

## Local Arrangements for Warwick Medical School Personnel

### Lone Working

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## Lone Working

### 1. Purpose

This document provides information and guidance for staff and students working at Warwick Medical School (WMS) on research projects in a lone working environment. This document describes procedures for budgeting and planning for safety in study design, carrying out a risk assessment and for undertaking lone working as part of research-related activity.

This document contains information from 'Working Alone: Health and safety guidance on the risks of lone working' which can be located on the Health and Safety Executive (HSE) website: <http://www.hse.gov.uk/toolbox/workers/lone.htm>.

This document contains information from 'Not Alone: A guide for the better protection of lone workers in the NHS', which can be accessed on the NHS Business Services Authority website: [http://www.nhsbsa.nhs.uk/Documents/Lone\\_Working\\_Guidance\\_final.pdf](http://www.nhsbsa.nhs.uk/Documents/Lone_Working_Guidance_final.pdf). There is extensive guidance on the protection of lone workers available in the document.

This document also contains information from 'Code of Practice for the Safety of Social Researchers', which can be accessed on the University of Warwick website: <http://www2.warwick.ac.uk/services/healthsafetywellbeing/guidance/researchinthefieldonown>. The Social Research Association's Code of Practice has been adopted by the University of Warwick as guidance for the management of risk associated with research out in the community that involves observing or interviewing people.

This document will be reviewed biennially.

### 2. Background

Employers are responsible for the health and safety at work of their employees under the terms of the Health and Safety at Work Act (1974), extended by the Management of Health and Safety at Work Regulations (1999) which are supported by a European Union Framework Directive.

The HSE (2013) define lone workers as “those who work by themselves without close or direct supervision”. Examples of lone workers can include:

- People who are contracted to work from home (other than in low risk office related work)
- People working on their own outside normal working hours (e.g. cleaners, security, maintenance)
- Mobile workers who work away from a fixed base (e.g. Clinical Trials Monitor or Trial Manager, Research staff or Students travelling to sites)
- People who work in the community (e.g. going into other people’s homes, delivering interventions in the community)

The potential hazards associated with lone working include:

- Working unsocial hours
- Long travel time to destination
- Visiting high risk locations
- Working alone in a building
- Increased exposure to risks of everyday life and social interaction, such as road accidents
- Risk of physical threat or abuse
- Risk of being in a compromising situation, in which there might be accusations of improper behaviour
- Lack of colleague support and feeling of isolation

Responsibilities of Line Managers:

In order to ensure that lone workers are safe, employers must consider the associated health and safety risks of working alone.

- It is the employer’s responsibility to make a suitable and sufficient assessment of the risks to the health and safety of employees whilst they are at work.
- If lone working is outside of the scope of an employee’s job description this must be discussed and agreed with the employee’s line manager prior to lone working commencing.

- Inform their staff of their responsibilities
- Inform their staff of the emergency procedures including the safe word/phrase
- Ensure their staff are adequately trained and identify training needs
- Ensure any incident, accident and near-miss involving their staff are reported to the University Health and Safety team via the accident reporting system: <http://www2.warwick.ac.uk/services/healthsafetywellbeing/healthandsafetyteam/investigation>
- Ensure there is a buddy-system as appropriate and that the buddy is aware of their responsibilities
- Ensure that lone workers will read this document as part of their induction, have responsibilities clarified and any relevant actions implemented prior to lone working taking place.

#### Responsibilities of Employees:

Safety at work is a dual responsibility of the employer and the employee. Employees are expected to work with their employers to make sure that they cooperate with their employer's legal obligations. Employees are expected to ensure that:

- They can be contacted
- They take reasonable care of themselves
- Report any incidents or near misses
- Participate in any mandatory training
- Carry out duties as per local Standard Operating Procedures (SOP) and policies
- Carry identification at all times
- Inform their buddy of their movements as per these procedures and project SOPs
- Lone working employees also have a responsibility to use their own judgment, in conjunction with this SOP, to maintain their personal safety.

Employees must follow the University's policies and procedures for health and safety at work: <http://www2.warwick.ac.uk/services/healthsafetywellbeing/guidance/handspolicy>

#### Responsibilities of Buddy:

A buddy is nominated by a Lone Worker for the period that they are working alone (further details in section 3.3.8). Buddies are expected to:

- Be fully aware of the movements and location of the Lone Worker
- Hold all contact details for the Lone Worker, including the address and contact details of the venue they are working at
- Attempt to contact the Lone Worker if they do not hear from them as expected
- Follow the local emergency procedures for alerting their line manager if the Lone Worker cannot be contacted (see section 3.3.9 and Appendix B).

