

**From:** Martha Convie

**Sent:** 24 August 2022 17:30

**Subject:** VIRTUAL TOOLBOX TALK: Lone Working - To all Cleaning & Property Services Colleagues Lone Working | Footprints

**INTERNAL COMMUNICATION: VIRTUAL TOOLBOX TALK: Lone Working - To all Cleaning & Property Services Colleagues Who May Work Alone**

Good Evening,

Hope you are well and reason you have received this email is that you've been identified as a McSence colleague who may work alone.

For your safety when working alone, here are some safety tips for you to follow...

- Make sure that a colleague or family member knows where you are
- Be cautious and if something does not feel safe do not proceed
- If an incident does occur, advise your line manager and where appropriate share it with colleagues for future learning
- Only take what you need to site and don't overburden yourself with unnecessary equipment
- Use our FOOTPRINTS App which for your safety has the following benefits:
  - Safe lone working with the opportunity to feedback real-time issues at site to our mailbox
  - Can upload photo's so we can act on issues more speedily
  - Access to current cleaning schedules or job tickets on-line with the most up to date information including COSHH and HSE information

Also there are certain things to do to protect your personal safety regardless of the circumstances by following some best practice tips in everyday life...

- **Trust your instincts** – if something doesn't feel right to you, trust your gut and take action by removing yourself from the situation (e.g. cross the road or don't go into the property). It's always better to be safe than sorry.
- **Keep your valuables hidden** – make yourself less of a target by not advertising anything valuable from desirable technology to expensive-looking jewellery plus if you're carrying a bag that it's closed.
- **Carry a small amount of cash** – although most transactions are made via card or phone, having a small amount of cash is always sensible.
- **Don't fight for your valuables** – if you're unfortunate enough to be targeted by thieves, let your valuables go - they can be replaced, you can't.

To further increase all our awareness, please can you review the video below...

[Lone Worker Safety Training | iHASCO - Bing video](#)

Also please click on the link below for more information from the HSE..

[Lone working - HSE](#)

You will also find our Lone working policy as follows..

[Microsoft Word - Lone Working & Personal Safety Policy \(mcsence.co.uk\)](#)

Please also see the links below for more HSE & company information...

[HSE website](#) and links below:

- HSE – Asbestos Essentials - <http://www.hse.gov.uk/pubns/guidance/a0.pdf>
- HSE – Lifting Equipment at Work – A Brief Guide - <http://www.hse.gov.uk/pubns/indg290.htm>
- HSE – Manual Handling at Work – A Brief Guide - <http://www.hse.gov.uk/pubns/indg143.htm>
- HSE – Working at Height – Safe Use of Ladders - <http://www.hse.gov.uk/pubns/indg455.pdf>
- HSE - COSHH - <https://www.hse.gov.uk/coshh/basics/whatdo.htm>
- HSE – COVID-19 - <https://www.gov.scot/coronavirus-covid-19/>

**STAFF ZONE** is a bespoke intranet for all McSence colleagues with company information in one place - to access this click on this <https://mcsencestaffzone.wordpress.com/> and enter password 1111

Any feedback is most welcome and going forward we will be sharing more of this information on a regular basis.

*Warmest regards, Martha*

**Martha Convie**

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