

## Lone Worker Policy and Procedures

The University is responsible for the health and safety at work of all their students. Working alone is not against the law and it will often be safe to do so, however, the law requires the University to consider any health and safety risks for lone workers. This policy outlines the arrangements for those students who are working for short periods of time in isolation or alone and should be read and used in conjunction with the NHS Lone Worker Protection Guide<sup>1</sup> and University Health and Safety Policies, found on the intranet.

This policy applies to all University of Buckingham students who undertake lone working duties, regardless of the hours they work and whether they are working on site or away from the University. The University recognises the risks posed to students by lone working, and this policy is designed to reduce risks to those which are reasonably practicable and ensure that lone workers are not exposed to significantly greater risks than students who work together. Unit Leads (MB ChB) or supervisors (other Schools) should ensure their students are appropriately informed prior to commencement of lone working and the appropriate risk assessments and reviews undertaken.

### Definition of Lone Working

‘Any situation in which someone works without a colleague nearby, or when someone is working out of sight or earshot of another colleague’.

Lone working is not unique to any particular group of students, working environment or time of day. Lone workers can include a student who travels between sites and premises as well as students who work with patients, either in their own homes or in individual sessions within a clinical environment. Any individual undertaking home visits should be deemed a particularly high risk group and control measures that can be taken to minimise risks to their safety need to be considered.

### Purpose of this Policy

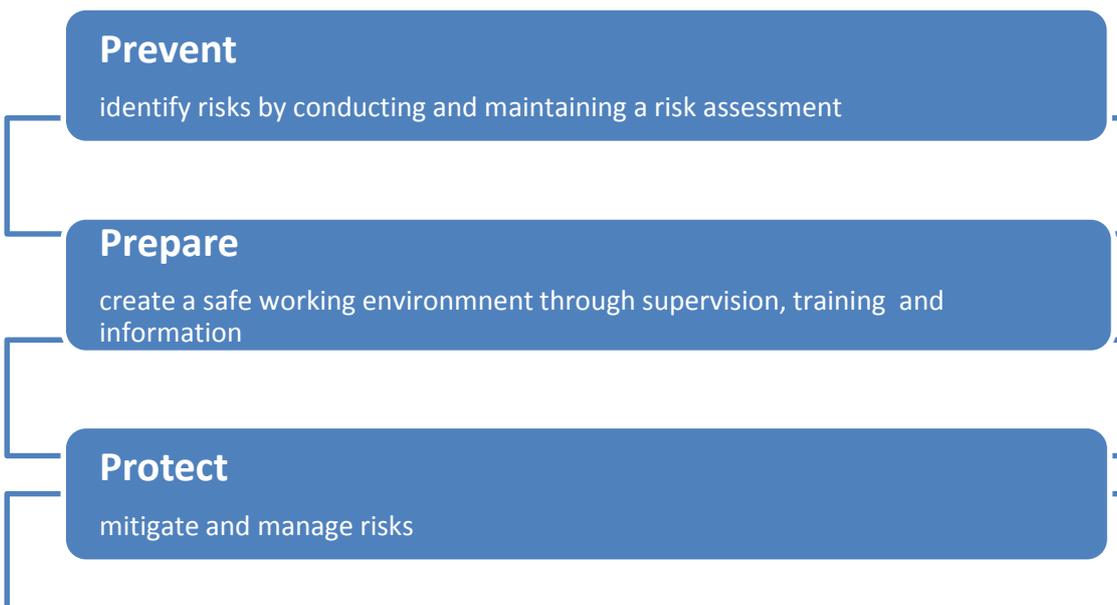
The objectives of this policy are to ensure the safety of lone working students, minimise the risks they may face and guarantee adequate measures are in place to improve their safety. This policy forms the basis of developing, implementing and disseminating local procedures that seek to address the needs or minimise the risks faced by students from a number of Schools of study that may have to work alone in a variety of situations. The implementation of this policy will ensure that the University meets its legislative responsibilities under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.

This policy has many associations with other policies and procedures of the University, it should not be read in isolation, and all students and staff should be aware of related policies and procedures, and contact the Health and Safety Adviser for additional help and advice. This Lone Worker policy is concerned with potential risks associated with students who work in isolation outside the University.

