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**STOURPORT-ON-SEVERN TOWN COUNCIL**

**LONE WORKING POLICY – BUDDY FORM**

This form should be completed to help your ‘Buddy’ in the event of needing to implement the Emergency Procedures, or if information needs to be given to the emergency services. You may have more than one buddy depending on the type of work you are undertaking, in which case please complete one form per buddy. Your buddy will ideally be a colleague, or a family member, or a friend that you regularly have contact with and who is aware of your area of work. Please ensure that your Buddy is familiar with the procedures. You may also find it useful to keep a copy for yourself

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| --- | --- |
| Name of Lone Worker |  |
| Contact Address |  |
| Contact phone numbers | Work Mobile Home/Other |

|  |  |
| --- | --- |
| Name of Buddy |  |
| Contact Address |  |
| Contact phone numbers | Work Mobile Home/Other |

|  |
| --- |
| Date(s) of Lone Working: |
| Area(s) of lone working (details and grid references if possible): |
| Travel / vehicle details (including car registration, make and colour): |
| Known risks to inform the emergency services if emergency procedures are implemented: |
| Reporting-in time(s): |