All staff are advised to refer to the University of Warwick webpage for 'Personal safety and security' for further information: <http://www2.warwick.ac.uk/services/campus-security/personalsafety>

### 3. Procedure

#### 3.1 Who?

This document is relevant to all WMS staff and students, who are undertaking lone working off site. For example:

- Researchers who attend follow up visits with trial/study participants at their home
- Trial Managers and/or Monitors who travel to recruiting sites
- Researchers and student researchers delivering interventions or interviewing participants in a community setting

The Chief Investigator (CI) of the study is responsible for ensuring that appropriate training is delivered to lone workers and that a risk assessment is completed and management strategies are implemented prior to any visits taking place.

The document is also relevant to students undertaking lone working as part of research being conducted during their studies. For such students, their primary supervisor bears responsibility for ensuring that the guidance in this document is followed, and that all appropriate safeguards are in place. It is expected that a supervisor will be the 'buddy' in these situations, but they may choose to appoint a suitable member of staff in their place. In such cases, a clear process should be in place for

the buddy to be able to contact a supervisor if necessary. The buddy must be a member of staff, and not a friend or family member.

### **3.2 When?**

This document is applicable before, during and after a research project if lone working is proposed or is taking place.

#### **Prior to commencing the research study -**

research proposals, student projects and funding agreements should include the costs of ensuring the safety of staff and students working on the project.

A risk assessment should be completed by the research team prior to any lone working in participant's homes or other private location taking place, and updated as required throughout the research study. The need for a risk assessment for any other lone working should be considered at the early stages of a trial.

Before, during and after the research study, methods should be put in place to ensure staff safety whilst lone working.

It is beneficial for staff to reflect on any lessons learned at the end of a research study, in Warwick Clinical Trials Unit (WCTU) these should be shared with the Quality Assurance (QA) team who can make them available for all staff at WCTU. All other staff should complete a lessons learnt log and file this with their study documentation. This should be shared with the Head of Division for dissemination as appropriate. Any near misses or incidents relating to lone working during the course of the study should be reported via the University's [health and safety pages](#) and shared with the Health and Safety Committee (see section 3.3.9 for more details).

### **3.3 How?**

#### **3.3.1 Budgeting for safety**

All research proposals and funding agreements should include the costs of ensuring the safety of staff working on the project. Infrastructure costs related to lone working may include training on risk

assessment, communication aids (e.g. mobile phones), personal alarms<sup>1</sup>, mobile phone apps, insurance cover for offices/venues outside of the University etc. It will be important to clarify which of these costs fall to the employer and which are the funder's responsibility.

The Suzy Lamplugh Trust web page lists a number of lone worker apps, lone worker devices and links to purchase lone worker personal safety alarms:

<https://www.suzylamplugh.org/Pages/Category/app-directory>

Project costs related to lone working may include extra staff time (e.g. working in pairs), overnight accommodation, travel costs, study specific training etc. These extra costs may need to be discussed with funders as the proposal is being drafted.

The institution should be prepared to devote resources to raise awareness of safety issues, considering the need for specific training.

### 3.3.2 Planning for safety in research design

The location for research related procedures should be detailed in the protocol. Lone workers should only attend home/community visits if it is covered by a Research Ethics Committee (REC) approved protocol and agreed by the team. University insurance policies cover lone working activities.

In the case of lone working being undertaken outside of a REC approved research project this should be in discussion and agreement with the employee's line manager and suitably risk assessed.

Staff safety can be built into the design of proposals in a number of ways, including but not limited to:

- Choice of methods – review safety when considering methods to answer the research question.
- Choice of site for research activity – consider if home visits or community working is necessary for the research. Interventions in a public place may be acceptable and a safer substitute.
- Staffing – consider designs where it is possible to use two members of staff.

