

Saving Scotland's Red Squirrels



Spring survey health & safety

Spring Survey Health & Safety

Your safety is paramount and Saving Scotland's Red Squirrels expects you to always take safety into account whilst undertaking our squirrel survey. Please read the following information about general safe working, ticks, COSHH (Control of Substances Hazardous to Health) and lone working and follow the safety advice at all times.

If you have any concerns, please contact your local Conservation Officer immediately.

Contents

1. Safety guidelines for volunteers ... p 1-4
2. Ticks and Lyme Disease ... p 4-5
3. Use of Virkon for disinfecting feeders... p 6
4. Squirrel surveying in woodlands & scrub: risk assessment ... p 7-9
5. Lone working policy ... p 10
6. Lone working: risk assessment ... p 11-13

Appendix 1: The "Buddy" system explained ... p 14-15

1. Safety guidelines for volunteers

Site safety

If your survey site is on land where forestry operations take place (felling, thinning, timber stacking or transport), regardless of owner, you must adhere to the following practices:

- Your survey box sites will never be in the immediate vicinity of felling works. If this changes, do not enter and seek advice immediately. However, operations may be nearby or share access routes so be aware at all times of other site users.
- Where asked to do so, **inform the site manager** before going to survey.
- **Respect all signage** concerning areas of work/exclusion at all times.
- Never enter any area with active felling or moving of timber by machines. **200 meters** away is the minimum safe distance.
- We advise **accessing sites on foot**. Using your own vehicle to access sites is done so at your own risk and it is your responsibility to ensure you are adequately covered by insurance.
- Do not cross active harvesting areas, wind blow or timber stacks.
- Never pass a loading timber lorry (on foot or in a vehicle) without getting the driver's attention. Never pass between the stack and the timber vehicle.
- If asked to do so, **wear high visibility gear** on site to ensure you are seen.

- When in doubt, don't go. Ask for advice.

Forestry Operations sites can be very dangerous and unfortunately deaths in the forestry industry do still occur every year. Safe work practises must be followed by everyone.

If you cannot get to a feeder box without crossing an active harvesting site or being within 200m of a working machine then that box must be left un-surveyed until other arrangements can be made.

Accidents

In the unlikely event that you have an accident, ***it must be reported*** so that the details can be recorded and steps taken to ensure there is no repeat. Similarly, reporting any significant "near misses" to us can help prevent an accident happening in the future.

First Aid

It is advisable to carry a basic first aid kit with you when carrying out surveys. You are responsible for ensuring contents are suitable and fit for purpose. If you would like any advice on first aid kits please get in touch with your local Conservation Officer.

Risk Assessment

Risk assessment is an important tool for us in identifying and controlling any risks in the work we do. It is also a legal requirement. Please ensure you read and understand the risk assessments included in this pack: **Squirrel Surveying in Woodlands & Scrub** and **Lone Working**.

Lone Working

Working alone is potentially dangerous and for this reason, certain tasks are prohibited. A lone working risk assessment must be carried out before any potentially hazardous activity involving one person. Where lone working does take place a "buddy system" operates (see **Appendix 1**).

Tools and Equipment

The law requires all work equipment to be suitable for the task, to be properly maintained and for users to have the necessary knowledge, skills and experience to use it safely. Privately owned tools and equipment must only be used where no alternative is available, they must be properly maintained and used only as the manufacturer intended.

Driving

When approaching a site it is important to park safely. Ensure that you always follow the Highway Code and be conscious of harvesting contractor vehicles.

Hazardous materials - Virkon

Virkon is a disinfectant which is classified as irritating to skin and a risk of serious damage to eyes under EU regulations. Ensure it is kept out of the reach of children and that protective gloves are always used when handling. Please read the more detailed safety advice in **Section 3** of this document.

Clothing

Always dress appropriately for the type of work, weather conditions and the site you are working on. Take advice from others who may be familiar with our sites and the work we do – particularly where there are exposed areas or water. Sturdy footwear and gloves are particularly important.

Health Risks

Always cover cuts and grazes before commencing work. This is especially important where the work is being done in ditches, rivers and lochs, where there may be a risk of Leptospirosis (or Weil's disease) if cuts are unprotected. Always wear gloves and wash your hands in clean water before, eating, drinking or smoking.

