



Your job might be based in an office or involve working in a variety of different places. Wherever you work it is important that you think about your personal safety at all times. Whether you work in an office or elsewhere, your employer should have policies and procedures to help to ensure you are safe. **It is YOUR responsibility to find and read these policies.**

This leaflet contains some tips about how to keep yourself safe at work.

LONE WORKING

If you are working alone outside the office PLAN your visit in advance:

- Know **where** you are going, **who** you are meeting and **why**
- Leave details of where you are going and when you expect to get back

If you are visiting someone for the first time:

- Do a risk assessment beforehand
- Take a colleague or arrange to meet in a public place
- Check out your surroundings and identify the nearest exit route

If at any time you feel threatened or uncomfortable leave the situation - you can always explain your actions later. Always try to avoid arguments and confrontation - responding to this can escalate the situation further.



SAFETY NUMBERS

Tayside Police Emergency112 or 999
Tayside Police Bell Street.....01382 223200
Crimestoppers0800 555 111
Womens Aid01382 202525
Womens Rape &
Sexual Abuse Centre.....01382 210291
Barnardos Domestic Abuse Helpline...01382 596866
Community Safety Wardens.....01382 436333
Anti-Social Behaviour0800 1693845



RUNNING A BUSINESS FROM HOME

Lots of people are self-employed and work from their own home. If you do there are some extra steps you should take to keep yourself safe. Think carefully before advertising your address or telephone number.

- Get a contact number and use it to confirm the appointment
- Keep a record of all appointments and leave it with someone else
- Contact someone at an arranged time to confirm you are safe



CASH HANDLING

If your work involves you collecting cash you can keep safe by:

- Planning your movements and leaving details with colleagues
- Regularly contacting colleagues to let them know you are safe
- Try not to make it obvious you are carrying cash - use a suitable bag and make sure coins are not rattling
- Varying your route and timings

Remember in the rare event you are mugged hand over the money and get to a safe place as soon as possible.



NAME BADGES & PERSONAL DETAILS



If you wear a name badge it is safer to take it off when you leave work.

You can be at risk if someone uses the information to pretend they know you.

NEVER give out any personal details about yourself or colleagues to clients.

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