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<sup>1</sup> Personal alarms are available for Warwick Clinical Trials Unit staff from the Quality Assurance Team office. Personal alarms will shortly be available for Health Sciences staff from the Administrator in the Division of Health Sciences

- Choice of staff - consider whether the research topic requires the recruitment of staff with particular attributes, training or experience. For example, managers may have to decide against using existing staff if the content of the interview will arouse strong feelings, cause distress or require medical intervention.
- Recruitment methods - where possible, design methods of recruitment to allow for prior telephone contact. This provides an opportunity to assess the respondent and their circumstances.
- Time-tabling - take account of the tiring effects of spells of intensive lone working. Ensure that there are suitable breaks in between lone working.

### 3.3.3 Lone Worker Risk Assessment

A lone worker risk assessment must be carried out prior to any lone working taking place. This is a separate document to the overall risk assessment for the study which is further detailed in WCTU SOP 18 'Risk Assessment & Monitoring'. The aim of the lone worker risk assessment is to identify hazards, consider the risks to the employee/employer and put in place management strategies to reduce the likelihood of the hazard occurring and to manage and mitigate any unavoidable risk. The suitability of the member of staff to be in a lone working environment should also be considered (e.g. staff who are vulnerable in any way should not complete home visits alone). The lone worker risk assessment should be generated and reviewed by the member of staff who will be doing the lone working and other experienced staff with an appropriate level of knowledge about the research study procedures. It should be signed off and approved by the Chief Investigator (CI) and (for studies managed in WCTU), the Senior Project Manager, or in the case of a student project, by the Supervisor. It is good practice to undertake the lone worker risk assessment as a team, if applicable, so that everyone is aware of the potential hazards.

For home visits the risk assessment should specifically consider the suitability of the staff member to undertake the visit and also to conduct an assessment of both the location and the participant to be visited. Lone workers should try to obtain information about the location (considering hubs of activity, potential escape routes, referring to maps). Lone workers should telephone the participant in advance to assess the respondent and enquire about pets/other members of the household who might be present. Consideration should always be given to completing the visit in a public place prior to a home visit being arranged. If a home visit is unavoidable, visiting in pairs should be considered.



Home visits may not be appropriate for some participants, visits considered high risk should not go ahead, and the study team should consider alternative approaches.

It is the responsibility of the CI to ensure that the lone worker risk assessment is completed and that any appropriate actions have been put in place. It is the CI's responsibility to identify any training needs for staff who are lone workers and to ensure that staff are appropriately trained before undertaking their role in the research.

Lone worker risk assessments should be reviewed periodically or when prompted (e.g. when there are significant changes to the protocol, changes to working practice or after an incident).

Further information about risk assessment can be found at:

<http://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/riskassess/>

A lone worker risk assessment template is available on the WCTU SOPs webpage, alongside SOP 18.

A lone worker risk assessment template is available on the Health Sciences webpage

<https://warwick.ac.uk/fac/sci/med/research/hscience/a-z/#h>

#### **3.3.4 Dynamic risk assessment**

A dynamic risk assessment should be carried out by the member of staff whilst lone working. This is the continuous process of identifying hazards, evaluating potential risks and taking actions to manage the risk.

When lone working, staff should:

- Be alert to warning signs (body language, tone of voice)
- Carry out a '10 second risk assessment', if staff feel unsafe they should leave
- Check for evidence of pets
- On arrival assess the layout and quickest/safest exit route
- Be aware of entrances and exits
- Place themselves near an exit
- Be aware of the positioning of items which could be potential weapons

- In multi-storey buildings consider safety when choosing lifts or staircases
- Remain calm and focussed and under no circumstances put themselves at risk
- Consider the distance that they are travelling each day. Staff should liaise with their line managers about reasonable distances to travel in a day.
- **Remember that if they are in any doubt about their safety, to leave the situation**

### 3.3.5 Training needs for lone workers

Relevant training should be provided for lone workers on a study-by-study basis. The risk assessment should identify if staff are at risk of violence, aggression or uncertain situations. The need for conflict resolution training, equality and diversity training, health and safety training, specific equipment training and training for conducting a risk assessment should be considered on a study-by-study basis, in conjunction with the risk assessment.

External trainers may be useful, both for initial and refresher training. There may be a role for safety officers and outside bodies, such as the Suzy Lamplugh Trust advisers, to visit occasionally to bring fresh perspectives and maintain interest in issues. The Suzy Lamplugh Trust provides courses for Personal Safety Training and Train the Trainer with links on their web page: <https://www.suzylamplugh.org/Pages/Category/personal-safety-training>

Any training must be documented and recorded (e.g. in the CV and/or training records held by the individual or department). If it is known when an employee starts, that their job will involve lone working, this document should be given to them to read during their induction. If required, managers should consider ways of refreshing knowledge.

