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HEALTH AND SAFETY EXECUTIVE

The HSE Board

Health and Safety: lone working risks

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Advisor(s): Corporate and Operations Group Health and Safety Committees

Cleared by Marcia Davies for Justin McCracken on 20 December 2005

Issue

1. To agree an updated HSE-wide policy for reducing risks to staff when working alone – both when visiting and in HSE offices – and agree the necessary communication and monitoring arrangements to ensure that the policy is properly and consistently implemented. The recommendations in this paper, which have been endorsed by the Corporate Health and Safety Committee and HSE Trades Unions, take account of business developments and a history of variable compliance with earlier health and safety supplements on lone working.

Timing

2. For agreement at this meeting

Recommendation

3. That the Board agrees:
 - the framework for control of lone working risks as set out in this paper;
 - the minimum requirement for staff compliance regarding lone working risks;
 - the proposed mechanisms for ensuring that all staff, and particularly visiting staff, comply with the minimum requirements;
 - the draft guidance (supplement) to be published on the 'Your health and safety' part of the intranet; and
 - to communicate its decisions throughout HSE and take action on non-compliance.

Background

4. Despite the fortunate relative infrequency of incidents, lone working has long been recognised as one of the key health and safety risks to HSE staff, given the high proportion of visiting and travelling officers, the geographical spread and distances covered. There would also be reputational risks in the event of a serious incident if our management arrangements are revealed as not robust. However, compliance with

requirements in previous supplements has been known to be inconsistent both between and within Directorates and Divisions. Lone working was recognised in the Corporate Health and Safety Plan for 2005/06 as being one of the priority areas for action. Therefore, the Corporate Health and Safety Committee agreed that not only was a more comprehensive set of arrangements needed but that the management of this area of corporate risk should be brought to HSE's Board to lead.

5. Risks from lone working in HSE involve a complex and evolving set of issues and since the start of the work year there has been a joint management and Trade Union approach to produce internal policy and guidance. This paper is the culmination of that work. The current agreed recommendations were preceded by significant debate. Besides bringing the arrangements up to date in the light of COIN and other business developments, the main point at issue has been the extent to which the particular risk of violence to staff should feature in the wider context of lone working precautions. The divergence of view has not been simply between management and the Trades Unions but more so within those respective constituencies.
6. It became clear that the key to establishing a common understanding of the nature and extent of the risks associated with lone working and the proportionality of the proposed precautions lay in producing an explicit risk assessment. This has now been jointly prepared by HSE Trade Unions and management and endorsed by the Corporate Health and Safety Committee. It has been agreed that the risks involved in lone working should be seen as widely cast and applicable to the *generality* of visits undertaken by HSE and HSL staff. Therefore, the risk of violence in this context is taken to be the 'background' level present in our society and this is reflected in the precautions in the proposed supplement. This includes situations where there is no reason to suppose any increased threat, as well as those workplaces and situations that are already *known* to be low risk.
7. It has been agreed with the Trades Unions that those types of visits where an elevated level of aggression may reasonably be anticipated, above and beyond the societal 'background' level, will be dealt with in a separate supplement. That will provide for greater precautions, although there will necessarily be an overlap with the more basic preventive measures covered here. Work on a revised 'Violence to staff' supplement is planned to commence shortly.
8. Previous lone working supplements have also covered risks to staff from working alone in any of HSE's offices and it is proposed to continue that.
9. Throughout the discussion one issue has become clear: whatever policy is agreed needs to be applied consistently across HSE. Previous lone working policies have been hamstrung by a lack of corporate resolve to ensure compliance. Although many staff and managers are meeting the spirit and letter of what is asked, there is still much evidence of inconsistent and reluctant compliance with what we have now. The Board is asked to be prepared to take the necessary action to ensure that this situation is not repeated. Such action would have the backing of the Trades Unions.

Argument

10. This paper has three annexes which should be read alongside the argument:
 - Assessment of the lone working risks to visiting staff

- Assessment of the lone working risks to office staff
- Draft of the policy supplement to be placed on the 'Your health and safety' part of the intranet.

These set out the supporting assessments to this paper. The assessments show that the crucial issue is ensuring compliance with the standards agreed by management and Trade unions.

