

Millennium Farm Trust

GN1.4 Lone Working Policy V02

Next review date March 2025



Version Control

Version number	Date of changes	Who	Review summary
02	03/07/2020	T Freathy	Annual review. No changes
02	April 2024	T Freathy	Scheduled review. No changes

Millennium Farm Trust has an obligation under the Health and Safety at Work Act 1974, to ensure the health, safety and welfare of their employees. The purpose of this policy is to:

- ensure that there are adequate systems in place to ensure the health, safety and welfare of lone workers and to
- to reduce the risks of lone working as far as is reasonably possible and practicable. This policy applies to all staff, volunteers and contractors working on the site.

Definitions of lone worker

For the purpose of this policy, lone working is defined as:

- someone who works by themselves without close or direct supervision.
- Someone who has neither visual nor audible communication in the event of an incident.

Lone working can occur:

- During normal working hours at an isolated location,
- Outside of normal working hours such as late at night, weekends and bank holidays.

Objectives of this policy

The objectives of this policy are to ensure that situations where lone working takes place are identified, that risks inherent in lone worker situations are assessed and suitable precautionary measures are taken.

Policy Statement

MFT does not encourage lone working.

There should always, where-ever possible, be a minimum of 2 people on site when someone is working (staff, volunteers or one of our resident landlords). However we recognise that at times there is need to work alone and the following rules must be followed.

The instances when lone working at the farm are rare and should only be undertaken with the direct instruction of the Director. When such instances are required (eg feeding/ watering the animals at weekends), this policy must be followed.

Farm Helpers must NEVER work alone and when farm helpers on site, there must be a minimum of two other people (at least one of which should be a member of staff) on site.

Power tools or machinery must never be used when working alone.

Responsibilities

Employer:

Millennium Farm Trust will:

- ensure the management of lone working within the organisation is adhered to under the health and safety policy.
- Maintain a log of the situations where lone working may be required and to assess the risks such lone working presents, to assess if lone working is considered acceptable following risk assessment and to forbid lone working where risks can not be controlled. (Annex A)

If lone working is considered reasonable, then the Director must ensure that suitable precautions are in place, such as:

- Access to HQ and the office telephone is made
- Mobile telephones available
- Ensure lone worker understands risks and mitigating actions.
- Ensure lone worker has suitable experience/ training for the task(s) involved.
- If possible, maintain contact with staff that work alone, both internally and externally.

Employees:

Employees are responsible for:

- They have access to HQ and/or mobile phone.
- Following all working practices and procedures that have been put in place
- Understanding the risks that affect them and not taking unnecessary risks.
- Knowing where the first aid box and telephones are located in HQ
- Raising any issues or concerns with the Director
- Ensuring that an outside individual (friend or family member) knows they are visiting the farm and will take action if they do not return home when expected.

Annex A Loan Worker Register and Risk Assessment

Situations where loan working may be required.

During the usual working day, lone working is not necessary and will not be sanctioned.

At the weekends, the farm is managed and maintained by MFT subcontractor, Depden Care Farm Services, who may be occasionally unavailable. On these occasions the following activities may require loan working:

- Looking after the animals – feeding and watering stock in the morning and/or evening, skipping out/mucking out horses and donkeys.
- Watering vulnerable crops

Risks

The following questions have been considered for each of the above activities in addition to the farm and activities Risk Register to assess whether working alone presents any new risks or requires additional / different actions to mitigate risks already identified.

Risk	Actions
Does the workplace present any special risks to person working alone?	The principle risks are slips, trips and minor cuts (eg from paper feed sacks). First aid kit and telephone to be available Only experience and trained people will be feeding the animals
Can all plant and equipment to be used during lone working be safely handled by a lone person?	Power tools and machines are not required for the activities concerned.
Can all substances and any hazardous materials be safely handled by a lone person?	Hazardous materials are not needed for the activities.
Can any manual handling that may have to be done be carried out safely by a lone person	Yes, all staff have undergone appropriate training.
Is there a risk of violence? Are women working alone at greater risk?	There is no risk of violence. General public are not admitted to site. Activities should take place during daylight.
Are young workers (those under 18 years) at greater risk due to their lack of experience or knowledge?	Only trained people will undertake activities.
Are there adequate arrangements for travel to and from site, particularly for women and young workers?	Lone workers will have to provide their own transport to site.
Are adequate first aid facilities available?	Yes, Access to HQ must be available and workers must know location of first aid kit.
Is there a need to train the lone worker in first aid?	No. Lone working is rare and low level risk.
In an emergency can help easily find and reach the lone worker	Site is known locally and reasonable accessible to vehicles and pedestrians.
Is the individual lone worker medically fit to work alone?	Lone workers will be asked the question and not forced to work alone if they feel unfit physically or mentally.
Is the lone worker sufficiently experienced for the task?	Only experienced and trained people will feed the animals.

Is the lone worker provided with adequate information about the risks involved with the task and the precautions to be taken?	All staff are aware of the Site and Activities Risk Register and are actively engaged in it upkeep. Where volunteers are used they will taken through the site risks.
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