

D.E. RODWELL

INVESTIGATIVE SERVICES LTD

CHECKLIST FOR LONE WORKING

Questions	Y/N	Action Required	Target Date for Action	Person Responsible for Action
Have staff received adequate training to carry out their duties when working alone?				
Have staff been provided with adequate means of communication?				
Can staff be readily contacted?				
Are staff physically able to undertake their duties?				
Where applicable have staff been provided with suitable protective equipment and/or clothing?				
Have all tools and equipment been regularly maintained and checked before use?				
Is access to first aid facilities readily available				
Are staff aware of the correct incident reporting procedures? They should also be encouraged to report any hazards.				
Are arrangements in place for staff to 'phone in' after out of hours visits?				
Has the risk assessment been reviewed in the last year and is it still applicable to the current working arrangements?				