

THE LONE WORKER'S GUIDE

If you are a lone worker and are employed by a company, does your company have a 'Lone Worker Policy'? These policies are useful documents as they outline both the employee's and the employer's responsibilities. Below are some useful tips to get you started:

How do I ensure that I do not feel isolated?

If you work remotely for an employer, you need to be proactive and ensure that you are invited to all relevant meetings. Have regular meetings/updates with your line manager via the most appropriate medium; for example by telephone, Skype or face to face. You could also ask to have support from an office based colleague, like a buddy who will ensure you are kept in the loop.

How do I keep up my professional development?

Make time to attend CPD events. As well as this being a requirement for the RICS, it's also a really good opportunity to meet other members. This gives you the chance to network with like-minded professionals and will open up your business world.

Highlights

The Health & Safety Executive have a useful [leaflet](#) which gives health and safety guidance on the risks of lone working.

Information included within the leaflet is for employers of lone workers and self-employed lone workers.

It also refers to the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999

Give us a call, we will always find a way to help...

0121 289 3300

Info@lionheart.org.uk
www.lionheart.org.uk/support



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How can I share good working practice?

If you are a sole practitioner, you could join the various RICS groups on LinkedIn as they share advice and tips on being a sole practitioner.


The RICS has also designed a [small business tool kit](#) which has useful advice and resources.

How can I prevent my work hours from merging into my personal and family life?

You have to have boundaries. For example, have set hours in the day when you work, just as if you were going into the office – and stick to them. Let friends and family know and they will respect the fact that just because you are at home, it doesn't mean that you are available. Colleagues will also know the hours you are available. This does seem obvious, but if you do not tell anyone, how will they know?

How do I stop my work life from spilling over into my personal and family life?

Again, you have to have boundaries but this is different because these are physical boundaries. Have a designated area in the home where your workstation is. Ensure that everything relating to work is kept there. For example, when work mail arrives, put it on your desk, not your kitchen table. When you finish work for the day, put all your work away and switch off your computer. Behave just as you would if you were working in an office.

 *"This really is simple advice on taking the first steps to maintaining healthy relationships with our partners. The key is communication with each other."*

At LionHeart, the support team often find that RICS members that come to us for support have very busy schedules. Surveyors set themselves very high standards and when things go wrong and lifestyles cannot be maintained, they find themselves in the spiral of high stress leading to anxiety and depression.

The impact on their personal relationships can be detrimental which is why you need to take action as early as possible.

LionHeart is here to help so give us a call."

Tracy Evans, Support Officer

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