### 3.3.6 Scheduling time to work out of office

Lone workers should try to arrange visits to fall within office hours, and where possible in daylight hours. Transport routes should be pre-planned and shared with your buddy (refer to 3.3.8) and if necessary a map should be taken. Identification must be carried at all times.

### 3.3.7 Communication

It is essential that there are reliable communication lines whilst staff and students are lone working and that their colleagues know their whereabouts (refer to Appendix A). All lone workers must

maintain their Outlook Calendars. This should include details of their location and times of appointments. Calendars should be shared with others in their team. If plans change, colleagues should be updated and calendars amended accordingly. Telephone and address details of where the lone worker is going should be left with a buddy (if using) or line manager.

If the lone worker is going to a home visit they should share the patient's contact details and address with members of the team who are allowed access to this information to ensure that their whereabouts is known.

If it is a secure office, lone worker movements could be logged on a whiteboard or similar to raise awareness in the office that a member of staff is lone working. The lone worker movements should not be erased until it is confirmed that they have safely completed their visits.

Lone workers should ensure that their team/line manager have their personal contact number, as well as their 'In Case of Emergency (ICE)' contact details and details of their car make/model and registration number (if applicable) or other travel details. It is the lone worker's responsibility to ensure that all contact details are maintained and updated.

All lone workers who are issued with mobile phones and are expected to keep them charged and turned on whilst at work. Lone workers should consider putting the phone number for their team office/buddy in the phone so that they have quick access if required. There are a number of personal safety mobile apps which could also be considered:

<https://www.suzylamplugh.org/Pages/Category/app-directory>

If lone workers are not issued with mobile phones, the process for how they will communicate with their team whilst lone working must be discussed and documented with their line manager.

Lone workers should comply with any local signing in and out procedures at the venue/site to communicate when they arrive and leave a location.

Lone workers should also discuss with their line manager/team/Supervisor if it is appropriate to contact a member of the team once they arrive home safely. This should be considered particularly for lone workers who live alone.

A visit details form should be completed (Appendix C) to document the key details of the visit being undertaken. This can be given to the lone worker's team/buddy to ensure that all of the relevant details have been communicated and are readily available.

### **3.3.8 Buddy System**

To ensure that communication channels are maintained, a buddy system should be implemented. A buddy is somebody who is nominated by the lone worker to be their main contact point whilst they are out of office. The buddy should be aware that they are the nominated person and what their responsibilities are within this role. The buddy will be aware of where their colleague is (address and telephone contact), their contact details and how they are planning to get there. Lone workers should tell their nominated buddy their expected arrival and departure times. The lone worker should contact their buddy by text or phone call on arrival and then on completion of the visit.

In the event that a visit takes longer than expected or the lone worker is delayed, they should inform their buddy at the earliest opportunity. If the buddy does not hear from the lone worker within the agreed time frames then they should attempt to contact the lone worker. If no contact can be made they should escalate the procedure as detailed in 3.3.9 and Appendix B. Both the buddy and the wider team should also be aware of the relevant escalation processes.

There should be a contingency arrangement in place for if the lone worker's appointment extends past a buddy's normal working hours. This will ensure that there is always a buddy in place and aware of the lone worker's whereabouts.

In the event that a nominated buddy is unavailable (e.g. off sick or on annual leave) arrangements should be in place for another member of the team to take over the role of buddy. The lone worker should be alerted to any changes in buddy at the earliest opportunity. If there is nobody else available to act as buddy the lone worker should be made aware and the visit should be re-scheduled.

**A buddy must be used when a lone worker is visiting a participant's home or is working one on one in a community setting.**

### **3.3.9 Procedures for emergencies/escalation process**

In the event that the lone worker doesn't contact their buddy/team/supervisor within an agreed time frame, the buddy/team/supervisor must attempt to make contact with them via mobile phone or any other contact details that they have been given (this includes phoning their ICE contact). They should also phone the place that the lone worker has been working to ascertain if the lone worker attended the visits that they had booked. If no contact can be made with the lone worker then this must be reported to their line manager or a senior member of staff who will escalate the procedure. The lone worker's line manager will inform senior managers and together they will perform a dynamic risk assessment considering the following: when was the lone worker last in communication, how many times have they been contacted, anticipated end of visit, any relevant traffic news or news reports. If there is concern then the police should be contacted. **University security should also be informed of the situation by calling 02476 522222 or 22222 from an internal phone. University security will then respond to the incident and will liaise with emergency services as required.**

In the event that a lone worker has any cause for concern for their personal safety, they must leave the situation. Once safely away, the member of staff or student must contact their buddy/team/supervisor to inform them of the incident. Lone workers are encouraged to trust their instincts and leave any situations which make them feel uneasy.