11. The requirements for visiting staff need to be clearly communicated down the management chain and using internal communication channels. Staff should know what is expected of them in all cases as a minimum and why it is expected of them. By everyone taking the steps outlined it should be possible to significantly increase levels of corporate assurance that the risks arising from lone working to visiting staff are being controlled. However, although the steps are relatively simple, it is recognised that a significant change of culture, backed by management resolve, will be needed among some teams and individuals to be sure of compliance.
12. Besides health and safety reasons, there is a clear business need to know staff's whereabouts. Business need on its own would be reason enough to require all visiting staff to provide details of their intended movements, and to do so in a 'universal' format that would be readily accessible and understandable to any manager or colleague who needs to know.
13. Following the terrorist attacks in London on 7 July 2005 which underlined the importance of being able quickly to establish staff whereabouts, FOD issued a requirement to all its staff to record intended movements and visits in the same way – by making full use of Lotus Notes Calendar. This has been shown to be practical and manageable and is now being proposed for adoption HSE-wide.
14. With regard to working alone in HSE offices, the circumstances of each office vary greatly in terms of type of location, other people in the building, etc. Therefore it is proposed to ask Local Health and Safety Committees – as they already have this responsibility – to consider the risks in the offices they cover and carry out lone working risk assessments in each case. This need not be a lengthy or onerous exercise. In some cases these may already be in place and it will only be a case of reviewing existing assessments. In other cases more advice and guidance will be required.

Consultation

15. This process and this paper have been prepared in full consultation with trade unions. One of the authors is the TU vice chair of the Corporate Health & Safety Committee. One of the attached risk assessments was drafted by the Trades Unions.

Presentation

16. Although this is mainly an internal issue, the standards HSE applies to the management of its own health and safety risks inevitably attract external interest. Again, the risk assessment is an important underpinning document in understanding the arrangements as HSE's circumstances do not appear to be mirrored elsewhere. Although lessons can be learned from other public service organisations, it is difficult to find any close comparator in terms of the combination of variety and range of visits,

purposes for which they are carried out, geography, relationships with 'clients', working patterns, etc.

17. Internally, the presentation of the decisions of the Board should be via established communication lines – internal publications and team meetings. In addition, personal communications from Board members would be welcomed.
18. Once the Board has made its decisions it is suggested time is allowed for the Trades Unions to communicate with staff. This will have the effect of improving staff acceptance of the measures proposed.
19. It should be recognised that there may be resistance among some staff arising from a perception that the measures amount to a loss of autonomy, flexibility and professionalism and/or that management is using this issue as a means of checking up on them. To counter this, communications should emphasise:
 - The reassurance to individuals and especially their families that in the event of a range of scenarios (including illness) in which something goes wrong beyond their control, their employer would know where to direct help,
 - the undermining of HSE's corporate professionalism, not least in the eyes of the emergency services, if in this day and age managers are unable to say where a missing officer was intending to be,
 - management has a duty and a right to know where its staff are for business reasons,
 - many staff are already doing what is being asked as a matter of routine without apparent difficulty or detriment,
 - the 'fallibility' of *solely* relying on mobile phones for keeping in touch with individuals, as demonstrated during the events in London on 7th July, and
 - the lead and support given by the Trades Unions to the measures.
20. Managers may wish to set up alternative arrangements for their staff to notify movements but it is asked that this be resisted in favour of a commonly understood system. Out of hours arrangements, which may be unique to a particular team, would be of little use if the manager or other team members cannot be contacted. A 'universal' system, which could be accessed by any RAS-enabled member of staff from home, would be far quicker and more useful.

Costs and Benefits

21. Besides improved health and safety, the measures constitute essential sound business practice. Managers should be in a position to know where their staff are in order to be able to manage the team's work effectively. Benefits will also derive from having unambiguous and consistently applied standards. There will be further benefits from HSE's management and Trades Unions demonstrably leading together.
20. Costs will mainly be in the form of opportunity costs through time taken on increased communication and administration in the short term

Financial/Resource Implications for HSE

22. There are minimal financial consequences for HSE. All the measures proposed used established software and hardware systems. Also, many staff are already complying.

Action

23. The Board is asked to send a clear message to all staff that it takes the risks associated with lone working seriously and that it also needs to run a business-like organisation. It expects compliance with reasonable and proportionate precautions and that non-compliance will be identified and addressed. To enable this happen the Board is requested to:

- Agree the findings of the lone working risk assessments;
- Agree to publishing the proposed supplement;
- Agree that they will initiate and support D/D efforts to ensure compliance;
- Publicise their decisions.

