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Steps to Safety

Safety first for lone workers

step 1

Think safety

Build safety into your normal routine
Think about your colleagues safety
Have a clear team safety plan for dealing with any concerns and a lone working risk assessment

step 2

Be prepared

Avoid walking into the unknown
Plan your work particularly if there are likely to be tricky issues
Develop positive working relationships

step 3

Better safe than sorry

If you have any concerns discuss these with your manager
Think about a joint visit or office appointment
Plan how you will give bad news

step 4

Arrange back up

Make sure someone knows where you are going and when you are coming back
Arrange a backup buddie
Make sure someone knows you are safe or what to do if you are in trouble

step 5

Stay connected

If you have a mobile phone make sure it is on, charged and you have a signal
If your phone is unreliable talk to your manager
Make sure someone has contact details for your manager/supervisor

step 6

Plan your exit

Get into the habit of planning a quick and safe exit
Keep your bag and notebook with you at all times and don't take anything you can't leave behind
Leave early if you need to

step 7

Be aware

Be aware of people's behaviour
Be aware of your own behaviour
Listen and be respectful
Think about what you are wearing

step 8

Have a plan

Have a clear risk assessment worked out with your manager where there is a serious known risk
Review the plan regularly
Don't deal with dangerous situations on your own

step 9

Stay anonymous

Make sure your home address, phone number or any personal details about you or your family can't be found
Make sure you are not followed home

step 10

Talk about it

If you have any worries about your safety talk to your manager/supervisor and expect to be supported
If you feel frightened after an incident tell your manager/supervisor straight away



If still worried contact Leicestershire County Council, Health, Safety & Wellbeing Service 0116 305 5515

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