Weil's disease (leptospirosis) is an infection usually caused by rats but dogs, grey squirrels and other animals can also transfer the disease to humans. To prevent infection reduce direct contact with infected animals and indirect contact with animal urine. Take particular care when working around ponds, lochs and any sources known to be contaminated. If you are working in or around water keep cuts and abrasions covered at all times, avoid swallowing water, avoid or restrict skin contact with water and wash your face and hands thoroughly before eating, drinking or smoking. Treatment for Weil's disease is usually a course of antibiotics.

Ticks are common on heathland and in areas of rough vegetation and bracken. Some may be carriers of Lyme Disease, which can be transferred to humans. To avoid being bitten, keep your skin covered when working in vegetation and check for ticks on your clothing and skin at regular intervals. If bitten, remove the tick gently, taking care to remove the mouth parts and body together. Tell-tale signs of the disease are a ring-like rash around the bite, together with flu like symptoms and / or swollen glands. If you have any of these symptoms – see a doctor straight away. Please read the more detailed safety advice in [Section 2](#) of this document.

The risks from Avian Flu are very remote. However, if you find large numbers of sick or dead birds, do not handle them. Instead, inform the landowner who will make a decision on the appropriate course of action.

Sharps, such as needles, syringes etc. must not be handled. If you find a sharp, inform the landowner who will make arrangements for the item to be disposed of safely.

We advise that anyone working on our spring surveys has an up-to-date tetanus jab. Seek advice from your doctor. Please note these risks are very rare if proper precautions are taken – so please don't be overly concerned and let it put you off volunteering!

Medical Conditions

Please let us know in advance if you are on medication or have a medical condition which may affect your ability to work safely (e.g. vertigo, asthma, epilepsy, allergies to plasters or wasp stings etc.).

If an accident occurs as a result of a medical condition we do not have prior knowledge of it may put you or others at risk and limit our ability to provide adequate care or treatment.

If we are only informed of a medical condition on the day, we reserve the right to prevent you from taking part in an activity if we believe doing so may put you or others at risk.

Finally.....

We all have an obligation to ensure our actions do not put ourselves or anyone else at risk. While we have put measures in place to control risks and prevent accidents, the most effective way to stay safe is through vigilance and common sense. Always work safely and if you see something you believe is potentially hazardous, warn your colleagues and bring it to our attention immediately so that steps can be taken to control the risk.

2. Ticks and Lyme Disease

What is a tick?

Ticks are tiny spider-like parasites which thrive on the blood of reptiles, birds, amphibians and mammals – including humans. The most common tick is the sheep tick, which is about the size of a sesame seed but can be as big as 3mm. They sit on most vegetation; such as grass stems, heather and bracken etc. and wait for a “host” to pass. They can attach themselves almost anywhere on the body, notably the legs (behind the knees), trunk, crotch and armpits. Ticks typically feed in places where the skin folds or creases and in obstructions caused by clothing and insert a probe into the skin before gorging themselves on blood. Male ticks may leave after feeding for a short time, while the female may feed for up to ten days. Tick-borne infection is on the increase and can result in Lyme disease or other potentially serious medical conditions such as Babesiosis, Ehrlichiosis, Anaplasmosis and Bartonellosis.



How to remove a tick

BADA (Borreliosis and Associated Diseases Awareness UK) recommends the Tick Twister for safe tick removal. The most important aspects of tick removal are;

- The mouth parts of the tick should be cleanly removed with the rest of its body.
- The body of the tick must not be compressed.
- The tick should not be stressed or injured as this can cause it to regurgitate its blood meal along with any infective organisms.
- The tick should be removed without causing the host any discomfort.
- Choose the correct size of twister for the tick being removed (each pack contains two sizes, one for adult ticks and a second for tiny nymph ticks).
- Engage the hook by approaching the tick from the side until it is held securely.
- Lift the hook very lightly and turn it (screwing or unscrewing). The tick detaches after two or three turns.
- After removing the tick, disinfect the bite area and wash your hands thoroughly.
- Save the tick for identification in case you become ill within several weeks. Write the date of the bite in pencil on a piece of paper and put it with the tick in a sealed plastic bag and store it in a freezer. Your doctor can use the information to assist in making an accurate diagnosis. Although not every tick carries Borreliosis or any of the associated co-infections, immediate removal of an attached tick is recommended.
- **Do not** use petroleum jelly, liquid solutions, freeze or burn the tick. This can cause it to regurgitate its stomach contents, increasing the chance of infection.