The intention of this policy is to ensure personal safety at all times to all lone working students. The main aims of the policy are to:

1. raise student awareness of safety issues relating to lone working;
2. ensure lone working is risk-assessed in an appropriate and dynamic way and where reasonably practicable, safe systems of work are put in place to reduce the risk;
3. ensure appropriate training is available to all students to equip them to recognise and manage risks;
4. provide practical advice on safety when working alone, including where appropriate, the use of technology e.g. a Lone worker device, mobile phone, rape alarm;
5. ensure that there are University structures, defined roles and responsibilities;
6. ensure communication links and support are in place to help lone working students if they require assistance;
7. demonstrate that lone working students are safe and have procedures in place to protect them;
8. ensure full reporting and recording of any adverse incidents relating to lone working.

In summary we must:



### **Roles and Responsibilities**

It is essential that staff and students at all levels within the University are aware of their responsibilities for implementing, monitoring and compliance with this policy to ensure that lone working security and safety measures are accepted and implemented. They must be communicated effectively so that staff and students are familiar with the processes. This is facilitated through:

1. Handbooks e.g. MB ChB Narrative Medicine
2. Written policies and procedures and logbooks
3. Local Induction processes
4. Training (such as conflict resolution training)
5. Training in Equality and Diversity and Cultural Awareness

## **The Responsibility of the University**

The University recognises its duty under the Health and Safety at Work etc. Act 1974, to its students and staff and whilst this must ultimately be the responsibility of the Vice Chancellor, students and staff have a duty to perform their daily activities in accordance with the School and Programmes' procedures, and to accept the element of personal responsibility for their own safety.

## **Programme and Unit Leads and supervisor's responsibilities**

The Programme, Unit Leads or supervisors are accountable for ensuring that all relevant policies and procedures are implemented and disseminated to lone working students for whom they are responsible. They are responsible for ensuring that lone workers are appropriately protected before entering a lone working situation and they must ensure that suitable and sufficient risk assessments are conducted in consultation with the appropriate people to ensure that risks from lone working are identified, and appropriate control measures are introduced to minimise, control or remove them.

Control measures will include:

- Sufficient information, instruction and advice.
- Supervisors conduct regular reviews of arrangements.
- The student has access to relevant contacts e.g. MB ChB Student Support, University Student Welfare or Occupational Health.

If an incident occurs, the supervisor and relevant School should ensure that the student involved completes an incident reporting form as soon as possible. This will ensure that they undergo a debrief and that they receive access to proper post-incident support. After an incident, the risk assessment should be revisited as soon as possible, the adequacy of existing control measures reviewed and the University risk assessment register updated accordingly. This should take place before carrying out an investigation, reviewing lessons learned and taking appropriate action taken to try to prevent a recurrence.

## **Lone Working Students**

Students have a responsibility to take reasonable care of their own personal safety and others and to adhere and cooperate with any arrangements the University makes under health and safety legislation. Students and supervisors should plan appropriately and risk-assess before a visit and undertake continuous dynamic risk assessment of the situation they find themselves in, being aware of any changing circumstances and taking necessary action to minimise the possibility of an incident occurring.

## **The Risk Process**

As part of a risk assessment, Unit Leads and supervisors must identify those who may be at risk and it is essential that lone working students are made aware of the outcome of the risk assessment. Each risk assessment should consider the vulnerabilities of the lone worker, to establish if the work can be done safely by a lone worker without supervision, or whether, this should be done by those who work together. The risk assessment should be reviewed regularly to identify any significant changes from the previous results or activity, and a nominated individual should be allocated to setting the timescale and actions to address any issues raised from the risk assessment.

The risk assessment process should identify all potentially hazardous situations where students work alone, and the situation will be assessed to determine whether:

- the workplace presents a special risk to the lone worker;
- access and exit can be undertaken safely;
- any equipment or substances involved in the work activities can be safely used by one person;
- there is a risk of assault;
- using an 'Alarm' word to alert colleagues.

