



Working alone – away from
workplace
Flowsheet

Complete Proforma indicating the nominated person monitoring the visit and time of completion.

Leave the following details:

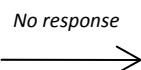
- Name, Address and contact number for interview
- Time of visit and expected duration
- Mode of transport used.



Contact nominated colleague on arrival and indicate the time you expect to be finished.



Contact nominated colleague when visit is completed



If the deadline passes and the researcher has not contacted the nominated colleague, call them on their mobile.

No response



Contact nominated colleague if you decide to make an additional visit and provide all details



If you decide not to return to the office you must let your colleague know.

Ring again after 10 minutes. Continue ringing at 10 minute intervals for a total of 4 calls

No response



If there is no answer, contact Supervisor/Head of Department who should contact the Gardaí immediately.