Lone Working Risk Assessment – 1. Visiting Staff

Who might be affected, how and with what consequences: All visiting staff may be affected. In the event of an incident, the consequences become serious when there is no source of assistance to prevent or limit damage. It is the combination of incident and lack of help that is the key issue.

Applies to: All staff when:

- Travelling to and from visits;
- attending fixed and transient workplaces/sites;
- attending private dwellings;
- miscellaneous visits (Courts, inquests, partner organisations, conferences).

Hazards:

- Car or other travel breakdown, particularly in remote areas;
- Sudden onset ill-health/injury;
- Verbal and/or physical intimidation, abuse and/or assault. – *THIS HAZARD WILL BE EXAMINED IN MORE DETAIL IN AN ASSESSMENT OF THE RISK OF VIOLENCE TO STAFF. THE ONLY ASPECT OF ABUSE AND VIOLENCE THAT WILL BE CONSIDERED IS THE GENERAL SOCIETAL 'BACKGROUND' RISK.*

Existing controls

(a) Prevention

- Staff fitness for duty;
- Car-users adhering to WRRR policy;
- Compliance with site rules, wearing PPE, being accompanied on visits;
- Intelligence from previous visits and/or other agencies;
- Staff training in conducting HSE visits and also in recognising/handling conflict;
- Existing professional & business practices;
- Dynamic risk assessment – considering in advance the options for solo/joint/police-accompanied etc visits;
- Management endorsement of staff instincts prompting a non-attendance or withdrawal from the premises/site with senior management involvement in planning for joint agency, high risk visits.

(b) Mitigation

- Movement recording aids search and rescue;
- The provision of accurate contact details (including car make, model, colour, reg) aids search and rescue;
- Mobile phone aids requests for support;
- Cybertrak phone aids quick emergency response;
- Buddy call system alerts possible need for support.

Adequacy of Existing Controls

(a) Prevention

- Staff fitness – addressed at Chapter 3.3 Staff Handbook;
- Transport – addressed via transport & WRRR policies;
- Staff are instructed and trained to observe company H&S rules during visits and to be accompanied, not straying from the site/premises alone;
- Intelligence - *It is understood that Local Authorities now employ officers tasked with identifying 'violence hotspots' or areas of increased crime against the person – this is a resource we could tap into as part of a multi-agency approach.*
- Staff training – technical training and safe driver training will help address the hazards.

- HSE's normal business practises should form part of what could be described as a dynamic risk assessment approach to visits. *'Dynamic risk assessment' as a concept needs to be further developed.*
- Joint, high-risk interventions – strict policy in place requiring Band 0 involvement virtually prohibits HSE attendance until area made safe. *This matter will be further covered in the assessment of violence to visiting staff.*

(b) Mitigation

- Movement-recording - mandatory requirement. *Compliance with policy now requires management monitoring to start monitoring that staff adhere to the policy;*
- Mobile phones, Cybertrak & Buddy Calls – all rely on network coverage & availability of support. *We therefore need to consider procedures that cater for areas of poor or no network coverage and operating outside office hours when support may not be available.*

Risk Assessment

The risk is not uniform. It is subject to many influences, including the health of the individual, their mode of transport and the type of visit undertaken (see list overleaf).

The analysis of the adequacy of existing measures indicates weaknesses in our current policy and its implementation.

The main weaknesses identified are:

- (a) Prevention
 - Inadequate policy - the indications are that staff consider the policy unrealistic
 - Inconsistent enforcement and management commitment to existing policy.
 - Poor discipline in acquiring and recording intelligence.
 - No requirement to dynamically risk assess prior to visits or consider visit options with line manager.
- (b) Mitigation
 - Limitations of cover – staff working beyond office hours or voluntarily challenging apparent offenders en route home or in their own time.
 - Limitations of technology – inconsistent coverage of mobile phones.

Conclusion

Based on experience to date, the risk to HSE visiting staff is regarded as low-likelihood, low-consequence.

However, the risk assessment identifies the potential for the occasional high consequence incident and areas where real improvements can be made leading to reduction in risks.

