

Tewkesbury Junior Anglers

Tewkesbury Junior Anglers (TJA)

Lone Working Policy

Version: 1.0

Date: May 1, 2025

Review Date: May 1, 2026

1. Policy Statement

Tewkesbury Junior Anglers (TJA) is committed to ensuring the health, safety, and welfare of all its volunteers. We recognise that some tasks undertaken on behalf of TJA may occasionally require volunteers to work alone. This policy outlines the procedures designed to minimise the risks associated with lone working. TJA aims to avoid lone working wherever reasonably practicable, particularly in situations involving direct interaction with children and young people, which must align strictly with our Safeguarding Policy.

2. Purpose and Scope

The purpose of this policy is to:

- Define lone working within the context of TJA activities.
- Ensure potential risks associated with lone working are systematically identified and managed.
- Outline the responsibilities of the committee and individual volunteers regarding lone working.
- Comply with relevant health and safety legislation.
- This policy applies to all TJA committee members and volunteers who may undertake tasks alone on behalf of the organisation.

3. Definition of Lone Working

For the purposes of this policy, lone working refers to situations where a TJA volunteer carries out authorised tasks for TJA unaccompanied, or without direct or close supervision, potentially out of sight or hearing distance of another TJA volunteer.

Examples might include:

- Conducting pre-session safety checks at a fishing venue.
- Transporting or maintaining equipment at a storage location.
- Undertaking administrative tasks alone at a designated TJA space (if applicable).
- Attending meetings with external parties alone on behalf of TJA.

Crucially, this policy operates alongside TJA's Safeguarding and Child Protection Policy. Lone working directly with children or young people is strongly discouraged and should generally be avoided. Any exceptional circumstance would require explicit committee approval following a rigorous safeguarding and lone working risk assessment.

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4. Responsibilities

- TJA Committee:
 - Ensure this Lone Working policy is implemented and reviewed.
 - Ensure risk assessments are carried out for all identified lone working tasks.
 - Provide necessary information, training, and resources to manage risks.
 - Maintain records of lone working activities and risk assessments.
 - Ensure procedures are in place for monitoring lone workers and responding to emergencies.
- Volunteers:
 - Take reasonable care of their own health and safety and that of others.
 - Follow the procedures outlined in this policy and specific risk assessments.
 - Report any lone working related hazards, incidents, accidents, or near misses promptly to a committee member.
 - Participate in provided training and use any safety measures or equipment supplied.
 - Do not undertake lone working tasks unless authorised and risk assessed.

5. Risk Assessment

- A specific lone working risk assessment **MUST** be carried out **BEFORE** any volunteer undertakes a planned lone working task. This assessment will be conducted or approved by a designated committee member.
- The assessment will identify potential hazards associated with the specific task, location, time, and individual factors. Hazards may include: slips, trips, falls (especially near water), manual handling, sudden illness, environmental conditions, equipment failure, potential for aggression/violence from third parties, remoteness of location, communication blackspots.
- The assessment will evaluate the level of risk and determine appropriate control measures to eliminate or reduce the risk to an acceptable level.
- Risk assessments will be recorded and reviewed periodically (at least annually) or if circumstances change significantly.

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6. Control Measures

Based on the risk assessment, control measures will be implemented. These may include:

- Avoiding lone working altogether by using a 'buddy system'.
- Planning tasks for daylight hours where possible.
- Ensuring the volunteer is familiar with the location and task.
- Providing detailed instructions and procedures for the task.
- Ensuring the volunteer carries a fully charged mobile phone with emergency contacts saved.
- Establishing communication protocols:
- Informing a designated TJA contact (e.g., Committee Secretary/Chair) before starting the task (location, estimated duration).
- Agreeing on regular check-in times via phone call or text message.
- Confirming task completion and safe departure/return with the designated contact.
- Providing basic safety equipment if necessary (e.g., torch, whistle, basic first aid kit).
- Training on conflict avoidance or de-escalation if interaction with the public poses a risk.
- Ensuring access to welfare facilities (e.g., knowing location of nearest toilets/shelter).

7. Training

- Volunteers required to undertake lone working tasks must receive appropriate training, instruction, and information.
- This will cover:
- The content of this Lone Working Policy.
- The findings of relevant risk assessments and agreed control measures.
- How to use any specific safety procedures or equipment.
- Emergency procedures and contact details.
- Reporting procedures for incidents or concerns.
- Training needs will be identified through the risk assessment process. Records of training provided will be maintained.

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8. Monitoring and Recording

- Accurate records **MUST** be kept of all authorised lone working activities.
- A system will be maintained (e.g., a dedicated logbook, shared digital calendar, or messages logged via a designated committee contact) to record:
- Name of the lone worker.
- Date and time of the task (start and end).
- Location of lone working.
- Brief description of the task.
- Name of the designated TJA contact person.
- Confirmation of pre-task notification and post-task check-in/safe completion.
- These records help monitor the frequency and nature of lone working and ensure procedures are being followed.

9. Emergency Procedures

- Lone workers must be familiar with emergency procedures.
- In case of serious accident, illness, or immediate danger: Call 999/112 for Emergency Services first, then notify the designated TJA contact as soon as it is safe to do so.
- The designated TJA contact person will have procedures to follow if a lone worker fails to check in at the agreed time or confirm task completion. This may involve attempting further contact, contacting emergency contacts (if provided and permission given), or, as a last resort, contacting emergency services if there is serious concern for the volunteer's welfare.

10. Reporting Incidents

All accidents, injuries, near misses, threats, or incidents of aggression experienced during lone working must be reported to a TJA committee member as soon as possible. This allows for investigation, review of risk assessments, and implementation of further preventative measures.

11. Policy Review

This Lone Working Policy will be reviewed annually by the TJA Committee, or more frequently if required due to incidents, changes in guidance, legislation, or operational activities.