Lone-working contact plan

Complete with the actual workplace arrangements. Read the accompanying guide, agree the local procedure and identify who will check the record.

Venue / event	
Owner / date / version	
Venue / date / tasks	
Worker	
Monitoring person and backup	
Contact method / planned times	
Missed-contact response reference	
Contact received / action	
Shift closure confirmed	

Before use: Confirm the assessed tasks and staffing. Name worker and monitoring contact. Check primary and backup communications. Brief the missed-contact response. Confirm the end-of-shift handover.

Follow-up

Action	Owner	Due / trigger	Completed

Keep completed records with the appropriate access restrictions. Save your entries before closing.

Read the accompanying guide online