

## Personal Safety when Alone in the Workplace

Many people find themselves alone in their workplace for some or all of their working day. It is important that these people make adequate arrangements to ensure they are safe at all times - especially when clients visit.

The most important aspect of safety for people working alone is to ensure that they let other people know whom they are meeting, when and where, so that someone is looking after their welfare.

The Trust advises people working alone to set up a "buddy" system where they contact someone everyday with an itinerary of who they are meeting and at what times.

The Trust also advises making a phone call after the visitor has arrived, telling someone at the other end of the line that they will get back to them at a certain time, after their visitor, Mrs X has left. This acts as both an information call and a deterrent.

Be careful not to tell anyone that you are alone in the workplace. This applies to people who telephone or e-mail you, as well as to visitors.

The Trust has the following general advice for anyone working alone:

- P** - Plan to meet first time visitors in a busy public place, rather than your workplace, if possible.
- L** - Log in your visitors with a buddy and phone after to let someone know you are safe.
- A** - Avoid situations which could be difficult
- N** - Never assume it won't happen to you

Before you agree to work alone consult with others who are doing so and your professional organisation - do they have any guidance? Consider how your workplace could be made more secure. Is there some way you can control access to your workplace? Do your own risk assessment and do not let yourself be pressured into working practices that put your safety in danger.