

PERSONAL SAFETY TIPS: LONE WORKING

Lone working does not increase the likelihood of a hazard occurring; however, if an incident happens while someone is working alone, the severity of that incident worsens. Here are a few tips on how to protecting your personal safety while lone working.



Follow any lone working procedures – if you ever work alone you need to know what is expected of you which will be set out in the company's lone working policy (e.g. check in with your buddy when you arrive at your destination).

If one does not exist, escalate the matter to your HR department as an emergency so that one can be created.



Conduct dynamic risk assessments – observe your surroundings. Note the exits, how the door opens (e.g. push or pull), plus look for any dangers (e.g. dogs or suspicious people hanging around)

WORKING IN OTHER PEOPLE'S HOMES OR PREMISES

Familiarise yourself with the area – if you're visiting somewhere new, Google Street View can help you see the location before you arrive

Wear appropriate clothing – if you don't have a specific uniform, wear clothes that you can easily move around in

Park as nearby as possible – limit the distance you have to complete, especially in the dark

Only bring what is essential – don't weigh yourself down with unnecessary items that will make you less mobile and could make you more of a target

Keep a clear path to the door – avoid positioning yourself so that you become trapped. If possible, be the closest person to the door.



WORKING ALONE FROM A FIXED BASE

Use an intercom or buzzer system – qualify the visitor before granting them entry to the building

Keep cash out of sight – transporting money or cashing up tasks should be completed as far away from the front door as possible

Be aware of escape routes – in case of emergency, it's important to know how to leave the building safely

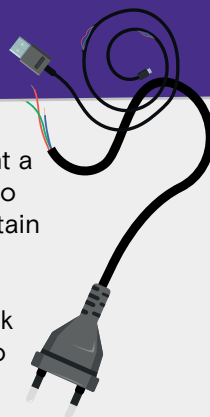
Pick a 'safe haven' – a room that locks with a working phone where you can retreat to if necessary

Regularly check-in with colleagues – implement a system where someone would raise an alarm if no one in the business had heard from you in a certain amount of time

Avoid trailing leads and cables – keep your work area tidy and arrange equipment and furniture to minimise slip and trip risks

Check electrical equipment is in good condition – including plugs, leads, wires and cables

Depersonalise your meeting space – have minimal personal information on display or use a background during virtual meetings



WORKING ALONE FROM HOME

Give the impression other people are home – have the radio or tv on in another room to make it seem as though you're not alone

Use work-related communication methods to inform someone of domestic abuse – domestic abusers often control most aspects of their partner's lives but will have difficulty monitoring work emails or communication software (e.g. Slack or Mondays) so it can be used to send a request for help

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WORKING IN RURAL AREAS

Have a GPS device – these rely on satellites to find your position and work better in areas with mobile black spots where phones may struggle to work

