



Riverside Miniature Railway

Lone Working Policy

Adopted by Committee March 2019

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Review date: March 2020

Introduction

Riverside Miniature Railway Club (RMRC) recognises that there are occasions when members may need to work alone or in isolated situations. This may mean an increased risk to the health and safety of that individual. This policy sets out the approach to identifying these risks and managing them.

Definition

A lone worker is someone who spends some or all of their working hours working alone. This may occur during normal working hours at an isolated location within the RMR site, or working outside planned working party or operating hours.

Lone working is deemed to be working in a situation where there are no other people who could reasonably be expected to give immediate assistance in the event of an accident or emergency.
For the purposes of this policy volunteering is deemed as working.

Policy

The policy of RMRC is that lone working should be avoided whenever possible. In practice, this means that members should endeavour to work on days when working parties are in progress. However, in reality it is sometimes more practical for members to work alone due to time restrictions, or the nature of the work which.

Risk Assessment

The Committee ensures that an annual Lone Working Risk Assessment is undertaken and that members are aware of the content. The following factors are taken into consideration:

- Risk of violence: All lone working situations are assessed for the risk of physical or verbal threats.
- Plant and equipment: All equipment used by lone workers is assessed for its suitability for use by one person.
- Chemicals: Any chemicals used are assessed for their suitability for use by those working alone.
- Working at height: Working at height is not undertaken when working alone.

Protective Measures

In order to minimise the risks from lone working, the following measures are taken:

- Members ensure that someone is aware that they are working alone and either give them an expected time of return or keep in regular contact.
- Mobile phones can provide a level of security and peace of mind, but are not solely relied upon.
- If carrying a mobile phone, members check the battery charge level and signal strength.
- Lone workers do not confront or challenge unauthorised persons or intruders, unless they are sure it is safe to do so.
- If there are any signs of unauthorised access or unauthorised persons on site, the police are contacted immediately.

Procedures

Safe working practices/rules for members who work alone are followed. A family member or other RMRC nominated person must be made aware when a member is working alone on the premises or site; arrangements will be made to ensure regular 'check in' with the lone working member by telephone. Should the nominated person not be able to contact the member they will follow up by visiting the premises/site and contacting support (or emergency services) if unable to make contact with the lone worker.

The member should keep a working mobile phone on their person at all times whilst working alone on the premises/site. Where appropriate the Chairman or Development Manager should be informed that a member intends to work 'out of hours' on the premises and may be doing so alone. No activity involving reaching to height or moving heavier or bulky items should be tackled whilst lone working. Any member working alone, entering locked buildings must be an approved key holder and must ensure that the site is left securely when they leave.

Staff working alone in RMR buildings

If you are working alone in an RMR building or in an isolated situation, take the following precautions:

- Tell somebody where you are and what time you will be home
- If anyone suspicious attempts to enter the site/building or you see or hear anything suspicious contact the police using your phone.
- Always be alert when leaving the site/building

Key holders responding to an alarm

There are other situations that require a member to attend the site out of working hours e.g. alarm call outs etc.....

RMRC does not expect any member to go into a dangerous situation for which he/ she is not prepared. If you think you may be exposing yourself to danger in entering the site/building you should not do so.

On these occasions you must:

- Always assume an alarm is genuine
- If possible, speak to anyone who has drawn your attention to the alarm or incident to find out if they have any information about what may be happening
- Take a torch and a mobile phone
- Tell someone where you are going and how long you are likely to be

If police are attending the incident then wait for the police to arrive before entering the site.

If the police are not attending:

- Never confront an intruder or approach or enter a building if you think an intruder may be in there.
- Call the police and wait outside
- Do not enter or approach a building on your own if you are concerned for your safety
- Check from outside of the site/building and at a distance to see whether there are any signs of an intrusion
- Check whether there are any unexpected vehicles in the area
- Make sure you have a mobile phone to summon help if necessary

In the event of trespassers

Where a person is not immediately recognised as having legitimate reason to be on the site they should be politely asked if they need any help. Assuming the person seems to have a valid reason they should be informed about the railway.

If a trespasser becomes abusive or seems to present a threat to the safety of others the police should be called without delay.

If you feel in anyway threatened do not approach but find a safe place and call the police. Don't try to physically remove trespassers from the site or engage in arguments with them. Make your point, withdraw and call the police.

In the event of a break in on site

Remember personal safety is far more important than the protection of property.

- Do not touch anything and call the police
- Call the chairman and or other committee members
- If possible take photographs of any damage

Further Information

Further information on lone working can be found in the HSE publication "Working Alone".

<http://www.hse.gov.uk/pubns/indg73.pdf>

Dissemination

The Policy is available to members via the Policies file in the station and a paper copy is available upon request from the Chairman.

The policy is available to view on the members section of the RMRC website.

Reviewing the Policy

This policy will be reviewed annually by the committee to ensure that the Policy is relevant and up to date.

THIS POLICY SHOULD BE READ IN CONJUNCTION WITH THE HEALTH AND SAFETY POLICY