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	Author:	IR	Authorised:	Trustees

Chesterfield Canal Trust Ltd. Lone Working Policy

1. Principles

This Policy establishes the direction in Chesterfield Canal Trust (CCT) for appropriate management of Health and Safety of individuals (employees and volunteers) and members of the public in lone working situations.

The Trust takes seriously its responsibilities to ensure the health, safety and welfare of all individuals, and when there is a clear need to work alone without direct support of other team members. The Trust is committed to minimising the risks to individuals 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 practicable.

This policy is to raise awareness of personal safety, the risks of lone working, and to take steps to reduce and adopt strategies to keep individuals safe.

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.
- Sociable and rewarding way to work.
- Improved safety.
- Additional support in the event of an emergency.

Where individuals work alone, CCT and the individual concerned need to ensure that risks are managed to maintain the health, safety and welfare of individuals.

2. Responsibilities

CCT is responsible for:

- Assessing the potential risks individuals may face in their role and reduce these as much as is reasonably practical.
- Regular monitoring and review of policies and procedures.
- Ensuring appropriate policies and procedures are implemented to maintain the health, safety and wellbeing of individuals.

3. Management of Activities.

All activities will have a designated work leader / section manager who is responsible for:

- Ensuring no work activity is undertaken unless meeting the requirements of Chesterfield Canal Trust policies and procedures. A record of work approved should be maintained.

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- Undertaking risk assessments and ensuring they are sufficient for the task being undertaken.
- Maintaining communication with individuals working alone.
- Ensuring systems are in place to identify individuals who do not report back or return at the expected time, and raising an appropriate level of alarm if an individual cannot be contacted or does not return within 2 hours of expected contact. This is a maximum and can be amended should the involved parties think a shorter time suits the activity.
- Contacting the police if an individual cannot be located.
- Ensuring all individuals are aware of this policy and providing appropriate levels of training and guidance on lone working.
- Ensuring there is next of kin or contact information for family member/friend as designated by the individual undertaking the task.

4. Personal Responsibility.

Prior to undertaking CCT activities, individuals are required 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.
- Ensure they have understood the risk assessment and where appropriate adapt them to suit the task.
- Comply with all personal safety procedures and policies detailed by CCT.
- Raise any concerns with their work leader immediately.
- Notify their work leader / section manager of the times they intend to work and in addition inform their personal contact of their work schedule, including start, finish and check in times and also notify their work leader/ section manager if practicable.
- Ensure their personal contact has appropriate names and contact numbers of CCT personnel to contact in the event of an issue.
- If working near water, it is strongly recommended to wear an approved life jacket which can be obtained from their work leader /section manager.
- Report any accidents, incidents, injuries or 'near misses'.
- Report any safety practices that need to be improved, or risks not otherwise identified.
- If unsure if an activity is safe should seek guidance from the responsible person prior to work commencing.

4.1 Examples of reasonable precautions are:

- 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 is carried discreetly.
- Ensuring that only people who have received training operate equipment and plant.

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5. Work Planning

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

5.1 Risk Assessment

The individual shall 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 work leader / section manager or Trustee before undertaking the work.
- If there is a risk that cannot be managed, work shall not be undertaken.

5.2 Risk Minimisation

Individuals shall ensure that other members of their work team know what task have been agreed and method for completion of the task that will be followed.

Planning of the activities:

- The location of the task or route being travelled must be recorded.
- Agree regular check-in as appropriate with the responsible person.
- They should have working fixed line or mobile communications
- They should always carry an Emergency Contact Card.
- Planning shall be realistic about what can be achieved alone.
- Safety is paramount.

5.3 Factors must be included in the risk assessment include:

- Health and Safety factors.
- Manual lifting and handling of heavy materials.
- Weather conditions and access to help if necessary.
- The appropriate clothing, protective gear and footwear.
- Individuals shall only do that which is planned and necessary, not be tempted to do other unplanned tasks.
- Risks, potential injuries and controls agreed to reduce the risk to an acceptable level.
- Agree who is responsible for the controls.
- Individuals shall cease work if they feel unwell, or judge equipment or structures to be unsafe, or that there are unsafe factors within the working environment, e.g. hostile or threatening strangers; unstable ground conditions; or adverse weather conditions. In these cases, they should make worksites safe and secure without jeopardising personal safety and move to a place where they can either call for or get help.



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- Workers must only undertake tasks for which they have sufficient competence and/or training.
- Hot Work, Abrasive Wheel, Construction activities or live electrical work requires a detailed task assessment.

If individuals encounter hostile or challenging behaviour from strangers, individual safety takes precedence over safeguarding CCT property or reputation. The Police and responsible person should be notified.

6. Incident Management

The health, safety and wellbeing of the volunteer is the primary responsibility of all undertaking work on behalf of CCT.

Any member of CCT or person acting on its behalf can raise an alarm by phone or shouting.

After an incident the CCT incident form (CCT-23) should be completed and sent to the section manager or the Trust's secretary within 24 hours.