Once the hazards presented by the lone worker have been identified they will require to be assessed and appropriate action formulated for managing the risks.

Factors that will need to be considered in the assessment include;

- the health of lone workers; have they medical conditions and/or disability which would make it unsuitable and/or unsafe for working alone;
- additional training requirements necessary to take into account limited supervision and control;
- the extent of supervision necessary and the activities engaged in and whether any special risks are presented by the work activities;
- arrangements for dealing with emergencies;
- arrangements for dealing with threats of violence.

The identification of risks is essential to enable the University to implement measures to reduce risks to lone working students. A successful risk assessment relies on using all available information including experience from previous incidents and feedback. It is essential that everyone is encouraged to report potential risks so risk assessments can be reviewed and appropriate action taken.

For example:

1. working conditions: normal, abnormal and hazardous conditions, such as dangerous steps, unhygienic or isolated conditions, poor lighting;
2. the possibility of an increased risk of violence from patients due to alcohol abuse, drug misuse, in relation to their clinical condition or response to treatment, and the risk of violence from their carers or relatives;
3. the lone worker wearing name badges when visiting certain patients;
4. working or travelling between certain environments or settings;
5. lone workers carrying equipment that makes them a target for theft or makes them less able to protect themselves;
6. evaluation of capability to undertake lone working e.g. being inexperienced, pregnant, or having a disability.

## **Assessing risks**

All Unit Leads and supervisors of lone working students must ensure that a risk assessment (Appendix 1) is completed as fully as practical before their first visit. This should be kept in a University based risk assessment file and/or the patients notes where relevant.

Although a common sense approach should be adopted, students should not enter into lone working situations where they feel that their safety or the safety of colleagues could be compromised. The risk assessment process must document any action required to control the risks and these must be reviewed by the University's Student Support Team and Quality Unit for the MB ChB, or Health and Safety Advisor as appropriate, and the and risks re-assessed as conditions change. Risk assessment records must be kept for auditing as well as evidence purposes in cases where an incident occurs.

### *Managing Risk*

The University will, so far as reasonably practicable establish safe systems of work for its lone working students and this may include, but is not exclusive to establishing processes and procedures for students to communicate with their colleagues if a problem occurs. A flagging system on patient's records or files in line with the Data Protection Act will assist with regular review of risk assessments.

### *Review*

All risks will be reviewed regularly and where a risk is deemed unmanageable within existing processes, or actions have not proven successful in eliminating or reducing risks, the University will prevent future lone working visits to this patient.

## **Before a Lone Worker Visit**

There is a requirement to share information between all individuals involved prior to a first visit, and lone working students should be made aware of any patient where any pre-existing risk has been identified and a 'buddy' is made aware of the first visit.

## **Information sharing**

Unit Leads and supervisors must ensure that suitable protocols exist with relevant colleagues to share risks, where legally permissible, concerning lone working students associated with a particular patient or address.

## **High Risk Activities**

No obligation will be placed on students to visit unsafe destinations. Where there are concerns then it will be for the individual and Head of School/Department to decide whether the visit should proceed.

If there is a history of violence and/or the patient, or other friends/relatives who may be present or the location is considered high-risk, Unit Leads and supervisors should consider visiting the patient away from their home, at a neutral location or within a secure environment. Where this is not reasonably practicable, the Unit Lead or supervisor must ensure that the lone working student is accompanied by at least a 'buddy' and that their visit is noted and reported back on using a pre-arranged method.

## Scheduling visits

Before visiting a location or patient, colleagues who may have worked alone in the same situation previously should be contacted. This informs the action taken to minimise risks. If there are known risks associated with a particular location or patient, lone workers should consider, in consultation with their Unit Lead or supervisor rescheduling the visit so they can be accompanied by another member of staff. Safety protective personal equipment such as a mobile phone or a rape alarm should be maintained in full working order by the University and the lone worker.

## Lone worker movements

Lone workers should:

1. ensure that someone else (a Unit Lead, supervisor or “buddy”) is aware of their movements;
2. leave a written visiting log, containing a diary of visits;
3. ensure arrangements are in place to ensure that visiting logs are accessible by all team colleagues; this could be done via diary sharing.

