

Lone Worker Policy Review Authority Checklist

A review prompt for lone working policy, risk assessment, escalation, records and manager oversight.



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

Work through it with the people who hold the policy and the people who work alone under it. Record the answer, the evidence and the gap, then assign an owner to anything that cannot be evidenced today.

1

SCOPE AND RISK

Roles that work alone

Locations and settings

Tasks carried out alone

Foreseeable risks identified

Date of last risk assessment

NOTES AND ACTIONS

2

RAISING THE ALARM

How workers seek early support

How an emergency alarm is raised

Devices or apps in use

What happens if a check-in is missed

NOTES AND ACTIONS

3

RESPONSE AND ESCALATION

Internal, external or hybrid response

Who holds responsibility

Escalation contacts

Out-of-hours cover

Conditions for police escalation

NOTES AND ACTIONS

4

RECORDS AND LEARNING

Privacy arrangements

Retention period

Who can access records

How learning is captured and applied

NOTES AND ACTIONS

LIMITATIONS

Use alongside current HSE guidance and your own risk assessment. Verify supplier, accreditation and response claims directly before relying on them. This checklist does not constitute legal advice or a compliance certificate.

SUPPORT

Safety Solutions Training delivers practical lone worker safety training and helps employers turn a written policy into competence staff can use. Call 02920 657753 or visit safetysolutionstraining.co.uk.

ADDITIONAL NOTES, ACTIONS AND FOLLOW-UP