If a lone worker cannot leave the situation, a phrase must be agreed which will be used and understood by the lone worker's team/CI or the supervisor. This phrase means that the lone worker is in difficulty and requires help, for example, "I need the red folder". This should prompt the buddy/team to alert a line manager who will escalate to a senior member of staff who should consider phoning the police.

Any incidents or near misses should be reported to the team as soon as possible and the lone worker's line manager should be made aware. There may be a need to discuss the event with other senior members of staff and the trial sponsor may need to be informed. It may be useful to share incidents and near misses with the wider department to raise awareness. Incidents and near misses

should also be reported to the University's Health and Safety Department via the Accident, Incident and Near Miss Reporting Form:

<http://www2.warwick.ac.uk/services/healthsafetywellbeing/incidents/incidentreport/>  
<http://www2.warwick.ac.uk/fac/med/staffintranet/committees/healthandsafety/#Membership>

Any incidents or near misses should also prompt the lone worker risk assessment and lone working procedures to be reviewed.

In the event that any local or national emergency situations are made aware to the buddy or team, efforts must be made to contact the lone worker to ensure their safety. Similarly if the lone worker is within an emergency situation, once it is safe to do so, they must contact their buddy/team. The University of Warwick has an Emergency Planning Policy which should be followed in this instance: <http://www2.warwick.ac.uk/services/gov/emerg-planning>

If the buddy cannot contact a line manager or senior staff member or supervisor if a student, they should escalate by calling the police directly.

### **3.3.10 On campus – out of hours working**

Staff and students should inform their line manager or supervisor and University security if they are planning to work on campus out of normal working hours (between 7pm and 7am). University security should be contacted by phone on arrival and departure. If staff have any concerns during lone working on campus they should contact University security. Staff should be aware of fire routes, emergency exits and evacuation procedures.

### **3.3.11 Home Visits**

Home visits should only be considered if these are stated in the REC approved protocol or with prior discussion and agreement with the lone worker's line manager if there is not a protocol in place. All other venues must be considered (e.g. meeting room on campus or other public place) prior to a home visit being arranged. If a home visit is unavoidable, the team must consider if it would be appropriate for two members of staff to conduct the visit together.

If home visits are being undertaken a lone worker risk assessment should be completed and the appropriate management strategies instigated before the visit takes place. Implementing a buddy system is essential prior to a home visit and communication should be maintained throughout. All staff in the team should be aware of emergency procedures before any lone workers undertake a home visit.

Lone workers must have a charged mobile phone prior to attending a home visit and be in regular contact with their buddy. Researchers should ensure that parking is nearby or that public transport links are close. Lone workers should continue a dynamic risk assessment before and after entering the home, considering their personal safety at all times. Lone workers must leave the situation if they feel uncomfortable at any time.

### **3.3.12 Lone working travel**

Regardless of transport method, the lone worker should plan their journey thoroughly and inform their buddy/line manager of their intended travel method and route. Travel details should be further documented in the visit details form (Appendix C) and a copy given to the buddy/line manager. If there are any incidents during their journey they should report it to their buddy (if using) or line manager.

#### **3.3.12.1 Driving**

If driving, lone workers should ensure that they are prepared for the journey; i.e. they have adequate fuel, valuables are kept out of sight, there is adequate time so that they do not have to rush. When parking, care should be taken to park in a well-lit area close to the destination. Reverse park into spaces if possible to facilitate leaving quickly if required.

