

Safe & Well Guidance Notes

LONE WORKING

Principle Safety

- Establish who the lone workers are, what they have to do, where they do it, when and for how long are they working alone.
- Ensure correct clothing worn for job.



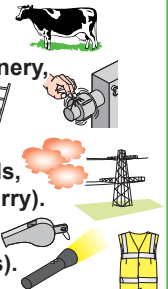
Identify the Activities

- Identify what equipment, vehicles or machinery they use.
- What materials do they handle.
- What lifting, carrying, pushing or pulling do they have to do.



Identify the Hazards

- Handling livestock.
- Caught up in machinery, vehicles.
- Fall from height.
- Electricity, chemicals, toxic gases (e.g. slurry).
- Winter work (take torch, whistle, hi-vis).



Identify the Hazards

- Trapped in silos, vats, bunkers.
- Heat exhaustion, dehydration.
- Crush hazard, moving product, (e.g. fertiliser, bales)



Clear Instructions

- Ensure there are clear work instructions and lone workers are trained.
- If English is not their first language ensure they understand how to do the job safely.



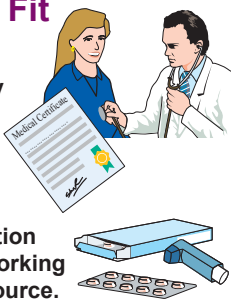
Training and Competence

- Ensure they are competent to carry out the activity, with refresher training completed.



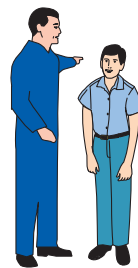
Medically Fit

- Ensure they are medically fit to work alone e.g. if pregnant.
- Take medication with you if working away from source.



Additional Supervision

- Young persons under 18 years old or anyone with any form of disability require supervision.



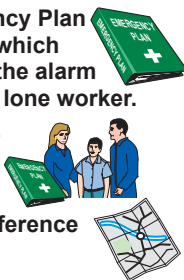
Establish 2 Way Communications

- Establish a good system for communication to keep in regular contact (phones, radios, CCTV).
- Visit them on a regular basis.



Emergency Plan

- Have an Emergency Plan in case of injury which includes raising the alarm and rescuing the lone worker.
- Ensure everyone knows the Emergency Plan.
- Know the grid reference of your location.



First Aid

- Lone workers should have basic first aid knowledge.
- Lone workers should carry first aid kits or the kits should be easy to access.



Emergency Services

- Know emergency services response time.
- ALWAYS keep your phone in your pocket. Put next of kin or "ICE" (In Case of Emergency) as a speed dial.





Sources of Information

<http://www.hse.gov.uk/agriculture/index.htm>

<http://www.nfuonline.com/home> (for health & safety support select Risk Management Services)

<http://dcfarmconnect.co.uk>

DCD website: www.dairycrestdirect.co.uk

Key Contacts

Company

Phone No.

Health and Safety Executive (HSE)

0845 300 9923 (RIDDOR accident reporting)

White Gold

0845 873 1410

Dairy Crest - Farm Business Unit

0800 121 4766

National Farmers Union (NFU)

024 7685 8500 or for members 0870 845 8458

DCD Office

01458 835060

General Questions

1. Have you assessed the risks on your farm?
2. Have you acted upon the results of your assessment?
3. Have you briefed your family, workers (including temporary or relief staff) and any contractors?
4. Have you displayed the **Guidance Notes?**
5. All involved in working on this farm, need to sign and date this form to confirm that they have read and understood the **GUIDANCE NOTES**, as all are responsible for a safe and working environment - as we all depend on each other!

Name

Signature

Date

Notes: Actions Taken



REMEMBER - RUSHING, FRUSTRATION, FATIGUE AND COMPLACENCY CAUSES ACCIDENTS!

YOUR FAMILY NEEDS YOU

