



# Personal Safety Checklist



**LionHeart**

It's part of many surveyors' daily lives to be out and about, meeting strangers in properties in areas that are unfamiliar. While the vast majority of site visits are carried out without incident, the Health and Safety Executive acknowledges that lone working does make people "more vulnerable" to a potential risk of violence or aggression.

**Employers have a duty of care to keep their workers safe. But there are some simple steps you can take yourself to protect your personal safety.**

- Ensure your work calendar is up to date - always have your location and address showing in your Outlook calendar.
- Check in and out of visits by phone or WhatsApp with colleagues. Make sure someone knows where you are and how long you are likely to be.
- Have an emergency word or phrase that will alert a colleague on the phone that you need help - "Can you check the time of my next appointment with MR HARVEY?"
- Keep your mobile phones (personal and/ or work) fully charged and consider location sharing with someone.
- Plan your route and put it in your diary – or leave details of what public transport you intend to use.
- Have a clear exit plan when you arrive on site. Even small habits like parking where you can leave easily or keeping your keys accessible can make a difference.
- If visiting someone's home in an official capacity, bear in mind that your presence may be unwelcome, unwanted or even seen as a threat.
- Be aware of the behaviour and body language of the person you are with so you can pick up on any escalation in tensions.

## **FINALLY**

**Trust your instincts and never feel awkward about prioritising your safety: your safety comes before getting the job done quickly. Good clients and colleagues will respect that.**

**If that feeling in your gut isn't right, listen to it and remove yourself from the situation.**

## **MORE SUPPORT AND RESOURCES**

If you've been affected by an incident at work, it may help to talk to a professional. Call the LionHeart helpline on **0800 009 2960**. The Suzy Lamplugh Trust has been the UK's founding personal safety charity since 1986 and are experts in lone working and personal safety training. You can find a wealth of advice and resources on their website.

