

Daily Lone Worker Readiness Check

A two-minute pre-shift check confirming the person, plan, device and response arrangements are ready before lone work begins.



VERSION	v1.1	PUBLISHED	August 2026	REVIEW	Annually or after an incident
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HOW TO USE THIS TOOL

Complete it before lone work starts, not afterwards. A tick is not permission to continue: where any answer is no, record the issue, tell the named supervisor and agree a safer plan before the work proceeds.

1 SHIFT DETAILS

Worker

Date and start time

Work location or route

Expected finish and check-in

NOTES AND ACTIONS

2 READY TO WORK?

AREA	CHECK	READY	ACTION NEEDED
Plan	I know the visit, route or task risks and any changes since the last assessment.	[]	
Contact	My check-in times, missed check-in route and escalation contact are clear.	[]	
Device	My phone, app or alarm is charged, signed in, carried correctly and within reach.	[]	
Connection	Signal, location permissions and data connection have been checked where required.	[]	
Activation	I know how to start and cancel an alert and what the responder will do.	[]	
Information	My contact details, vehicle and location information are current.	[]	
Change	Any new person, place, animal, access, travel or time risk has been raised.	[]	

Authority

I know when I may pause, leave, rearrange or call emergency services.

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NOTES AND ACTIONS**3****IF ANY ANSWER IS NO****Issue and action****Supervisor informed****Supervisor decision****Agreed safer plan****NOTES AND ACTIONS****LIMITATIONS**

A completed check records readiness at one moment. It does not remove the risk, replace a risk assessment, or authorise work that should not go ahead. Conditions change during a shift, and so should the plan.

SUPPORT

Safety Solutions Training delivers lone worker safety training covering preparation, check-in discipline and the judgement to stop when something changes. Call 02920 657753 or visit safetysolutionstraining.co.uk.

ADDITIONAL NOTES, ACTIONS AND FOLLOW-UP