telephone number(s);
- If contact is not made within an agreed time with your buddy (this is dependent on the task) the agreed emergency plan should be activated.

3.3 The buddy is responsible for ensuring that the routine contact with the employee/volunteer is undertaken. If that person is not able to maintain the supervision until the end of the working period, then the responsibility should be delegated to another nominated buddy who then becomes responsible for implementing the above procedure (the lone worker must be notified of this change).