Unit Leads and supervisors must:

4. ensure that details of vehicles used by lone workers are available at all times, for example, registration number, make, model and colour;
5. where there is genuine concern, as a result of a lone worker failing to attend a visit or an arranged meeting within an agreed time, or to make contact as agreed, ensure the information provided in the log is used to locate them and ascertain whether they turned up for previous events that day;
6. depending on the circumstances and whether contact through normal means (mobile phone, etc.) can be made, should involve the University and police, if necessary;
7. co-operate with any process introduced by the University to ensure the safety of the lone working students.

## Buddy system

The buddy system, where a lone worker nominates buddies (more than 1), and this person becomes their nominated contact for the period in which they will be working alone. The nominated buddies will:

1. be fully aware of the movements of the lone worker;
2. have all necessary contact details for the lone worker including next of kin;
3. have details of the lone worker’s known movements and if they do not contact the buddy as agreed, will follow the agreed local escalation procedures for alerting their Unit Lead or supervisor and/or the police if the lone worker cannot be contacted or if they fail to contact their buddy within the agreed and reasonable timescales;
4. ensure that they understand they have been nominated and what the procedures and requirements are for this role are and contingency arrangements.

## **Risk Assessment**

Risk assessment is a continuous process of identifying hazards, and the risk of them causing harm, and taking steps to eliminate or reduce them. All supervisors and staff within each School must:

1. be alert to warning signs and carry out a '10-second risk assessment'
2. ensure there is no risk of harm to themselves;
3. ensure they leave immediately and place themselves in a position to make a good escape, e.g. being the closest to an exit; be aware of all entrances and exits.

## **Recognising Warning Signs**

Lone workers should be able to recognise the risks presented by persons under the influence of alcohol / drugs, are confused, or where animals may be present. Being alert to these warning signs will allow the lone worker to consider all the facts to make a personal risk assessment and, therefore, a judgement as to the best course of action (for example, to continue with their work or to withdraw). At no point should the lone working student place themselves, colleagues or patients at risk or in danger.

## **Management of a violent or abusive incident**

Unit Leads /supervisors are responsible for ensuring that their lone working students are aware of actions to take in the event of an incident and make full use of the Lone Worker policy and procedures to record their daily itinerary and reporting processes. Where students feel threatened, they should remove themselves quickly and safely. All such situations should be reported to the University, and if relevant to the police.

## **Escorting patients**

There may be occasions when students are required to escort or accompany patients and or their families to another venue or meeting. To ensure that this is carried out safely, an appropriate risk assessment should be made (Appendix 2).

The University **does not** recommend a student takes a patient in their own vehicle.

## **Lone Workers and Vehicles**

The majority of lone workers will use a vehicle to transport themselves from one visit to another. This may include the use of their own vehicle, a taxi or public transport. Apart from the potential risk of a road traffic accident there are other risks that should be considered and actions that can be taken to reduce those risks. Travel to a destination by vehicle will inevitably involve an element of walking. Lone Workers may also choose to travel by foot where the distances between venues is manageable (See Appendix 3).

## **In the event of an incident**

### *Reporting*

Students must to report all incidents as soon as possible. Increased reporting will ensure that more can become known about the nature, scale and extent of the situation. More importantly, reporting will identify trends or situations which can then be managed.

The University will operate an incident reporting system for recording incidents in each School and any incidents will be logged and actively followed, as appropriate. The information will ensure that the level of risk faced by students can be fed back into quality management processes to reduce risks of reoccurrence.

#### *Post Incident Support*

Counselling and support is available to any student who has experienced an incident of unexpected disclosure, violence, intimidation or abuse. The University Student Welfare and MB ChB Student Support Team will ensure that all incidents are taken seriously and investigated quickly.

### **Sanctions**

Supervisors must report incidents of unacceptable behaviour or comments to Lone Working students to the University so that actions can be taken to reduce any future risks of a more serious incident (Appendix 5).