The sooner a tick is removed the less chance it has of passing on any bacteria that can cause infection.

Avoiding tick bites

- Walk in the centre of woodland paths to avoid overhanging vegetation – where possible!
- Wear long trousers and tuck them into socks, or wear gaiters.
- Ticks find it difficult to attach themselves to clothing made from smooth or waxed material.
- Light coloured clothing makes attached ticks easier to spot.
- Drawstrings, elasticated wrists, ankles, waistbands etc. restrict a tick's access to the skin.
- Insect repellents that contain *permethrin* can be sprayed on clothing – allow clothes to dry before wearing them and do not apply the chemical directly to the skin.
- Insect repellents that contain 25% DEET can be applied but need repeated application – confine to small areas such as your arms, legs and neck.

Symptoms of Lyme disease

Lyme Borreliosis generally occurs in stages, with remissions, exacerbations and different clinical manifestations at each stage. After exposure to the tick the incubation period for the first stages of the disease is 3 to 32 days but more usually 7 to 15 days. The early stages of the disease can be asymptomatic, and the patient can present with later more systemic manifestations of the illness. Later stages of Lyme disease are often difficult to diagnose because its symptoms are similar to many other diseases (i.e. joint and nerve problems).

In a third of cases a red rash may develop at the site of the bite. Classically it has the appearance of a reddened circle that expands away from the bite and clears in the centre. The skin may be warm but is not usually painful. Early localised disease may be associated with “flu-like” symptoms of fever, malaise, fatigue, lethargy, headache and joint and muscle aches. Other, more severe, early manifestations of the disease include arthritis of large joints, meningitis and myocarditis, all of which may occur without the rash.

Within weeks to months the spirochete may spread to many other sites, particularly the nervous system, joints, heart or other skin sites. Symptoms fluctuate and may last for months or may become chronic. Weeks to years after onset, swelling and pain in large joints may develop and recur for several years. In an individual patient, however, the infection is highly variable.

If you begin to display any of the symptoms, seek experienced medical advice immediately. Lyme disease can be treated most effectively in its early stages with antibiotics.

Tick Twisters

Tick twisters, and other tick removal tools, are widely available commercially either individually or in bulk purchase.

For further information, contact your local Conservation Officer.

3. Use of Virkon for disinfecting feeders

Using a disinfectant is essential in preventing the spread of disease between red squirrels or between any other non-target animals using the feeder boxes. Virkon is effective against viral, bacterial and fungal disease-causing organisms. Please read through the instructions and if you have any questions or concerns contact your local Conservation Officer.

One Virkon® S 5g tablet produces 500ml of disinfectant solution.

1. Place one tablet in a clean plastic spray bottle and add 500ml of water. The liquid should be light pink in color when the tablet has dissolved. The solution will be effective for one week. **If the solution loses pink color or one week has passed, please dispose of the solution as instructed.**
2. Solution should be sprayed in a light mist on wooden feeder boxes so the wood is damp but not soaked. Please allow the box to dry before adding any food. It should not be rinsed.
3. Any remaining solution should be disposed of following local guidelines for special waste (see below).

Precautions

- Virkon® S is classified as irritating to skin and risk of serious damage to eyes under EU regulations. Please wear gloves and if possible protective eyewear when handling tablets.
- Keep out of reach of children.
- Use disinfectants safely. Always read and follow the product label instructions and information including the precautionary statements before use.
- Always refer to the Materials Safety Data Sheet (MSDS) for further details on product specific health and safety issues.
www.nonnativespecies.org/downloadDocument.cfm?id=270

Emergency/First Aid Procedures

- If the product is splashed in the eyes, rinse immediately with plenty of water and seek medical advice.
- Rinse any product off the skin immediately with water.
- If ingested allow patient to drink water if conscious, but do not induce vomiting. Seek medical advice.

Storage

Store tablets in a cool place out of direct sunlight.

