



Lone working Quality Audit Checklist

Lone workers are those who work by themselves without close or direct supervision, and it includes working away from the normal place of work. We are conducting an online quality audit of PILL lone working policy to 1) assess if current practices of lone working are in line with the policy 2) to provide further recommendations to improve adherence to this policy, and 3) to ensure the protection of the health and safety of employees, minimize risk and demonstrate due diligence in lone working situations.

If your work involves lone working, please answer the following questions. We request you to be honest; there is no right or wrong answer, nor will it affect your workplace relations and status. Your anonymity will be respected, and your data will be treated as confidential. Thank you for your participation in this audit and for contributing to organizational development and improvement.

1) Have you completed lone working training?

- Yes
- No

2) If no, Why?

- Not offered
- Didn't have time

3) Do you have a copy of the updated lone working policy?

- Yes
- No

4) Does your line manager carry out a risk assessment on an ongoing basis?

- Yes
- No (go to Q.6)

5) If yes, How often?

- Every time I go for lone working
- Monthly
- Thrice a month
- Twice a year
- Yearly

6) If Yes, is there a risk assessment checklist that your line manager uses?

- Yes
- No



7) Do you have lone working plan signed and dated by you and your Line manager?

- Yes
- No

8) If yes, do you have a copy of the lone working plan with you?

- Yes
- No

9) If yes, do you refer to the working alone plan every time you are out on a visit alone?

- Yes
- No

10) Being a lone worker, do you have regular conflict resolution trainings?

- Yes
- No (if no, go to question no. 13)

11) If Yes, how frequently are these trainings held?

- Monthly
- Thrice a year
- Twice a year
- Yearly
- At start of a project only

12) Who conducts these trainings?

- Line managers
- Other please specify: _____

13) Being a lone worker, do you have regular trainings on personal safety?

- Yes
- No (if no, go to question no. 16)

14) If Yes, how frequent these trainings are held?

- Monthly
- Thrice a year
- Twice a year
- Yearly
- At start of a project only

15) Who conducts these trainings?



- Line managers
- Other please specify: _____

16) Do you feel you've been offered necessary information, instruction, and training been given to the lone worker?

?

- Yes
- No

17) In your opinion, how often should these trainings be held?

- _____

18) What personal safety measures do you take while out on the field as a lone worker?

Tick all those apply

- Call your participant to confirm their availability
- Have a location map
- Check you have battery life
- Check you have enough petrol in car
- Give a signal before entering a patient's home
- Call back to OFFICE/or a nominated buddy between visits

19) Have you and your line manager identified the steps to be followed in order to minimize the risks that may arise during lone working?

- Yes
- No

20) Do you have details of how you can secure yourself, and how your line manager can provide assistance in the event of injury or other circumstances that may endanger the health or safety while working alone?

- Yes
- No

21) Do you and your line manager/ buddy specify the time intervals for checking on you as a lone worker?

- Yes
- No



22) If you are nominated as a contact person for lone worker, do you record the results of each contact with the lone worker?

- Yes
- No

23) What is the emergency rescue plan in PILL Lone working policy in case a lone worker cannot be contacted?

24) If you would face an accident or emergency situation during lone working, what actions would you take then? Please try to describe first to last action.

25) If you have ever faced an accident or emergency situation during lone working? Would you like to tell us your experience? How did you handle the situation? What measures/actions did you take? (Optional)

26) When going to visit the home of a research participant or service user as a lone worker, what up-to-date information of known risks would you collect before visiting?

27) Do you think employees adhere to PILL Lone working Policy?

- Yes
- No

28) Are there any barriers to lone working?



- Yes
- No

29) If yes, in your experience what have been the main barriers to lone working?

1. _____
2. _____
3. _____

30) Do you have any suggestions to improve lone working or to empower lone workers to take a greater degree of responsibility for their own safety and security?