### **Implementation**

All students joining the University must read and understand these policies at the commencement of their course. All Unit Leads and supervisors accountable for the delivery of the programme will cover arrangements such as emergency procedures, incident reporting and safety and include an introduction to relevant policies.

### **Training**

Appropriate training will be provided to students and staff who interface with patients.

### **References**

NHS Lone Worker Protection Service: 'Providing an accessible, all-encompassing and affordable solution to protect NHS lone working staff. [www.nhsprotect.nhs.uk/lw](http://www.nhsprotect.nhs.uk/lw). 2014.

Additional guidance can be sought via <http://www.hse.gov.uk/pubns/indg73.pdf>

### **Quality control and review**

This policy will be reviewed annually and the following evidence collected:

1. Self-assessment evidence;
2. School monitoring process and frequency;
3. Responsible Individual monitoring process and frequency;
4. Risk assessment process;
5. School's responsibility for reviewing local risk assessments;
6. Incident Reporting ;
7. Incident action plans undertaken;
8. Health and Safety Committee meetings;

### **Associated documents**

1. The University of Buckingham Health, Safety & Wellbeing Policy
2. Whistleblowing policy
3. Concerns Group Code of Practice and Report Form
4. EPU Concerns policy (Quality Management process)

### **Equality Statement**

The University ensures that this policy meets the diverse needs of our students, patients and members of the public, ensuring that none are placed at a disadvantage over others. It takes into account the provisions of the Equality Act 2010 and ensures that that no one receives less favourable treatment on the protected characteristics.

## Appendix 1

### Risk assessment

A Risk Assessment form must be completed as fully as possible before or after the first visit using referral information, prior contact with the patient, their GP or any other information source.

Patient Name \_\_\_\_\_ DOB \_\_\_\_\_ NHS NO \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date of Risk Assessment \_\_\_\_\_

Tick and comment where relevant.

External environment	Risk	Comment	Internal environment	Risk	Comment
Street lighting			Other occupants		
Parking			Young Persons		
Animals			Animals		
Property type			Hygiene		
Access / Egress			General safety		
General safety					
Other					

#### NOTE

Other occupants relate to any potential risk to a student from the patient, their relative, children or lodgers. This could indicate a single high risk factor e.g. substance misuse, mental health problems. After completion of form, any risks identified should be discussed with the appropriate School and Unit Lead. This form must be kept in the patient file, in the case of MB ChB students. Where a known risk exists, this must be flagged to other students or staff and the appropriate administrative offices.

This document forms part of the patient's record and should be copied to the patient's notes.

Student name \_\_\_\_\_

School of study \_\_\_\_\_

Responsible programme and/or Unit Lead \_\_\_\_\_

#### Action Plan

Identified hazard risk assessment: YES/NO

Filed in patients notes: YES/NO/OTHER (Specify)

**Data Protection Act 1998:** The information provided on this form will be processed in accordance with the Data Protection Act and will only be disclosed within the University to members of staff who need to know it in order to carry out their duties. Relevant information will be disclosed outside the University where it is required by law to do so. In the event of a personal injury claim, information may be disclosed to the University's insurers.

## Appendix 2

### *Escorting patients*

Before a decision is taken to escort a patient, a full risk assessment should take place and be agreed with the Unit Lead or Supervisor and the patients GP. This should consider the safeguards that need to be in place before and during the escorting process.

The risk assessment should take into account:

1. physical and mental state of the patient when planning an escort, and whether they are capable of being transported.
2. level of student experience and whether they have DBS clearance.
3. type of transport to be used (e.g. ambulance, contracted taxi service, public transport).

If there is a need for a lone worker to escort a patient via their own vehicle, they should always seat the patient behind the front passenger seat and ensure that their seat belt is fastened. This will enable the lone worker to operate the vehicle safely. Lone workers should not escort a patient by car if there are any doubts about their safety in doing so and alternative arrangements should be made. Lone workers should not agree to transport a patient's animals or children. If a conflict arises, the lone worker should pull over into a safe place and exit the vehicle, and if possible, ensuring that the keys are removed. They should follow local procedures, which may involve raising a "red alert", calling the police, their Unit Lead or supervisor, personal tutor or friend/buddy.

