

Co-operative Assistance Network Limited

Safe Travelling Policy

In recognition that Co-operative Assistance Network (CAN) workers often work alone a long way from home, this policy sets out required measures that all workers should take to ensure that they are safe in their work and get home alive.

So, how to get home alive:

1. Make sure the Support Services (SS) office has both your mobile phone numbers (works phone, emergency phone).
2. Make sure you know exactly where you are going, who you are seeing, and where you are going. If possible make this a commercial or public rather than private premises.
3. Put what you are doing, who you are seeing, and where you are going (full address) in the works diary.
4. Have "I am concerned for my safety" message ready to go in both your mobile phones.
5. Have "home safe" message ready to go in both your mobile phones.
6. Make sure both phones are charged before you leave home.
7. Have the number of your life partner or the SS number 07771 540163 (your choice) programmed into your phone under I.C.E. (this means In Case of Emergency and police, paramedics etc. are trained to look for this number and call it if they find you lying in a pool of blood).
8. Have the I.C.E. number as speed-dial 1 on both phones (what would you do if you were not trained to look for I.C.E.?).
9. If you are in any doubt about the route from station to meeting or if your instinct suggests it (however bright you think you are 3 billion years of evolution is a lot brighter) or if you feel unsure in any way then get a taxi.
10. Never have all your money or all your credit/debit cards in one wallet, purse or pocket - spread it around so that you can lose your wallet or purse and still function. Specifically, never put your train tickets in your wallet or purse but always in a separate wallet. This minimal separation will mean that if you lose the receptacle with your money and cards in, you will be able to get home with your train ticket, and if you lose your train ticket you will be able to buy another.
11. Never have both your phones in the same item of clothing or bag. The emergency phone should be as well hidden as possible. You don't need it unless you really really need it.
12. If you are concerned for your safety in any way send the pre-programmed "I am concerned for my safety" message to I.C.E.
13. If you are approached by a mugger do not attempt to defend yourself nor to run away. Put your hand into the pocket into which you have put a roll

of bank notes (£30-40 should do) and offer that (remember this is an allowable business expense to put on your monthly claim), it usually works. If they demand your mobile phone give it to them (ICT will get you another one). When they leave, get to a place of safety. Get out the emergency phone. Call the police, then call SS.

14. Ensure that all the data on your laptop is adequately backed up prior to travelling. If approached by a mugger, you do not want to be in the position where you are reluctant to relinquish your laptop due to not wanting to lose the hours of work it holds.

SS will:

1. Issue this policy to new workers together with an operational emergency phone.
2. Ask you and log who your I.C.E. contact is.

CAN cannot be held responsible if you get into trouble because you have chosen not to fully comply with this policy.

Responsible Department: Health & Safety

Implementation Date: 26th April 2013

Review period: [not set]

Next review due: [currently under review]

Agreed at Directors Meeting of 21st March 2013 (but amended prior to passing at Members Meeting)

Passed at Members Meeting of 26th April 2013