Disposal

Following use, **do not immediately pour the remaining solution into the natural environment, water courses, or household drains.** Instead, leave the spray bottle in a safe place for one week to deactivate before it can be safely poured away. Carefully dilute the deactivated Virkon into small quantities and pour down a household drain.

Tip: before safely storing for deactivation you could use leftover Virkon solution to disinfect your garden feeders. Follow the same safety procedures outlined above.

Visit <http://virkon.com/products-applications/disinfectants/virkon-s-tablets/> for more information on the safe use of Virkon.

4. Squirrel surveying in woodlands & scrub: risk assessment

TRAINING / SUPERVISION	Review site risk assessment and brief personnel on risks & controls before work starts.
PPE REQUIRED	Gloves / Suitable footwear and clothing to suit conditions.

COMMON HAZARDS	WHO IS AT RISK?	RISK RATING	CONTROL MEASURES	RESIDUAL RISK
Associated with the work activity	Public, staff, trainees, volunteers, children	Risk level before controls are in place	Existing measures in place before work is allowed to start	Remaining risk after controls are in place
Lone working	Staff, trainees & volunteers)	Medium	<ul style="list-style-type: none"> Refer to lone working policy and risk assessment before work starts Employ buddy system - ensure someone knows where you are and when you'll be back. Recommend no longer than 3 hour check in time - stay in contact Carry radio / mobile telephone - check network coverage and battery levels before work starts 	low
Striking injury from overhanging / protruding vegetation	Staff, trainees & volunteers)	medium	<ul style="list-style-type: none"> Adequate supervision / brief personnel Remove loose branches / vegetation 	low
Puncture injury from SHARPS	Staff, trainees & volunteers	low	<ul style="list-style-type: none"> Adequate supervision / brief personnel Personnel do not handle SHARPS - see SHARPS policy procedure 	low
Manual handling	Staff, trainees & volunteers	medium	<ul style="list-style-type: none"> Awareness / use of safe lifting techniques Break down awkward / heavy loads if possible Rotate tasks to avoid repetitive strain Use wheeled / powered equipment to move loads where possible Only trained / authorised personnel to use work equipment Seek assistance where required 	low
Slips, trips & falls	Staff, trainees & volunteers	medium	<ul style="list-style-type: none"> Suitable footwear for weather & ground conditions Plan safe access and egress to work site Mark obvious slip / trip hazards that cannot be removed Designate area to store tools / equipment & waste 	low
Sting / rash / blistering etc. from hazardous plants	Staff, trainees & volunteers	low	<ul style="list-style-type: none"> Identify hazardous plants and plan work to avoid contact Gloves, long trousers and long sleeves mandatory 	low
Illness & Disease - Weil's Disease Lyme's Disease / Tetanus / Dog fouling	Staff, trainees & volunteers	low	<ul style="list-style-type: none"> Keep arms and legs covered and protect existing injuries Follow SWT instructions for safe removal of ticks Wash hands before eating, drinking or smoking 	low

Violent encounters - landowners / livestock / stalking season	Staff, trainees & volunteers	low	<ul style="list-style-type: none"> • Be aware of stalking season / boundaries / maps etc. • Check right of way / access / loose animals on site before working • Do nothing that will alarm livestock - loud noises / movement 	low
Adverse weather	Staff, trainees & volunteers	medium	<ul style="list-style-type: none"> • Suitable clothing for variable conditions • Stop work in extreme / hazardous weather • Plan travel by road - consider weather 	low