## Appendix 3

### *Lone working and vehicles*

#### **Travel by car**

##### **If driving, before you set off:**

- Is the car is regularly serviced? Check tyres, oil, fuel, water, lights and wipers - especially before a long journey;
- Know how to obtain breakdown assistance;
- Plan your route in advance;
- Tell people at your destination what time you expect to arrive?
- Carry change and a phone card for a pay-phone in an emergency; mobile telephones may be useful - depends on type and country.

##### **On the road:**

- Keep bags, mobile telephone, etc. out of sight;
- Keep the doors locked, windows and sunroof closed as far as possible, especially in stop/go traffic;
- Do not pick up hitchhikers;
- Keep an up-to-date map handy or so that you won't need to stop and ask for directions.

##### **Leaving the car:**

- Always lock your car and put anything valuable in the boot;
- After dark, or if you will be returning to the car after dark, park in a well-lit place. Park as close to your destination as possible;
- In a multi-storey car park, reverse your car; leave it as close to the exit as you can, near ground level and away from pillars.

#### **Travel by train or bus**

- Have a timetable for your route;
- Wait where it is well-lit and there are other people;
- Stand well back on the platform;
- Avoid compartments which have no access to corridors or other parts of the train;
- Try to sit with other people and avoid empty carriages or buses;
- If you feel uneasy, don't be afraid to move to another seat or carriage, or get off at the next stop - on buses, sit within sight of the driver;
- If the carriage/bus is crowded and someone molests you, make a fuss straight away -remember it's more embarrassing for them than for you;
- If you feel threatened or there is an incident, act immediately;
- Alert the driver, guard or conductor by making as much noise as possible;
- Pull the emergency alarm;
- Look for station staff;
- Know where you are going and which stop you need;
- When getting off public transport at night or in an unfamiliar area, attach yourself to groups of people and walk purposefully to your destination OR arrange for someone to meet you.

**When taking taxis**

- If you cannot hail a licensed cab, carry the telephone number of a reputable car company, or ask a friend or your hosts for a recommendation;
- Whenever possible, book by telephone and ask for the driver's name and make and colour of car;
- Don't get into any cab that you have not asked for;
- when travelling, sit in the back, behind the front passenger seat;
- be aware of child locks and central locking (although most black cabs will have locked doors while in transit) in the taxi.

**Out and About**

- Does anyone know where you are? What time do you expect to return?
- If your travel plans change, have you told your buddies?
- Have you made sure that you can be contacted?
- Do you know exactly where you are going and how to get there?
- If you are returning home after dark, have you considered possible risks (e.g. where you parked the car, the availability of public transport, etc.)?
- Have you asked patients for help and information? In particular which areas should be avoided locally?
- Are you likely to be carrying valuable items? Is this necessary?
- Are valuable, easily stolen items too visible or accessible (e.g. laptop or portable computer, mobile telephone, tools, briefcase or handbag)?
- Carry money and valuables safely;
- Carry these items separately: number for cancelling credit cards, phone card, travel card or small change, keys;
- Do you carry a personal alarm?
- Obtain a good map;
- Carry the telephone number of your local contact, university contact or buddies and police.

**Students should:**

1. avoid using mobile phones overtly in any area;
2. avoid carrying too much luggage to keep their hands free and ensure they can comfortably carry their bags so that they do not have to stop and rest;
3. stay in the centre of pavements, facing oncoming traffic;
4. remain alert to the people and environment around them, stay on well-lit paths and areas;
5. avoid waste ground, isolated pathways and subways, particularly at night;
6. when going to their car, ensure their car keys are in their hand before going outside;
7. if paying for parking charges, make sure they have the car park ticket ready and sufficient cash to pay the fee before leaving the building;
8. only carry small amounts of money and if someone attempts to steal what they are carrying, relinquish the property immediately without challenge;
9. if carrying a handbag or similar, consider carrying house keys and mobile phone separately.

It is important that any theft, or attempted theft, is reported both internally and to the police as soon as is practicable and safe to do so. The lone worker should make a note of the date, time and descriptions of events and attacker(s), as soon as they are in a position to do so.

