



VOLUNTEER LONE WORKING PROCEDURE

The Norfolk Archaeological Trust aims to provide a healthy and safe environment for its staff, contractors, volunteers and visitors to its sites. The Trust recognises that total elimination of risk at its sites is not achievable, but aims to achieve a reasonable balance between safety, conservation and access.

If possible, we would always prefer volunteers to work in pairs or groups. However, if this is not possible and you are visiting a Trust site on your own for volunteering activities (e.g. a Guided Tour, or maintenance activities) please:

Before you visit the site:

- Tell a friend or relative where you are going, the time you intend to leave home and when you expect to arrive back home.
- Take a mobile phone with you, in case of emergency – but be aware that some sites do not have a reliable signal.
- Keep a copy of the Trust's site's *Emergency Procedure* with you.

After undertaking the activity:

- Inform the nominated friend or relative that you have returned home safely. **It is important that you remember to do this!** Leave a note for yourself at home, or put an alarm on your phone to remind you.

If the friend or relative does not hear from the volunteer by the expected return time, they should

- Telephone/text the volunteer straight away to check they are safe.
- If there is no reply, take appropriate action to ensure the volunteer is safe (e.g. ring or visit the volunteer's home, visit site)

Please make sure that your nominated contact knows what they are supposed to do.

Injury or accident reporting

If a volunteer has an accident or suffers injury during a visit to a Trust site they or a nominated person should inform the Norfolk Archaeological Trust as soon as possible. Please use the *Accident and Dangerous Incident Report* form, as this will help you to provide all the necessary information. The form can be downloaded from the volunteering page on the Trust website: www.norfarchtrust.org.uk

For further information please contact the Trust info@norfarchtrust.org.uk

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