LIST ANY ADDITIONAL HAZARDS AND EXTRA CONTROLS WHERE THOSE LISTED ABOVE ARE NOT SUFFICIENT TO MANAGE THE RISK

Severe drops within woodland	Staff, trainees & volunteers	Medium	<ul style="list-style-type: none"> • Ensure maps are provided and ground conditions considered. 	Low
Potential drowning	Staff, trainees & volunteers	Medium	<ul style="list-style-type: none"> • Be aware of fast flowing rivers, deep standing water and keep a safe distance. Take the necessary precautions when crossing foot bridges, especially in icy conditions. 	Low
Forest harvesting operations	Staff, trainees & volunteers	High	<ul style="list-style-type: none"> • Sites with active operations to have specific RA and measures which include: • Abide by forest harvesting operations signage (Exclusion zones), and avoid all areas of active felling operations- use alternative • Keep a minimum 200m away from harvesting machinery and vehicles. Wear Hi Vis and use prior notification if requested • Don't pass a loading timber lorry without permission of the driver 	Low
Access from public or forest road	Staff, trainees & volunteers	Medium	<ul style="list-style-type: none"> • Park safely – well off road in lay-bys; take care when leaving the vehicle; keep valuables out of sight; follow the Highway Code; be conscious of harvesting contractor vehicles. • Access to forest tracks require permission/permits in advance (consult SSRS). • Kept to 15mph speed limit on forest roads. • Forest road conditions should be evaluated carefully to assess whether there is a risk of personal injury or vehicle damage. If driving exposes the driver and vehicle to significant risk, alternative access arrangements should be made. Vehicle access is at the owner's risk. 	Low
Windblown trees	Staff, trainees & volunteers	medium	<ul style="list-style-type: none"> • Never walk under or climb over any fallen or hung up trees 	Low

See next page for the risk matrix

RESULT	LIKELY	PROBABLE	REMOTE	IMPROBABLE
FATAL / DISABILITY	HIGH	HIGH	MEDIUM	LOW
MAJOR INJURY	HIGH	HIGH	MEDIUM	LOW
MINOR INJURY	MEDIUM	MEDIUM	LOW	LOW
NO INJURY	LOW	LOW	LOW	LOW
LIKELY - happens repeatedly, expected		PROBABLE - will happen more than once		
REMOTE - unlikely, though conceivable		IMPROBABLE- highly unlikely		

I ASSESS THE RISK LEVEL FOR THE WORK ACTIVITY TO BE: LOW

Signed: _____ Date: _____

I HAVE READ AND UNDERSTOOD THE SQUIRREL SURVEYING IN WOODLANDS & SCRUB RISK ASSESSMENT

Signed: _____ Date: _____

5. Lone working policy

Lone working is any work activity which is carried out by individuals isolated from others for a significant length of time. The Health & Safety Executive defines lone workers as, “those who work alone without close or direct supervision”.

Saving Scotland’s Red Squirrels will ensure, so far as reasonably practicable, that the risks associated with lone-working are identified, assessed and controlled. Individuals who are required to work alone or unsupervised for significant periods of time will be made aware of the risks involved, how those risks will be controlled and the appropriate action to take in an emergency.

Specific prohibitions for lone-working

There are certain activities the Trust recognises as being too hazardous to be carried out safely by an individual working alone and which therefore require the presence of at least one other person.

They include:

- Where the individual is a “young worker” under the age of eighteen years.
- Where risk assessment has identified the work cannot be carried out safely by one person.
- Where established safe working practices do not allow the work to be carried out by one person.
- Work where training under supervision is required.
- Work in confined spaces.
- Work on or near electricity cables or gas pipes.
- Use of a ladder which is not secured at the top and footed at its base.
- Work involving climbing trees.
- Working with children or protected adults.

Lone-working in remote locations

The following precautions must be taken when an individual is working alone in a remote location:

- Carry out a lone-working risk assessment.
- Make sure someone knows where you are, what you’re doing and when you plan to return.
- Ensure you are properly equipped (radio / telephone / locator beacon, clothing, safety equipment, food, water etc).
- Inspect and test all emergency communications equipment before setting out - make sure you know how it works and when it should be used.
- Check for a telephone or radio signal on location before commencing work.
- Check-in before, during and after your shift.
- If you’re going to be late back or your plans change – tell someone.

DO NOT RELY ONLY ON EMERGENCY COMMUNICATIONS WHERE THE TERRAIN MAY CAUSE SIGNALS TO BE LOST.