In the case of a breakdown or other road emergency the lone worker should contact their buddy (if using) or line manager. Please refer to the University web page on Guidance for Drivers which details guidance for drivers in an emergency situation:

[https://www2.warwick.ac.uk/services/healthsafetywellbeing/guidance/transport\\_travel/guidancefordrivers/](https://www2.warwick.ac.uk/services/healthsafetywellbeing/guidance/transport_travel/guidancefordrivers/)

Please also refer to the University web page on Driving for Work for further information on maintaining safety:  
[https://www2.warwick.ac.uk/services/healthsafetywellbeing/guidance/transport\\_travel/](https://www2.warwick.ac.uk/services/healthsafetywellbeing/guidance/transport_travel/)

If the lone worker is using a car that is owned, hired, leased or loaned to the University they should be aware of University Insurance Policy on these vehicles. This web page provides information about the University Insurance Policy and what staff should do in the event of an accident:  
<https://www2.warwick.ac.uk/services/finance/insurance/keypolicies/motorfleet/>

Where the lone worker is using a privately owned vehicle they should refer to the following University web page for further guidance:  
[http://www2.warwick.ac.uk/services/healthsafetywellbeing/guidance/transport\\_travel/privatelyownedvehicles/](http://www2.warwick.ac.uk/services/healthsafetywellbeing/guidance/transport_travel/privatelyownedvehicles/)

### **3.3.12.2 Taxi**

If taxis are being used, ensure that a reputable company is used and preferably that the journey is pre-booked.

### **3.3.12.3 Travel on foot**

When travelling by foot, the lone worker should plan the journey before setting off. The journey should follow the safest route, following main roads and avoiding quiet shortcuts. Lone workers should avoid using a mobile phone in public or displaying other valuables.

### **3.3.12.4 Public Transport**

If using public transport, the lone worker should plan the journey beforehand to ensure that they are aware of timetables and any disruption to services. If there are any delays or changes to their journey the lone worker should inform their buddy (if using) or line manager.

In the case of public transport being cancelled and the lone worker is at risk of being stranded, they should liaise with their buddy (if using) or line manager and pay for alternative transport/accommodation which will be reimbursed by the department.



### 3.3.12.5 Overseas Travel

If the lone worker is travelling overseas, it should be planned prior to their journey how they will maintain contact with their team and/or line manager. This may be by email or other forms of contact which is practical to the place that they are visiting. Consideration should be given prior to travel that appropriate insurance is in place. It is also important to consider if the lone worker requires a visit to Occupational Health to ensure that they have the appropriate vaccinations in place prior to travel. This web page details information about Travel and Health Overseas: [http://www2.warwick.ac.uk/services/healthsafetywellbeing/guidance/travel\\_health](http://www2.warwick.ac.uk/services/healthsafetywellbeing/guidance/travel_health)

The University mandates that a risk assessment should be carried out in the case of travel to certain countries. This web page provides a full list of the countries where a risk assessment is required: <http://www2.warwick.ac.uk/services/finance/insurance/keypolicies/traveloverseas/fag>