## Appendix 4

### *Use of mobile phones*

Students should:

1. ensure they know how to use the mobile phone properly and should always check the strength of the signal before entering a situation;
2. where it is known or it becomes evident that there is no mobile phone network coverage should attempt to flag this up with colleagues, providing patient home telephone numbers to supervisors and administrative staff;
3. advise how long they will spend at such visits;
4. once the visit is completed, let their buddy or supervisor know they are safe;
5. keep all emergency contacts on speed dial, this will assist in making a call to raise an alarm;
6. never leave a phone unattended but should be keep them close at hand in the event of an emergency;
7. use a “Code” word or phrase that will help lone workers convey the nature of the threat to their supervisors or colleagues so that they can provide the appropriate response;
8. never use their mobile whilst driving.

## Appendix 5

### *Unexpected disclosures or behaviours*

A lone working student may experience unacceptable or worrying disclosures, behaviour, actions or comments from their patient and/or other occupants. These must be reported to the supervisor of the relevant School immediately and if necessary incidents to the Police using either the emergency 999 depending on the response needed. 999 should only be used when there is immediate danger and an urgent action is essential.

Examples of unacceptable behaviour are threats or threatening behaviour, offensive sexual gestures or behaviour, derogatory remarks e.g. racial, sexual or personal malicious allegations, excessive noise such as shouting, harassment threatening or abusive language including excessive swearing or offensive remarks.

Examples of unexpected disclosures are those of previous abuse, perceived lack of medical care, other symptoms not previously known and reported to their GP.

## Appendix 6

Student details (these details must be completed prior to the first visit and reviewed regularly)

Name: \_\_\_\_\_

School: \_\_\_\_\_ Year of Study: \_\_\_\_\_

Programme or Unit: \_\_\_\_\_

Programme supervisor and telephone number: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Work Telephone Number: \_\_\_\_\_

Mobile Telephone Number: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Model: \_\_\_\_\_

Colour: \_\_\_\_\_ Registration: \_\_\_\_\_

Next of Kin Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Contact Telephone Number: \_\_\_\_\_

Programme designated buddies and telephone numbers:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

Patient name: \_\_\_\_\_

Patient address: \_\_\_\_\_

Patient Contact Number: \_\_\_\_\_

Patient GP: \_\_\_\_\_

Patient GP contact Address and Telephone number: \_\_\_\_\_

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## Summary guidelines for your personal safety and comfort

The University will support you during this learning event when you will be with patients in their own homes or in health care centres. However, we need to ensure you understand our guidance for your safety while working within this environment when you may be in isolation from your peers or supervisor. We do not foresee that there will be any difficulties but the following guidelines are to ensure your safety.

Important things to remember:

1. Exchange mobile numbers and other details with your buddies;
2. Ensure your Unit Lead/supervisor and your buddies know your travel plans;
3. Ensure your Unit Lead/supervisor and buddies know who you are visiting, where, when and what you are doing;
4. Do not conspicuously take notes or look as if you are inspecting the setting without first explaining what you are doing;
5. Be careful with your valuables and do not have them on show;
6. Please dress appropriately at all times especially when visiting patients;
7. If feeling threatened, leave immediately and report this to your supervisor or Unit Lead;
8. In the very unlikely event of you being attacked; alert others e.g. scream, shout etc. and leave the situation immediately if this does not expose you to any additional risk;
9. Always tell those responsible for you when you are leaving;
10. Ensure your Unit Lead / supervisor and buddies know that you have got back safely;
11. Wear your identity badges when on placements.

**If you are unable to attend one of your meetings or are likely to be late, please ensure you phone your Unit Lead, supervisor or Student Support team (MB ChB) immediately.**

**If you experience any emotional distress during your visits, please let your Unit Lead, supervisor or Student Support team (MB ChB) or Student Welfare know immediately.**

Read the respective University Lone Worker Policy for the safety of medical and science research students.

For more information, please contact the Health and Safety Adviser.

**By signing below I am acknowledging that I have read and understood the Lone Working Policy and Procedures for study as set out by University of Buckingham.**

**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_