



Practice Guidance – Personal Safety

Reviewed May 23 -

Reviewed June 25 – no amendments

Below are some practical considerations to help with personal safety.

Before you set out - basic planning and preparation:

- Check directions for the destination and be aware of any routes to avoid
- Ensure your car, if used, is road-worthy and has break-down cover
- Ensure all equipment is working safely and correctly, including your mobile phone
- Ensure you have an emergency contact – someone who knows where you are and when you are expected home. ‘Check-in’ when you have returned, if appropriate
- Where possible, avoid locations which are poorly lit or deserted
- Take care when entering or leaving empty buildings, especially at night. Two are better than one.
- Ensure equipment such as laptops, mobile phones and other valuable items are carried discreetly

At the event – How and what are you communicating – what is your audience receiving?

- Think about your body language. What messages are you giving?
- Think about your tone of voice and choice of words. Avoid saying anything which could be seen as sarcastic, patronising or overly provocative.
- Think about what you are wearing. Is it suitable for the task? Does it hamper your movement? What signals does it send out?
- Make a realistic estimate of the time you will need to do something, and don’t make promises which can’t be kept, either on your own or someone else’s behalf.
- Show your audience you are listening to them, if appropriate

At the event – How and what is the audience communicating to you?

- How will you respond to verbal and non-verbal signals.
- Don’t crowd people – allow them their personal space.
- Be aware of the context of your meeting – is the audience agitated, angry or upset and for what reason? Do you need to take steps to calm things down, back off or even walk away.
- Be aware of what might provoke you, for example things that make you angry or upset.



Be aware of the environment

- Know what safety measures are in place in the location you are at. Consider alarm systems, evacuation routes and procedures and the location of the first aid supplies.
- If there is the potential for a violent situation to develop, be aware of what might be used against you. Try to keep an escape route available and access to a means to call for help or assistance.

The above list is not exhaustive – consider completing a ‘risk assessment’ to help reduce the risks more fully!