

	<b>Document Title</b>	Lone Working Policy		
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## Sankey Canal Restoration Society

### Lone Working Policy

#### 1. Statement Of Intent

The Society's policy:

- Is valid from the Issue Date until such time as an updated version is published.
- Will be reviewed every three years, or sooner if required by changes to the Society's activities, to legislation or to best practice guidance.
- Applies to all SCRS Members and Non-Members who are carrying out activities for, or on behalf of the Society, paid or unpaid. The Society does not currently employ any staff.

The Society's intention is to:

- Prevent accidents and injuries to Members, Non-Members and Others.
- Promote good health and wellbeing.
- Manage health, safety and environmental risks when carrying out the Society's activities.
- Provide instructions, information and training (where appropriate).
- Ensure that suitable clothing, footwear and personal protective equipment is worn when necessary.
- Provide, maintain and securely store any tools, equipment, substances and materials.
- Ensure that activities are carried out in a safe and healthy working environment and that arrangements are in place in case of an emergency.
- Consult with Members on matters affecting their health, safety and wellbeing.

#### 2. Introduction

Most of the Society's activities are normally undertaken by two or more people and carried out at a venue or location where other people are present.

Operating as a team helps people to share their knowledge, learn from others and broaden their skills. Carrying out a rewarding activity in a sociable environment helps to improve the health, safety and well-being of Members and Others. Being in the presence of other people and being able to summon assistance is also helpful if an emergency arises.

It is important to consider the safety of colleagues and Others. Wherever possible people should be assisted when carrying out tasks, for example packing away equipment after an event, locking-up a building or securing the site gates.

The Society does not encourage the carrying out of any solo work activities on site or at a venue where there is a risk of that person having an injury or illness unobserved by Others, or where they might find themselves in a threatening situation, or where help cannot readily be summoned or provided.

However it is possible for people to encounter a situation where they are working on their own and therefore the Society has made a number of recommendations.

### 3. Lone Working Recommendations

- You should consider the potential risks of the activity and any mitigation measures, including having the appropriate skills, clothing, footwear, equipment and time to safely undertake the task.
- Other factors to be aware of:
  - Your personal level of fitness and state of health and wellbeing
  - Time of day, weather and temperature conditions
  - Ground and structural conditions
  - Ease of access to and from the working area
- Avoid solo manual handling of heavy items, working at height and the use of sharp / powered tools.
- Wherever possible seek advice from a Committee Member when planning any solo activity.
- Identify the location or route to be travelled and inform a family member, friend or colleague of your expected movements and arrival time back home.
- Ensure that you have access to a working fixed line or mobile form of communication.
- Carry identification and contact details with you in case of an emergency.

You must stop work and summon help if you feel unwell, or if you deem the equipment or the working environment to be unsafe, or if you feel threatened by Others

### 4. Personal Safety Awareness

The Sankey Valley and the venues and events attended by the Society are normally safe, pleasant and welcoming environments. However you still need to be 'situationally aware'. Personal safety is all about being aware of your surroundings, your actions and the actions of Others to avoid any possible harmful or confrontational situations. It is also about thinking where you are going and how you are travelling there.

Your own safety and wellbeing takes precedence over the protection of any personal belongings or Society property

### 5. Precautions

You can take some simple precautions:

- Be alert to potential dangers around you and trust your instincts. If you feel uneasy, take action to avoid or remove yourself from the situation.
- Always have an alternative exit route available from the location where you are working.
- Keep your personal items, tools and equipment near to you and out of obvious sight and if possible loop a chain or cable through them and secure with a padlock.
- Keep a note and / or report any suspicious activity.
- If you encounter hostile or challenging behaviour, move away to a place of safety and call the Police.
- Be aware of the risk of encountering discarded hypodermic needles, medical waste or other sharp implements. Report any needles to the local authority for safe and hygienic removal.

All injuries or incidents must be notified to a Committee Member as soon as is reasonably practicable and no later than 24 hours after the incident

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