**Ceredigion County Council**

**C.8. Volunteer Buddy System**

For any activities that require you to work alone you should use the buddy system.

**Lone worker responsibilities**

* Confirm with a trusted person who will act as your “buddy”.
* Let buddy know; where you are going, details of your vehicle, contact number and a location map, if appropriate.
* Let your buddy know your estimated time of arrival back at the office or end of visit.
* Take a mobile phone, and let your buddy know your contact number.
* You **must** contact your buddy by the arranged time.

The emergency procedure will be initiated 1 hour after your estimated time of arrival lapses.

**Note: Any changes to the itinerary must be telephoned to the buddy.**

**Responsibilities of buddy**

* Take details of lone workers site visit location (map or grid references)
* Ensure lone worker gives you an estimated time of arrival.
* Take contact details, and lone worker’s vehicle details.
* If they are meeting someone take their contact details.

**What happens if they do not make contact at the pre-arranged time?**

* If lone worker has not contacted you within 1 hour of the estimated time of arrival, establish if the lone worker has left a message anywhere else
* If no message has been left try to contact the lone worker on their mobile phone, calling the lone worker’s home or, if appropriate calling the person who the lone worker was intending to meet on site.
* If none of the above are successful the emergency procedure is put into operation, and the Police are contacted.

Please remember while the Authority will endeavour to put suitable systems and controls in place to protect lone workers, there is an individual responsibility for lone workers not to put themselves unnecessarily at risk and adhere to the Risk Assessment.