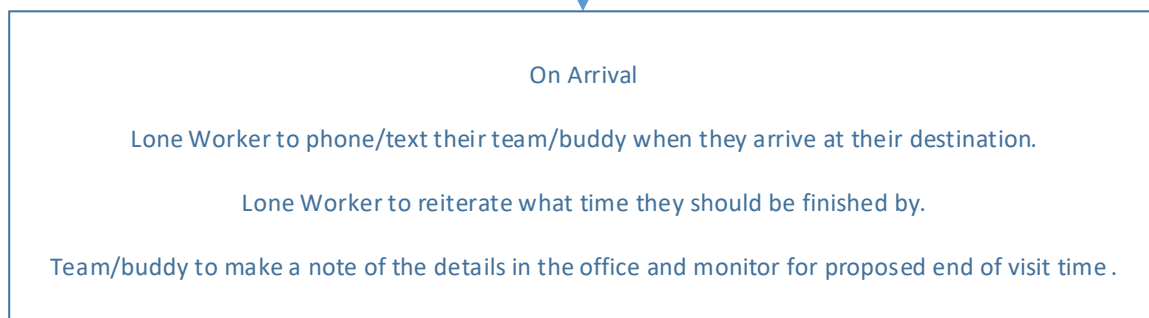
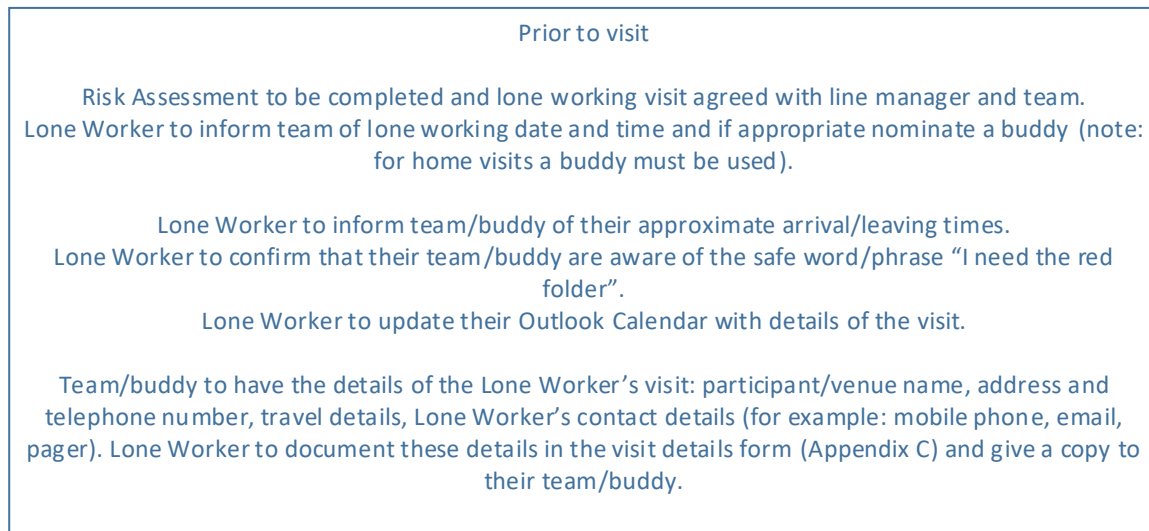
A link to the Overseas Travel Risk Assessment can be found on this webpage, completing the risk assessment should be considered for any overseas travel: [http://www2.warwick.ac.uk/services/healthsafetywellbeing/guidance/travel\\_health](http://www2.warwick.ac.uk/services/healthsafetywellbeing/guidance/travel_health)

The following web page provides guidance for Risk Profiling and Risk Reducing Actions which may be useful when completing the Overseas Travel Risk Assessment: [http://www2.warwick.ac.uk/services/healthsafetywellbeing/guidance/student\\_placements/appendix\\_a\\_risk\\_profiling.pdf](http://www2.warwick.ac.uk/services/healthsafetywellbeing/guidance/student_placements/appendix_a_risk_profiling.pdf)

In the case of flights being cancelled or any other situation where the lone worker is at risk of being stranded abroad, they should liaise with their buddy (if using) or line manager and pay for alternative transport/accommodation which will be reimbursed by the department.