We therefore need to:

- Secure Commitment at Board level and establish clear management instructions
- Develop sensible and actionable procedures for prompting dynamic risk assessment where the visit type suggests “unknown” or “high” risk potential. These principles need to be elaborated further in future guidance on violence to visiting staff as the principal risk with these categories relates to violence.
- Ensure monitoring and auditing compliance
- Consider more choice of mobile networks to achieve better coverage

Overleaf is draft table for Dynamic Risk Assessment

Draft prompt for Dynamic Risk Assessment – to go in the new policy

Hazard	Visit Type	Action
Low	The majority of HSE visits eg to: <ul style="list-style-type: none"> • large established premises • planned audits • duty holders and witnesses known to HSE • joint visits with other agencies • large construction projects 	Visits planned and arranged by inspector/HSAO. Incumbent info checked during planning.
High	HSE is rarely involved in known high-risk activity: <ul style="list-style-type: none"> • interventions targeting duty holder or industry where intelligence indicates associated criminal activity and/or hostility • visiting areas known to have high personal injury crime rates • interventions recognised as potentially charged such as taking unwelcome enforcement action 	Visits planned with line management involvement Dynamic Risk Assessment required and recorded. (Band 0 where joint intervention with Police)
Unknown	There will be visits of unknown hazard, eg to: <ul style="list-style-type: none"> • firms new to HSE • initial visit to private dwellings • visits without appointment to some SME duty holders such as small-scale construction and agriculture • RI perimeter fencing security checks 	Visits planned with line management involvement (Dynamic RA recorded). Consider option to make visit by appointment, JV, buddy call, Cybertrak or alternatives including not visiting at all.

Lone working risk assessment – 2. Office staff

Who might be affected & how: All staff and contract staff who may be on their own in an HSE office and suffer an incident or illness.

Applies to: All staff, cleaners and contractors, but especially those working in smaller offices as these give rise to lone working more frequently. Both administrative and visiting HSE staff may find themselves alone in the building or on a floor in the building.

Activity: Activities include:

- Staff: administrative work; dealing with members of the public who call in person or by telephone; interviewing duty holders and others by appointment.
- Contractors: work with electrical cleaning appliances; work at height (.).

Hazards:

- Attack of ill health/accident whilst alone – from minor to serious.
- Fire.
- *Physical/verbal assault by duty-holders/others will be addressed in separate assessments on violence.*

Existing control measures:

- Telephones on every desk with easy access to an outside line.
- Means of controlling access to the office – eg swipe cards or security pads.
- Local security arrangements – signing in/out, lock up procedures.
- Instructions in existing 'Violence to staff' supplement not to admit unexpected callers into the office.
- Many offices are within multi-occupancy buildings.
- Most, but not all, offices have security staff stationed within the building during the day.
- Some offices have CCTV surveillance cameras.
- Reputable contractors, with arrangements vetted by HSE Facilities Manager.
- Offices non-smoking; regularly checked fire precautions; regularly circulated fire instructions.

Adequacy of existing controls:

Although the most serious consequence is a serious injury or illness or a fatality and this is always 'possible', the existing control measures should render both the likelihood remote and the consequences of any incident minor in all but the most occasional case. No dangerous processes are carried out or machinery used by lone workers. There is no history of events happening to lone workers in HSE premises.

However, the main concerns about current policy and arrangements are:

- Inconsistent/inadequate enforcement of existing rules.
- Security standards will vary from office to office based on the size of the building, the number of other occupants and the landlord. It may be that risk control is not uniform across the estate.
- Uncertainty that all contractors are complying with the FM's requirements.

- Uncertainty that there is clarity in all cases about what to do in a lone working emergency.
- Uncertainty whether better practices could be adopted from other organisations experiencing similar risks.

Risk assessment

Although the likelihood and consequence of incidents are generally low, given the potential for the occasional case with significant consequences, the adequacy of the precautions in place needs to be kept under review and action taken as necessary.

Action

Due to the variable nature of the estate this risk needs to be addressed on an office-by-office basis. The main action is for all site safety committees to ensure that they have adequately addressed the lone working risks in their buildings. The risks to lone workers will depend on the environment, the health of the lone workers, the task they are being asked to carry out and whether anyone knows they are on site.

This assessment recommends that all sites, led by the Chair of the Local Health and Safety Committee:

- Assess the risks to lone workers
- Incorporate the findings of the assessments into local instructions and emergency action plans
- Ensure that all staff are aware of any particular significant findings from the assessment
- Check compliance with requirements and initiate action as necessary.

