

SOMERSET WILDLIFE TRUST – LONE WORKING PROCEDURES

1. Aim

The aim of the Lone Working Procedures to ensure that there is always someone who knows where you are working so that you can be located and/or contacted in the event of an emergency. The Lone Working Procedures are to be applied to situations where a person is working alone. Lone working should take place only if you are confident that you are safe and able to work alone.

2. Initial Assessment

An assessment should be made of whether lone working is appropriate. Can the risks be minimised if more than one person is involved? Is the scope of the work such that it should not (or must not) be undertaken by a lone worker? The task(s) need to be assessed against our approach to undertaking Risk Assessments.

3. Buddy-system

For all lone working, a “Buddy System” applies: whereby a buddy is nominated and informed of:

- a. Location(s) of lone working (changes in itinerary need to be reported to the buddy)
- b. Reporting-In Times or Estimated time of Arrival (the frequency of reporting-in should be determined on the basis of risk and changes of location)
- c. Contact details
- d. Travel/vehicle details (particularly important in the event of requiring emergency assistance)
- e. The Emergency Procedure in the event of not calling in

This information may most usefully be supplied to the buddy on the **Lone Working Form** which can be referred to in the event of an emergency. Any changes in itinerary should be communicated to the buddy by phone or via a third party. The lone worker is responsible for phoning (“**Reporting-In**”) on time. Take account of the possibility of poor mobile phone reception, phones being lost or damaged, phone batteries running out, or that your buddy may be driving or doing some other activity that prevents them from using the mobile phone. A contingency must be in place for such events.

4. Emergency procedures

In the event of the lone worker not “Reporting-In” – the buddy is to:

1	Telephone the lone worker on the number(s) given. If there is no response, leave a phone message with the time of the call, and state that the Lone Worker is overdue for “Reporting-In”
2	Repeat this after 15 minutes, and a third time up to one hour after the due “Reporting-In” time. If there is still no response then the Buddy should exhaust all other options before calling the emergency services e.g. phone any “other contacts”
3	If still unable to contact or locate the lone worker, the buddy should call the local police (use 999 only if you are sure there is an emergency, though it is better to err on the side of caution). The police should be advised of the Lone Working Procedures , <i>the areas being visited, travel details, any known risk, “Reporting-In Times” and any other contact details; and they should leave a contact number should further information be required</i>
4.	If any other emergency services are involved, the Buddy should also advise them of the details provided by the lone worker, notably the areas being visited, travel details, any known risks, “Reporting-In Times” and contact details.