

Chesterfield Canal Trust

Lone Working Policy

CHESTERFIELD CANAL TRUST takes seriously its responsibilities to ensure the health, safety and welfare of all volunteers, and especially when there is a clear need to work alone without direct support of other team members.

We are committed to reducing the risks to volunteers and the purpose of this policy is to ensure that there are adequate systems in place to reduce the risks of lone working as far as is reasonably possible and practicable.

This policy applies to all volunteers who are undertaking activities on behalf of Chesterfield Canal Trust. The purpose is to help you think about and improve your personal safety, be aware of risks and to take steps to reduce and adopt strategies to keep you safe.

Recent events elsewhere on the canal network led to the death and non-discovery of a volunteer working alone. As would be expected the Health and Safety Executive were involved and the Canal society involved was meticulously scrutinised. Thus it is a salutary lesson and a proper time for the Trust to review and improve its guidance to volunteers who may have to work alone on occasions.

Lone working should be a working practice of last resort for most of the trust's activities.

There are very good reasons for working in teams:

- Sharing knowledge and developing skills;
- A sociable and rewarding way to work;
- Greater safety - it takes one person to have an accident; one person to stay with the injured, and one person to summon help.

In the rare instances where volunteers work alone the Trust needs to ensure that risks are managed and mitigated to maintain the Health and Safety of volunteers.

RESPONSIBILITIES

CHESTERFIELD CANAL TRUST is responsible for:

- assessing the potential risks volunteers may face in their role and reduce these as much as is practically possible
- implementing procedures that help ensure health, safety and well being of volunteers

It is the responsibility of the **Board of Trustees** to:

- regularly monitor and review policy and procedures
- ensure appropriate policies and procedures are in place and implemented to ensure the health and safety of volunteers

The **Trustee responsible for the section of the Trust's work in conjunction with skippers and work group supervisors** is responsible for:

- making risk assessments
- maintaining contact with volunteers working alone either indoors or outside
- ensuring systems are in place to identify volunteers who do not report back or return at the expected time
- raising an appropriate level of alarm if volunteer can not be contacted or does not return within 2 hours of expected contact or return
- contacting the police if a volunteer can not be located
- ensuring all volunteers are aware of this policy and providing appropriate levels of training and guidance on lone working

Volunteers are expected to:

- take reasonable care of their own safety and that of others including ensuring they have the appropriate clothing, footwear and equipment to undertake tasks.
- comply with any personal safety procedures detailed by Chesterfield Canal Trust.
- raise any concerns with their section head immediately
- report any accidents, incidents, injuries or 'near misses'
- report any safety practices that need to be improved or risks not otherwise identified

Reasonable precautions might include:

- following boat safety procedures at all times
- checking directions for a destination
- ensuring a vehicle is roadworthy and has breakdown cover
- ensuring someone knows where they are going and when they are expected home
- avoiding poorly lit or deserted areas
- taking care when leaving or entering empty buildings especially at night
- ensuring that equipment such as laptops or mobile phones are carried discreetly
- ensuring that equipment and plant is used only by people who have received training to operate such equipment and plant.

2. Work Planning .

In the event of a volunteer having to carry out a task alone i.e. not in a locality where help can be summoned from other members of the Trust or members of the public, the following steps should be taken to minimise risk:

- The volunteer should think of the possible risks attached to the work they intend to undertake and be clear that they have the skills, equipment and time to undertake the tasks safely. **Wherever possible, talk to other members of the team when planning lone working. If in doubt, discuss with the team leader or a Trustee before undertaking the work.**

If there is a risk that cannot be managed, **DO NOT UNDERTAKE THE WORK UNTIL OTHER TRUST MEMBERS CAN ASSIST.**

- The volunteer should ensure that other members of their work team know what they are intending to do and have been involved in the planning of the activity; where the volunteer intends to be working and when [between say, 10.00 and 14.00 on Thursday].

- Consider whether the volunteer needs to arrange check-ins, say every 2 hours.

- Check the mobile is fully charged and (for pay-as-you-go), has sufficient credit; leave it switched on; do not use it whilst driving

- Be **REALISTIC** about what you will be able to achieve alone. Your safety is **PARAMOUNT**.

Think about your state of health, any lifting and handling of heavy materials that may have to be done alone; the weather conditions and access to help, if help becomes necessary. Ensure that you have the appropriate clothing, protective gear and footwear to undertake the task

- Lone workers should **always** carry an ICE card with them - "In Case of Emergency, please contact...."

3. Carrying Out Work Alone

- Do only that which is necessary - don't be tempted to do something else or unplanned 'whilst you are there'.
- If you feel unwell, or feel that equipment or structures seem unsafe, or that there are unsafe factors within your working environment [e.g. hostile or threatening strangers; unstable ground conditions; or adverse weather conditions] make whatever you are doing safe and secure without jeopardising your own safety, and **remove yourself to a place where you can either call for or get help. PLEASE DON'T 'SOLDIER ON'**

- If you encounter hostile or challenging behaviour from strangers, please do not feel a duty to safeguard the Trust's property or reputation by entering into any form of argument nor by trying to 'hang onto' equipment if someone is trying to steal it.

4. In the event of an accident or incident

- Your health and wellbeing comes first - get help for yourself by phone or shouting.
- Don't worry about anything other than your safety -the Trust can worry about plant, machinery and making things safe.
- Tell your family and somebody in the Trust what has happened, so that your family doesn't worry needlessly and the Trust can make sure the worksite can be made safe and secure.
- The Trustee responsible for the activities in which you were engaged will report the incident or accident to the Secretary and Chair, and you will be asked to complete a simple form so that we can learn from your experience and inform any agencies who need to know about what happened to you.
- Any enquiries from the Press and Media will be handled by the Trust Officers and Press Officer, and members are asked NOT to discuss any incidents or accidents with the press or enquiring journalists.

Agreed by CCT Trustees at their meeting on.....

Due for review August, 2020