



Buckmore Park Scout Campsite Lone Worker Policy and Guidelines

1. Introduction

The Lone Worker Policy set out within this document is designed to ensure the individuals at Buckmore Park Scout Campsite (BPSC) have considered the risks associated with lone working and what can be done to reduce the risks. The document also provides direction associated with particular risks identified by the BPSC Local Trustees.

2. Definition

Lone workers are those who are working by themselves without close or direct supervision or without immediate peer contact. As employees we all face this situation at some point so it is important for all of us to adopt simple working practices that will safeguard our wellbeing when lone working.

3. Lone Worker Policy

The Buckmore Park Scout Campsite Operations Committee have put the following policy in place:

1. Anyone working alone at BPSC must have read, understood and complied with the guidelines in this document.
2. Due to the specific risk the following items cannot be carried out while lone working,
 - The use of chainsaws.
 - The felling of trees.
 - The operation of diggers or rollers.
 - The tipping of trailer or dumpers.
3. When chainsaw working there must be someone else who can see the chainsaw operator.

4. Lone Worker Guidelines

These are set out at Annex A to this document.

5. Compliance

The policy and guideline set out in this document have been put in place to minimise the risks to individuals. The Local Trustees will consider cases where individuals have been found not to be complying with them. It could lead to the exclusion of the individual from BPSC.

Thank you for the work you are doing at the Campsite
Buckmore Park Scout Campsite Operations Committee

December 2018

LONE WORKER GUIDELINES

1. Assess the risk

- 1.1 Does the workplace/location present a risk to you working alone?
- 1.2 Do you have a safe way in and out as a lone person?
- 1.3 Is it safe to do what you are doing working alone, i.e. can you safely handle equipment working alone?
- 1.4 Is there a risk of violence?
- 1.5 Are you medically fit and able to work alone?
- 1.6 What happens if you become ill, have an accident or there is an emergency?

Once you have answered these questions and assessed all the risks associated with the task, you need to consider what you can do to remove or reduce the risks as much as possible. This is commonly known as putting control measures in place.

2. Suggested control measures

- 2.1 Always tell someone where you are going and what you will be doing.
- 2.2 If you share your diary with colleagues, use it to put the details of your journey/venue and timings, stating who you are with.
- 2.3 Always tell someone how you can be contacted.
- 2.4 Keep in regular contact with your colleagues / friends / family.
- 2.5 Take a mobile phone and make sure it is fully charged.
- 2.6 If going to a dark/poorly lit area, take a torch.
- 2.7 Do not leave personal belongings on display in your vehicle.
- 2.8 Put an 'In Case of Emergency' (ICE) on your Mobile Phone contact list. In the event of an emergency, the emergency services will look on a person's mobile phone to see if they have an ICE number. **Note:** If your phone 'locks' then it is suggested that you physically stick an ICE number on the back of your phone.
- 2.9 Arrange for a Buddy (Friend / Colleague / Family Member) to call you at a series of agreed times. Ask your colleague to take the steps set out at Figure 1 below at the agreed times.

Buckmore Park Scout Campsite Lone Worker Policy and Guidelines Annex A Lone Worker Guidelines

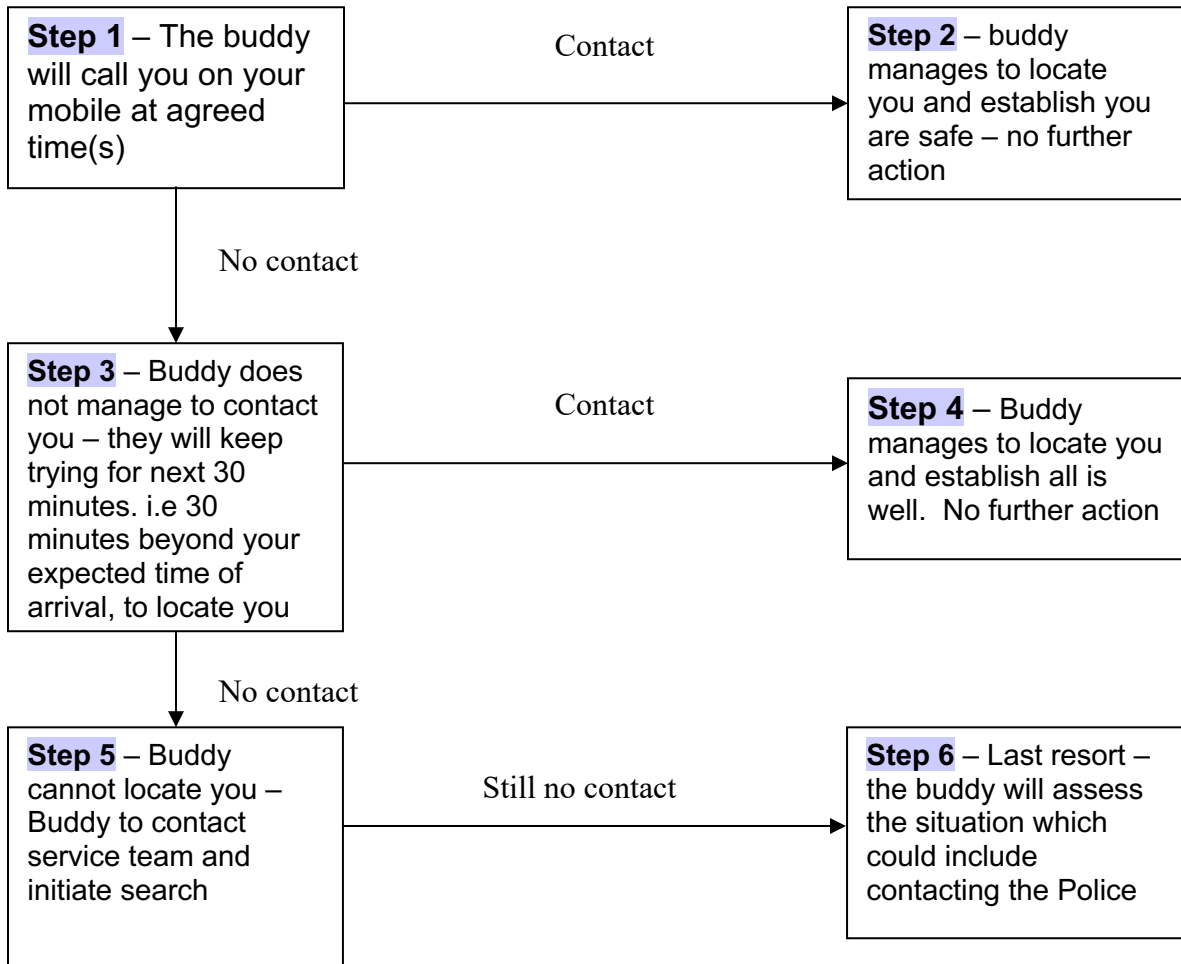


Figure 1 BPSC Lone Worker Buddy System

3. **Summary**

As a lone worker you should be capable of responding correctly to emergencies. By following these guidelines we can all play a part in reducing the risks when working alone.