

Swansea Canal Society



Cymdeithas Camlas Abertawe

Lone Working Policy

The Swansea Canal Society must manage any health and safety risks before people can work alone. This applies to anyone contracted by the society, including self-employed personnel.

Lone working is when it is not possible to work within a team, having to work alone without close or direct supervision. There are always greater risks for lone workers without direct supervision or anyone to assist if things go wrong. Risk assessments must be completed for any lone working.

Control measures must be put in place to protect the volunteer under the Health and Safety at Work Regulations. Volunteers must be made aware of the hazards and reduce the risk, e.g. wearing a Buoyancy Aid when working next to the water's edge.

Volunteers must take into consideration that they are physically fit to undertake the task, that any training required has been given and it is not in an isolated place. Training is particularly important, where there is limited supervision to control, guide and help in uncertain situations or in enabling people to cope with unexpected situations, such as those including violence. The team leader or nominated volunteer should set time limits on what can be completed while lone working, making sure the lone worker is competent to undertake the task, and trained in using any equipment they have to use.

The team leader or nominated volunteer is to ensure that all members of the team are aware that there are people working alone, is to maintain contact at least once per hour, visually if possible or via mobile phone. The team leader or nominated volunteer should also endeavour to make regular visits to those working alone to monitor their health and progress, the frequency of these visits depending upon the lone workers ability to handle the health and safety of the work and the risks involved.

Further Information

Overview:-

www.hse.gov.uk/lone-working/employer/index.htm

Management of risks

www.hse.gov.uk/lone-working/employer/manage-the-risks-of-working-alone.htm

Risk assessment

www.hse.gov.uk/simple-health-safety/risk/index.htm

Lone Workers – Your health and safety

www.hse.gov.uk/lone-working/worker/index.htm