THE ALFORD VALLEY COMMUNITY RAILWAY

Community Benefit Society (8486)

A RAILWAY OWNED BY THE COMMUNITY FOR THE COMMUNITY

Lone Working Procedure

There will be occasions when individuals will need to undertake work on-site and there is a need to ensure that they are kept safe while on-site.

Procedure

When coming on-site individuals should wherever possible arrange for others to attend.

If no one is available, an entry should be made on the appropriate Whatsapp Group, ie Board and/or Engine Shed, to indicate the area in which they are working and what they are doing. Ensure that someone acknowledges the request. An estimate of time on site should be made. A mobile phone should be carried when on-site.

When on-site, enter the station building and sign-in (sign-in sheets are in the Ticket Office).

Only carry out work that does not carry any significant risk or work that should not cause harm to individuals.

Once the work has been carried out, sign-out in the station building, ensure that all the lights are turned off, all buildings are locked and finally the front gate is locked.

When leaving, make an entry on the same Whatsapp Group and get an acknowledgment.

If no exit Whatsapp message is made, the individual should be called by the person who acknowledged the entry onto site, or by anyone who is concerned that there could be an issue on site.

Adopted by the Board on 16 November 2023 (reviewed July 2026).

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