



Personal Safety Tips

Lone Working

Plan

Be aware of the environment and think about where you are going and how you are going to get there.

- Can you avoid lone working – is it really necessary?
- Have you told someone where you are going?
- Do you have a check-in/out procedure in place?
- Do you know what to do in an emergency?
- Can you summon assistance e.g. using a mobile phone?
- Is the area busy and easily accessible?
- Avoid isolated and badly-lit locations.
- If necessary consider carrying a personal alarm.

Look – Think – Act!

Be aware of yourself and other people.

- Stay alert!
- Be aware that carrying valuable items such as laptops that may put you at increased risk.
- Avoid distractions such as wearing earphones or using a phone whilst walking alone.
- Can you summon assistance e.g. using a mobile phone?
- If you see potential danger ahead – avoid it such as changing route or head for a safe place.
- Trust your instinct. If you feel threatened or there is a risk to your safety then take action!

