



LONE WORKING POLICY

The administrator at SIGNINGWORKS will have a record of the expected whereabouts of all its associate freelancers.

We suggest you give our contacts to a partner/relative/friend so we can be contacted in an emergency. In order to ensure good communication, we recommend all associates provide us with an ICE (In Case of Emergency) number.

BASIC LONE WORKING ADVICE:

We advise the client to contact the administrator if an associate does not arrive for a job. We will gather information and act accordingly.

Should a member of staff feel unsafe at any time we suggest they remain in regular contact if at all possible. We also recommend a 'debrief', either in person or over the phone, after the event with one of the directors.

If you are working in someone's home, we advise you arrange to meet the professional outside. We will provide you with contact details of the person you will be meeting so that you have the opportunity to arrange this with them prior to the job.

REASONABLE PRECAUTIONS:

Please ensure you are aware of the job location before setting off as well as an appropriate place to park if possible.

Should there be any known risk, we will inform the associate before they agree to undertake the job.

Try to park your car in a well-lit area and have your car keys ready.

If you are entering an unfamiliar building, please be aware of your nearest exits.

For those working on their own, we suggest taking time to read the advice given on the Suzy Lamplugh Trust website. Please visit www.suzylamplugh.org