Lone working safety supplement - for publishing on the intranet

Key points

All staff

- Although rare, significant lone working risks can affect all staff, including office based, at any time. Be prepared.
- Every situation is different. Using the guidance in this supplement, assess the risks and take appropriate steps to manage the risks, both before and during visits.
- Only visit if you
 - have a fully charged mobile phone switched on;
 - have entered onto your Lotus Notes Calendar details of where you are intending to be; and
 - have provided to your office admin team up-to-date emergency contact information and information about your vehicle.
- Notify to the office any changes to visits or vehicle details on the day.
- Take additional precautions if the visit involves travel in a remote area.
- Record information on the COIN site record in the Site Restrictions field if colleagues who may follow you would benefit from being alerted to particular (eg access, phone reception) problems.
- Report any incidents that may have injured you or put you at risk.

Managers

- Make sure that staff who report to you are complying fully with the requirements in this supplement. Take positive steps to check. Take prompt corrective action if not – the requirements are not optional.

Heads of Division and Directorate

- Put in place arrangements to check compliance and take action.

What you need to know and do

- Personal security
- Risks at visits
 - Training
 - Precautions required before you go
 - Precautions required during the visit
 - Hire car incidents
- Actions required after the visit
 - Reporting an incident
- In the office
- Further reading

This supplement covers the risks associated with lone working in HSE: visiting and office based. Where it is reasonable to anticipate an increased risk of violence to staff, above

the general 'background' level of violence in our society, this will be addressed in separate revised guidance – Violence to Staff.

Advice on personal security – the societal 'background' risk of violence

Although violent crime levels are low there is a risk to all staff in HSE. To reduce the risk you can:

- Avoid being a target – e.g. be street-wise – carry your portable PC in a rucksack or bag that conceals its identity
- Be aware when you could be vulnerable – try to avoid leaving a deserted office at night on your own
- Get advice from your local crime prevention officers about particular concerns with a locality
- Park with security in mind – try to choose well lit and public areas and conceal anything that may make the car a target

There are websites that contain good advice about precautions you can take when out and about e.g. [The Suzy Lamplugh Trust](#)

Risks at visits

The main risks are:

- Car or travel breakdown
- Disabling injury from an accident
- Physical assault/intimidation (see above and below and [violence] supplement)
- Debilitating illness whilst alone

It is worth noting that the risk of violence remains low. Statistically speaking you are more likely to be incapacitated through ill health than attacked.

The following table categorises most types of visits paid by HSE staff according to the level of hazard for lone working, including violence, along with a summary of the actions by which the risks are mitigated and controlled.

Hazard	Visit Type	Action
Low	<p>The majority of HSE visits eg to:</p> <ul style="list-style-type: none"> • large established premises • planned audits • duty holders and witnesses already known to HSE to pose a low risk • large construction projects 	<p>Visits planned and arranged by inspector/HSAO for business reasons. Site information checked during planning.</p> <ul style="list-style-type: none"> • Carry fully charged mobile phone • Enter on Lotus Calendar details of intended visits • Notify any changes • Leave at the office vehicle/emergency contact details • Cybertrak phones available for remote locations
High	<p>HSE is rarely involved in known high-risk activity:</p> <ul style="list-style-type: none"> • interventions targeting duty holder or industry where intelligence indicates associated criminal activity and/or hostility • visiting areas known to have high personal injury crime rates • interventions recognised as potentially charged such as taking unwelcome enforcement action 	<p>For details see [violence] safety supplement</p>
Unknown	<p>There will be visits of unknown hazard, eg to:</p> <ul style="list-style-type: none"> • firms new to HSE • initial visit to private dwellings • visits without appointment to some SME duty holders such as small-scale construction and agriculture • RI perimeter fencing security checks 	<p>New firms – Contact process for small firms. HSAOs visit by appointment with permission of occupier. Inspectors – less frequent visits in this category with programme working.</p> <p>Discuss with line manager and consider arrangement to check in with office before and after visits . See also violence supplement.</p>

Training

Training on safe driving techniques is available from the IAM ([link to prospectus]) and the Safe Driver Supplement requires all visiting officers to undergo initial and refresher training.

All inspectors and HSAOs attend Effective Communications courses as part of their Early Years training. Personal safety is also extensively covered during initial formal tutorials by Development Managers.

Line managers can request refresher training for individual staff if they feel it is needed.

Precautions before you go

Think about the visits you've got planned. If any of them falls into the higher risk categories you should discuss it with your line manager and refer to the [violence] safety supplement.

