

Checklist

Lone working

- ✓ Resist cost-cutting exercises that result in lone working

- ✓ Staff should work in pairs at difficult or remote sites including home/community visits

- ✓ Safe completion of jobs should be reported

- ✓ A responsible person should keep records of staff whereabouts and of their arrival/departure times

- ✓ Information on high-risk geographical areas or jobs should be given to staff, particularly new employees

- ✓ Forms should be provided to staff to record incidents and key information

- ✓ Where necessary, jobs should be reorganised to provide a safer system of work

- ✓ The necessity for handling cash or dangerous materials should be reassessed

- ✓ Mobile phones/two-way radios/personal alarms should be provided if necessary

- ✓ Procedures should be regularly reviewed to make sure that they are working

- ✓ All accidents, near misses and incidents of violence should be recorded and studied at regular intervals to prevent further occurrences