6. Lone working risk assessment

Most lone working is relatively low in risk and can usually be conducted routinely and safely. Complete this risk assessment only if your work involves identifiable and significant risks to a lone worker

1 Location of proposed lone-working activity

2 Describe the proposed lone-working activity
Squirrel surveying, grey squirrel control and squirrel pox virus testing

3 Does the task involve any of the following?	Tick the appropriate box	
	YES	NO
Work where established safe working practice requires more than one person		X
Work where training under supervision is required		X
Work which involves the use of dangerous equipment such as chainsaws, pole pruners, power scythes or slashers		X
Work in confined spaces or excavations of more than 1.2 metres in depth		X
Work on or near electricity cables or gas pipes		X
Use of a ladder which is not secured at the top and footed at its base		X
Work involving climbing trees		X
Work on or near cliff edges - unless a specific risk assessment has been carried out to identify and control the risks		X
Work in mines, caves, derelict buildings or building sites		X
Work on fragile roofs or surfaces		X
Diving operations		X
Working in tidal zones, aquatic habitats or bogs - unless a separate specific risk assessment has been carried out - competent swimmers only (where appropriate)		X
Working in boats in open water (e.g. ocean / large loch / well away from the shore) - competent swimmers only in boats		X
Medium to high risk of violence (includes abusive or threatening behaviour)		X
Investigation of theft, break in or illegal use of firearms		X
Work with children or protected adults		X

	List any risk control measures below the question (for example; safety wear, safety equipment, radio etc.)	YES	NO	N/A
1	Can the risks associated with the tasks be controlled by one person? Controls in place are - Only authorized individuals to carry out work. Use of buddy system detailed in lone working policy. Carry radio/ mobile telephone and check battery levels and network coverage before work starts.	x		
2	Does the workplace present any special or significant risks to a lone-worker? (e.g. water / cliffs / navigation / animals) Controls in place are - Read through site risk assessment before work starts. If none exists prepare one. Use buddy system. Carry radio/ mobile telephone and check battery levels and network coverage before work starts.		x	
3	Does the safe working practice for any machinery, equipment or substances used permit lone-working? Controls in place are - Use recognized safe lifting and handling techniques when necessary. Avoid one person lifting where risk of injury and seek assistance if and when required.	x		
4	Can any machinery, equipment & substances involved be used (or moved if necessary) safely by one person? Controls in place are - Use recognized safe lifting and handling techniques when necessary. Avoid one person lifting where risk of injury and seek assistance if and when required.	x		
5	Is there a safe way in and out for one person? (access / egress - premises and reserves) Controls in place are - Use buddy system and carry radio/ mobile telephone and check battery levels and network coverage before work starts.	x		
6	Is there a risk of violence (including abusive or threatening behaviour? e.g. handling cash or valuable equipment etc.) Controls in place are - Perceived risk is medium due to high public footfall in some areas. Actively avoid confrontation with land owners/members of public. Leave area immediately if confronted by aggressive individual(s). Carry radio/ mobile telephone and check battery levels and network coverage before work starts. Report any incidents/concerns to project management.	x		
7	Are young or older people especially at risk if working alone? (lone working prohibited for those under 18 years of age) Controls in place are - Only those over 18 years are permitted to carry out lone working. Carry radio/ mobile telephone and check battery levels and network coverage before work starts.		x	
8	Is safety equipment or clothing required? (describe below) Controls in place are - Sturdy footwear with good ankle support and clothing appropriate to weather conditions. Sunblock and skin covered in hot weather.	x		
9	Are you medically fit and suitable to work alone? Controls in place are - Employees and volunteers made aware of physical requirements. Requirement to declare any health problems or medical conditions which may affect ability to work alone safely.	x		
10	Are you sufficiently trained / experienced and / or otherwise competent to work alone? Controls in place are - Instructed in task and use of equipment. Briefed on lone working policy prior to commencing work.	x		
11	Is there a procedure in place to provide and maintain adequate communications and supervision? (explain below) Controls in place are - Use buddy system and carry radio/ mobile telephone and check battery levels and network coverage before work starts.	x		
12	Is there an established procedure in place in case of emergency? (e.g. buddy system, radio, telephone, visits by others) Controls in place are - Use buddy system and carry radio/ mobile telephone and check battery levels and network coverage before work starts.	x		
13	Have you read through and understood SWT's Lone Working Policy?	x		

After all control measures are in place assess the risk level using this table below as a guide. The risks must be reduced as low as is reasonably practicable. HIGH risk activities must not be pursued. Remote lone workers must carry a personal first aid kit and be familiar with its contents and use.

