



*...the sky's the limit...*

## **Lone Working Policy**

Stephanie Rumney Consultancy Ltd takes the safety of its staff very seriously. Lone workers are those who work in an area where there are no other workers present, thus in the event of an emergency there is no-one there to give assistance or summon help. SRC Ltd understands that lone workers can be at a higher risk of abuse or assault from the public and/or clients.

### **Lone worker considerations**

There is no time limit attached to working alone, it may be for the whole work period, or for only several minutes.

It is a thought process that individuals must be sure they engage in to assure personal safety.

### **Reasonable Precautions**

All staff working for SRC Ltd are advised to take reasonable precautions to minimise any risks associated with lone working. These might include:

- Checking directions for the destination
- Ensuring your car, if used, is road-worthy and has break-down cover
- Ensuring your mobile phone, if used, has sufficient charge in the event of needing to make an emergency call
- Ensuring the Strixton Office calendar is kept up-to-date and contains accurate information in regards to where you are and who you are meeting
- Ensuring someone knows where you are and when you are expected home
- Avoiding where possible poorly lit or deserted areas
- Taking care when entering or leaving empty buildings, especially at night
- Ensuring that items such as laptops or mobile phones are carried discreetly.

### **Lone worker duties**

All lone workers are expected to co-operate fully with any instructions given by their employer. They are also expected to follow their employer's safe systems of work and any associated procedures.

There are a number of useful safety devices available that can play a useful part of a person or organisation's overall personal safety strategy.

For more information see the Suzy Lamplugh Trust website  
<http://www.suzylamplugh.org>.