



Registered Charity No.1076362

[www.yacwag.org.uk](http://www.yacwag.org.uk)

## Lone Working Policy

It is a requirement of Health and Safety Legislation and a condition of YACWAG's public liability insurance cover to have a lone working policy. Lone working can be defined as a person who works by their self without close or direct supervision. This policy applies to volunteers carrying out activities on behalf of YACWAG on their own outside their home.

YACWAG does **not** encourage volunteers to lone work.

Volunteers carrying out authorised YACWAG activities are required

- to work with at least one other adult person wherever possible; and
- should familiarise themselves with YACWAG's Health and Safety Policy, relevant risk assessments and Safeguarding Policy.

Volunteers should never work alone:

- on a public highway
- near a substantial water body
- use a ladder or climb a tree or any similar height activity
- in a confined space
- in a dilapidated building
- with a chainsaw
- with a child or a vulnerable adult
- in a reserve where livestock is present
- in Littlewood due to the extra risk of injury from falling branches or trees

Any form of night activity for example a bat survey, should be carried out by two adult persons as a minimum i.e. a surveyor and a "buddy".

There will be situations where it will be necessary for Reserve Wardens and members of the Land Management Sub Committee to work alone during daylight hours to undertake site inspections, meet contractors and liaise with members of other agencies. Many of our reserves are isolated places and near water bodies. In all circumstances volunteers should:

- carry a charged mobile phone, and
- leave information with a member of their household or another person about their location, planned travel route, return times and instructions in case of late/ no return,
- should avoid livestock,
- not challenge any persons trespassing on a YACWAG reserve

Any volunteers likely to be working alone are required to refer to relevant risk assessments issued by YACWAG, BCT, BTO etc. for guidance. YACWAG's Health and Safety Policy is especially relevant when considering Lone Working.

Date Revised and Adopted: 12th January 2022

Next Review: 2025