

8th Darlington (Cockerton Green) Scout Group – Lone Working Policy

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Reviewed by: Executive Leadership Team

Purpose

The purpose of this policy is to ensure the safety and wellbeing of any individual working alone at the headquarters of the 8th Darlington (Cockerton Green) Scout Group. This policy sets out guidelines and procedures to mitigate risks associated with lone working, particularly in areas with heavy and dangerous equipment.

Scope

This policy applies to all volunteers, members, and visitors who may find themselves working alone within the headquarters (80-82 Cockerton Green, Darlington DL3 9EU).

General Guidelines

1. **Authorisation:**
 - Lone working is only permitted with prior authorisation from a member of the Executive Leadership Committee.
2. **Communication:**
 - Lone workers must have a mobile phone or other communication device with them at all times.
 - A member of the Executive Leadership Team must be informed of the lone worker's presence, including start and finish times.
 - Regular check-ins with the designated contact person should be made.
3. **Emergency Procedures:**
 - Lone workers must be familiar with emergency exits, fire alarms, and first aid kits.
 - In the event of an emergency, the lone worker should contact emergency services immediately and inform the designated contact person as soon as it is safe to do so.

Specific Area Guidelines

Quartermaster's Store, Pioneer Store, and Workshop

1. **Access Control:**
 - Access to these areas is restricted to authorised members only.
 - Lone working in these areas is discouraged and should be avoided whenever possible.
2. **Equipment Use:**
 - Heavy and dangerous equipment should not be used by lone workers unless absolutely necessary.
 - Personal protective equipment (PPE) must be worn at all times when handling dangerous equipment.
3. **Manual Handling:**
 - Avoid manual handling of heavy items when working alone. Use mechanical aids or seek assistance if possible.

- Follow proper lifting techniques to prevent injury.
- 4. **Hazardous Materials:**
 - Ensure proper storage and handling of hazardous materials.

Risk Mitigation Factors

1. **Buddy System:**
 - Where possible, use a buddy system to avoid lone working, particularly in high-risk areas. (The 'buddy system' is a safety practice used to enhance the security and well-being of individuals by pairing them with another person. Each pair, or "buddies," are responsible for looking out for one another, ensuring that they are safe and can quickly assist or alert help in case of an emergency.)
2. **Regular Inspections:**
 - Regular safety inspections of all areas are to take place by the group's Maintenance Lead, particularly those with heavy and dangerous equipment, to identify and address potential hazards.
3. **Incident Reporting:**
 - Any incidents or near misses must be reported immediately to the designated safety officer and recorded in an incident log.
 - An investigation should be conducted to prevent recurrence.

Review and Compliance

This policy will be reviewed annually or following any significant incident involving a lone worker. Compliance with this policy is mandatory, and failure to adhere to it may result in disciplinary action.

Conclusion

The 8th Darlington (Cockerton Green) Scout Group is committed to ensuring the safety of all individuals working alone at the headquarters. By following this policy, we aim to minimise risks and create a safer working environment for everyone.