Visiting staff should have been issued individually with a mobile phone by their Division. Pool mobile phones are available for occasional travellers.

For all visits you should **only** visit if you have taken the following **required action**:

- **you have a charged mobile phone** – if you have difficulties gaining reception using your current mobile phone provider it is possible to obtain SIM cards from other providers. To do this you should make a request to your local D/D finance or office services team.
- **you have left emergency contact details (including colour, make and registration number of your car) at the office with the specified Administrative team.**
- **You have entered sufficient details about where you plan to visit on Lotus Notes calendar.** This should include names and addresses of premises/sites. **The calendar should be set to 'open to all'**. (In Lotus go to calendar/tools/preferences. Then click on the 'delegation' tab followed by clicking on the 'calendar delegation' tab. Finally click on the radio button labelled 'Anyone can read my calendar')
- **You have notified any significant changes to your intended visits or vehicle details as soon as possible to the office on the day. Ask whoever takes your call to arrange for these changes to be noted on your Lotus Calendar.**
- **You have checked site/incumbent records before visiting a duty holder or site that you are not already familiar with** (essential for business purposes anyway).

These five points are compulsory for all staff and visits.

D/Ds need to have arrangements in place locally to check and require compliance.

This could be a simple set of systems, including periodic random checks instigated by the Head of Division and a clear requirement for administrative teams promptly to notify non-compliance (in the first instance to line managers and to warn individuals personally, and then pass details to heads of division if there is persistent non-compliance).

Other factors to consider before you visit are:

- Is it better to make the visit by appointment?
- Have you got the appropriate PPE?
- Is your car roadworthy? (see [work related road risk] supplement for guidance).
- Are you fully fit (including re alcohol)?
- What is the weather forecast?
- Are you travelling to or through a remote area? If so you are advised to take a Cybertrak phone, available from your Administrative or Office Services team. These phones use GPS (global positioning system) data to plot the user's whereabouts. They can also be programmed to relay an incident live to a control centre. These can be more effective in areas where mobile reception is poor. [link to guidance].

Precautions required during the visit

- Abide by any relevant site rules.
- Make sure you are accompanied by a duty-holder representative when touring sites
- Avoid touching anything you don't need to.
- You should be contactable by mobile phone when safe to do so or when not readily contactable by land line.
- There is often little operational need to visit at night. If such a need does arise agree with your line manager in advance what preventative measures you will put in place (joint visit, buddy call etc.)

What to do in the case of an incident with a hire car

The HSE [Travel site](#) tells you what to do if you break down or have an accident in a hire car.

Actions required after the visit

- If you have arranged to call in to a 'buddy' or to the office to reassure them that you have completed the visit or day's visiting without incident, ***make sure you do so.***
 - **Record on the COIN site record in the Site Restrictions field any information which colleagues who may follow you would be safer if alerted to before visiting** – e.g. difficult location, access problems, poor mobile phone reception, as well as aggressive behaviour.
 - **Report all incidents or near misses where lone working was a factor** using the guidance at the following [link]. In addition record a note of such incidents on the COIN site record.
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Lone working risks in the office

Staff in the office can in some circumstances become lone workers. This is particularly likely in smaller offices. All HSE staff should be aware of the possible risks and how to reduce them. Each HSE office is different so assessments of the risks to lone workers should be completed at a local level under the direction of the Local Health and Safety Committee. The risk of violence to office staff is addressed also in the Violence to staff supplement.

Issues to consider include:

- Work patterns - frequency of staff becoming lone workers
- Office security systems and the presence of any CCTV around the building
- Arrangements for deliveries, including heavy items
- Number and distribution of other tenants on the office
- The nature and duration of the security presence at the front desk
- The location of the office
- Access to first aid and emergency services
- A designated manager in another office to refer problems to
- Action to take in an emergency – eg fire
- Requirements put in place by the Facilities Manager to ensure that cleaning and security contractors have in place adequate arrangements to ensure their staff's safety

The findings of the assessment should form the basis of local preventive and emergency procedures which should be communicated to staff by the Chair of the Site Health and Safety Committee.

All staff must comply with local and national procedures [see also violence to staff supplement].

Further reading

Travel on official business (internal link)

[Working alone in safety](#) (indg73)

Health and Safety at site visits (internal link)

Violence to staff in HSE offices (internal link)

Violence to visiting staff (internal link)