RESULT	LIKELY	PROBABLE	REMOTE	IMPROBABLE
FATAL / DISABILITY	HIGH	HIGH	MEDIUM	LOW
MAJOR INJURY	HIGH	HIGH	MEDIUM	LOW
MINOR INJURY	MEDIUM	MEDIUM	LOW	LOW
NO INJURY	LOW	LOW	LOW	LOW
LIKELY - happens repeatedly, expected REMOTE - unlikely, though conceivable		PROBABLE - will happen more than once IMPROBABLE- highly unlikely		

I ASSESS THE RISK LEVEL FOR THE WORK ACTIVITY TO BE: LOW

Signed: _____ Date: _____

I HAVE READ AND UNDERSTOOD THE LONE WORKING RISK ASSESSMENT

Signed: _____ Date: _____

APPENDIX 1

The “Buddy” System Explained

The “buddy system is a long-established procedure used in lone-working scenarios throughout industry. Its basic purpose is to ensure that no worker is ever completely isolated when working alone. The principle is one of maintaining a means of contact with others throughout the working shift, using radio, telephone or by making periodic visits to the lone-worker on location. As a minimum, contact should be made at the beginning and end of the lone-workers shift or period of lone-working, whichever is the shorter.

- When choosing a “buddy” make sure you nominate someone who will be available when you make contact before, during or after work.
- If making an early start you may inform your “buddy” of the details the night before, but do not delay reporting your safe return any longer than is absolutely necessary.
- Your “buddy” can be a colleague, relative or acquaintance. The important thing is that the person chosen must be contactable by radio, telephone or available to make periodic visits to site.
- Your “buddy” must know what action to take if unable to establish contact with you, or in the event of an emergency.
- Messages left on answering machines or voicemail are not effective as a means of contact.
- If your “buddy” is not a SSRS employee, you will need to ensure they are made fully aware of the advice on what action to take and when, as well as the appropriate contact names and numbers.
- If your plans change you must let your “buddy” know.

Procedures will vary to suit individuals and circumstances but they must be foolproof to be effective. For example:

- Lone-worker calls “buddy” before setting out.
- Provides basic information; such as location (grid references), route, estimated time of arrival and departure, nature of work being done etc.
- During the call, pre-arrange contact during and at the shift end.

Emergency Action for “Buddies”

In the event that a lone-worker fails to check-in or return on time, the following actions may be necessary:

First, consider the abilities of the individual and the equipment at their disposal, the environment they are working in, any hazardous elements associated with the job, transport, communications, any foreseeable delays, weather conditions and forecasts etc.

In **all** cases where the lone-worker does not check-in or return as expected; make continued attempts to establish contact, check with colleagues or known associates who may be aware of the individual’s whereabouts or any change in their route or plans, and alert the individual’s line manager.

Anyone reporting an emergency situation to the police must not leave the site until officers arrive and have taken details.

LONE-WORKER	ACTION REQUIRED	WHEN?
	<p>You believe a lone-worker is in danger - make continued attempts to establish contact, alert the emergency services, the individual's line manager and Headquarters</p>	<p>Immediately the situation becomes known</p>
	<p>Fails to return before dark as expected - make continued attempts to establish contact, alert the local police and inform the individual's line manager and Headquarters</p>	<p>Immediately the situation becomes known</p>
	<p>Late for regular break, return or pre-arranged rendezvous - make continued attempts to establish contact, alert the individual's line manager and initiate search of last known whereabouts - if it is safe and practical to do so</p>	<p>30 minutes overdue</p>
	<p>Fails to make check-in within 30 minutes of the agreed time - make continued attempts to establish contact, alert the individual's line manager and visit the site or arrange for any others nearby to do so if safe and practical to do so</p>	<p>30 minutes overdue</p>
	<p>One hour late in returning or checking in - make continued attempts to establish contact, alert the emergency services, the individual's line manager and Headquarters</p>	<p>60 minutes overdue</p>
	<p>More than one hour late for a regular break, pre-arranged rendezvous, return or check-in - check for any transport delays etc. and if unsuccessful, make continued attempts to establish contact, alert the emergency services, the individual's line manager and Headquarters</p>	<p>Over 60 minutes overdue</p>



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FUNDERS



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