**Appendix A – Lone Working Procedures**

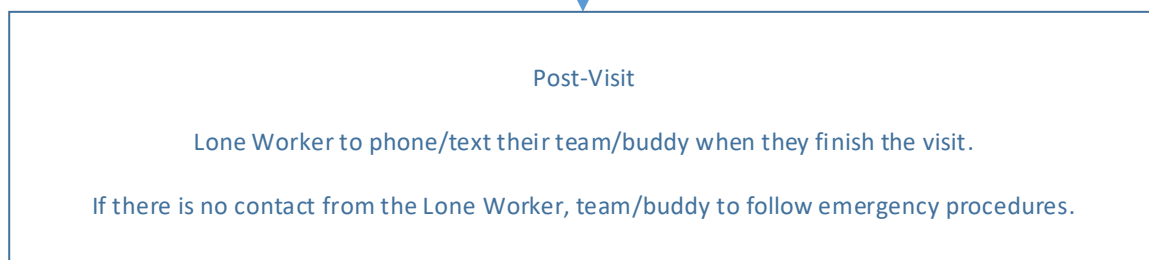
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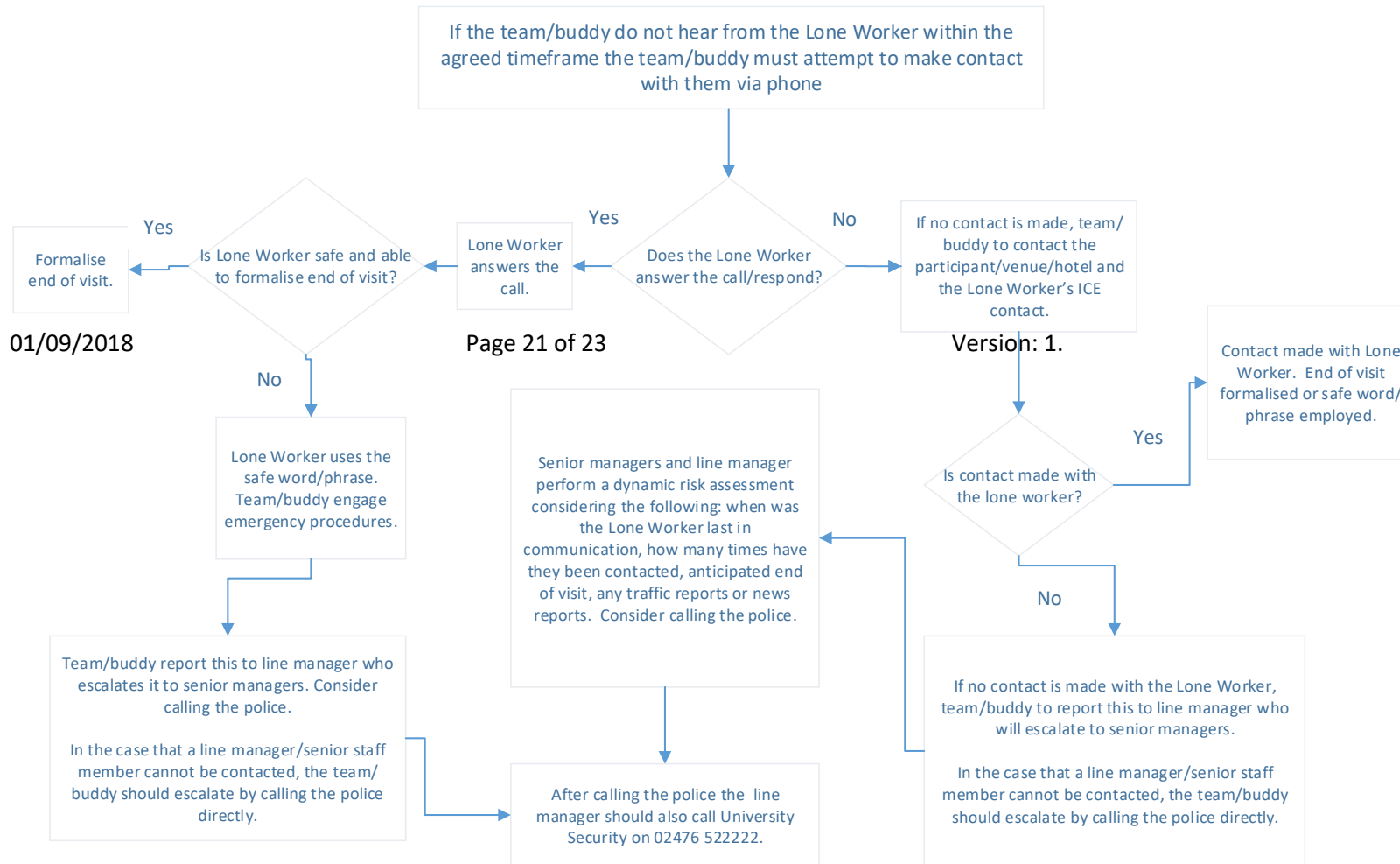
**Appendix B – Lone Worker Emergency Procedures**

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Lone Worker Emergency Procedures



**Appendix C – Lone Worker Visit Details Form**

<b>VISIT DETAILS</b>	
<b>Date of visit:</b>	
<b>Visit check-in Time:</b> (Expected start)	
<b>Visit check-out time:</b> (Expected End)	
<b>Reason for lone working:</b>	
<b>Name of person/company that lone worker is visiting (including the details of the main contact):</b>	
<b>Address of person/company lone worker is visiting:</b>	
<b>Phone Number of person/company that lone worker is visiting:</b>	
<b>Travel details of visit (as applicable, provide mode of transport, journey plan e.g. train route, car registration details)</b>	

<b>RISKS – Are there any risks highlighted for this visit</b>			
<b>Safe word/phrase:</b>			
<b>RESEARCHER DETAILS</b>			
		<b>Work Mobile/Pager/email (as applicable):</b>	<b>Personal Mobile:</b>
<b>Researcher 1 name:</b>			
	<b>In Case of Emergency (ICE) Details:</b>		