



LONE WORKING PROCEDURE

- ✓ Make sure someone knows where you are and when you expect to be back.
- ✓ Always have your mobile phone switched on.
- ✓ Always ensure that visitors sign the Signing-In Book or Maintenance Log Book.
- ✓ If you feel physically threatened, try and avoid confrontation. Do all you can to defuse the situation. Allow the aggressor space – both physical and verbal. Get out of the situation as quickly as possible.
- ✓ Ensure that you have Tim Sutcliffe / Rebecca Wesley / Stewart Chalmers telephone number.
- ✓ Maintain at least 2 hourly contact with someone who knows you're working alone.
- ✓ Ensure that somebody knows your rough start and end times.

- X** Never work in a potentially hazardous situation on your own.

- X** Never allow people in through the front door if you are unsure of their purpose on site.