

PERSONAL SAFETY AWARENESS

Purpose: To inform people about general personal safety

Instructions

PLANNING

Planning your journey saves a good deal of time, inconvenience and also minimises the risk to your personal safety. It can boost your levels of self - confidence.

- Know **WHERE** you are going.
- Know **HOW** you are getting to your destination.
- **CONSIDER** your journey time; allow for the weather conditions and of course traffic flow.
- **ASK** about parking arrangement at your destination: will a space be reserved for you?
- **SHARE** your itinerary with a colleague: so someone knows where you are, and your route.
- **DON'T FORGET** to plan your return journey, again allowing for both the weather and traffic conditions.

Remember: *Proper planning is an important consideration in every journey you undertake. The longer and more unfamiliar the journey the more planning it will require.*

CLOTHING

Whilst personal appearance is of course very important you should also carefully consider how your appearance may affect your overall personal safety. For example:-

HOW WILL THE CRIMINAL VIEW YOUR ARRIVAL?

- Your jewellery may look very impressive and attractive - but it will look even more attractive to the opportunist thief.
- When in unfamiliar surroundings, try NOT to draw unwanted attention to yourself.

Remember: *Try to dress appropriately for the occasion without making yourself identifiable as a potential (easy) target.*

WALKING ALONE

To, or from a business meeting, or just out and about, when walking alone physical attacks are thankfully, very rare occurrences.

To help you stay as safe as possible:-

- **LOOK CONFIDENT** in your general manner.
- **BE PREPARED** and plan ahead 'for the unexpected' as far as practical.
- **DON'T** ever take short cuts.
- **CARRY** a personal attack alarm and keep it readily accessible.

TRAVELLING BY TAXI

The standard of service provided by taxis is generally very good, they provide a relatively safe 'door to door' means of transport which is usually available 24 hours per day.

- **KEEP** the telephone numbers of those companies you consider to be 'reputable.'
- **SHARE** a taxi with a friend.
- **ALWAYS** sit in the back.
- **CHECK** that the driver has an ID badge and that the drivers face and the image on the ID photo actually match.
- **CHECK** that the vehicle has appropriate ID and license plates.

Remember: *Of course you can enjoy a conversation with your taxi driver, but remember for your own well being never get drawn into revealing or discussing any personal details.*

Important Notice: Your Health & Safety Information Sheet is for guidance only. It does not replace our written Health & Safety policies and procedures and you must make sure you are fully aware of these.

Training Courses: For more details on our Health & Safety Training courses available, please contact our learning Zone department via email: learningzone@shrec.org.uk or visit our website: www.shrec.org.uk