**Lone Worker Checklist**

This check list forms part of the induction process for all staff and volunteers involved in Lone Working Activities. While working and meeting people on your own, you should let someone outside of work know where you are, where you are going and when you will be back.

Your nominated Contact Person (CP) is:

Your work email account is set up with shared access to allow your CP to view your work calendar. When making entries please ensure the name/location/contact details for the person you are meeting are entered

**3 Simple Steps**

Ensure that you update your Outlook calendar, or email the CP by the Friday of each week

Does your CP know the number to ring if they have any worries about you?

*(give number of a person who is in close contact with you out of work to your CP, this information will only be shared with the HR dept)*

Update your Outlook calendar or email / text / leave a voicemail with your CP with the changes

to your diary (**not** just verbally) if you change your plans

**Be Safe**

Before every meeting on your own, ask yourself

Are the person(s) you are meeting known to [ ]?

No

Yes, but not very well

Yes

Arrange to meet in a public space/or arrange for another person that you know to be with you

Arrange to meet in a public space/or arrange for another person that you know to be with you

No action needed

If you are in doubt or in any way uncomfortable during a meeting with someone - **LEAVE**