

PERSONAL SAFETY TIPS



POLICE
SCOTLAND
Keeping people safe

At Work

- Keep your purse, wallet, keys, or other valuables on you at all times or locked in a drawer or locker.
- If you are given a locker requiring a padlock, use a good quality closed shackle padlock.
- Check the identity of any strangers who are in your office or anyone not wearing their ID. This does not have to be confrontational. Ask who they are visiting and if you can help them find that person.
- If anyone makes you uncomfortable, inform security or management immediately.
- Always let someone know where you'll be - whether it's coming in late, working late, going to the photocopier or store room, going out to lunch or a meeting
- Report any broken or flickering lights, dimly lit corridors, broken windows, and doors that don't lock properly. Don't wait for someone else to do it.
- If you notice signs of potential violence in a fellow employee, report this to the appropriate person. Immediately report any incidents of sexual harassment.
- Elevators - don't get into elevators with people who look out of place or behave in a strange or threatening manner. If you find yourself in an elevator with someone who makes you nervous, get off as soon as possible.
- Know your department's emergency plan. If your department doesn't have a plan, volunteer to help develop one.

- Don't return to your car to leave purchases in the boot before continuing with your shopping, as thieves may watch car parks
- Don't leave valuables on the seat of your car - they attract thieves
- Keep the car door locked, even when travelling
- Don't leave your house keys in your car

Find Out More

www.police.scotland.uk

Contact your local community police officer for further information on 101

www.personalsafetyadvice.co.uk

<https://www.suzylamplugh.org/>

Useful advice covering a number of personal safety situations

www.crimestoppers-uk-org

Crime prevention advice over a range of subjects

Banking

- Always cover your pin number when using a cash machine.
- If possible go into the bank to take out money.
- Take your time putting money away and ensure it is in a safe place before leaving the bank or shop.

Out shopping

- Remember to take credit and debit receipts with you – some of them carry your card details
- Try to pay using a debit card rather than carrying lots of cash
- Take extra care when using a cashpoint or chip and pin. Don't let anyone see your pin number
- Keep cheque books and cheque cards separate and never write down your pin number
- If you carry a handbag, keep your purse at the bottom
- Never keep your wallet in your back pocket
- Keep your handbag zipped at all times – crowded shopping areas are very popular with pickpockets
- Don't leave any bags, including your handbag, in the shopping trolley while you shop
- Stay alert when using your mobile. It's very easy for someone to snatch it out of your hand
- Always put shopping and parcels in the boot of your car when driving

On Foot

- Carry a personal attack alarm.
- Look confident and act confidently.
- Cover up jewellery, mobile phones, personal music players and keys.
- Avoid walking home alone after an evening out. Walk with friends or take a taxi (from a reputable firm).
- If you have to walk, avoid short cuts in lonely areas. Keep to well-lit, busy streets.
- Always walk facing oncoming traffic so a car cannot pull up behind you.
- If you regularly go walking or jogging, vary your route.
- Avoid using a personal music player or mobile phone while walking or jogging. They can distract you from your surroundings.
- When approaching your car or home, have your keys ready so you can enter without delay.
- If you think you're being followed, walk to the busiest place you can find or knock on a door. Then call the police.
- If you are attacked, shout for help as loudly as you can or shout for someone to contact the police. Use your personal attack alarm. Try to get to a safe place and call the police.
- If someone attempts to take something from you, consider letting them have it rather than risk being hurt.

In your Car

- Make sure your car is roadworthy and has enough fuel for your journey.
- Keep a torch in your car.
- Always lock the car while you are inside it.
- Don't leave your bag, wallet or mobile phone on the passenger seat
- Keep valuables out of sight.
- Park in well-lit, busy areas and consider the safest route back to where you have parked.
- Check the interior of your car before getting in - particularly the back seat.
- If you are being followed do not stop and get out of the car. Lock the doors and drive to a busy place. Try to get a note of the registration number.

Travelling by Taxi

- Avoid taxi drivers touting for business.
- Keep the number of a reputable taxi firm with you.
- Only pre-book a taxi from a reputable firm. When it arrives, check that it is from the correct company. If not, don't get in.
- Sit behind the driver and stay aware.
- If you feel uneasy, ask to be let out in a busy, well-lit area.
- If in doubt, don't get in.

On Buses and Trains

- Always plan your journey and try not to travel alone.
- While waiting for a bus or train, try to stand in a well-lit place near other people.
- Sit near the driver or other people. Avoid empty carriages or empty top decks.
- Sit behind the driver and stay aware.
- Check where the emergency chain is located.
- If you are being pestered, tell the guard or driver.
- Keep your fare money or ticket at hand so you can avoid getting your purse or wallet out in public.
- On busy trains and buses keep your belongings close by, and closed.

In Pubs and Clubs

- When out with friends, keep an eye on each other.
- Don't accept drinks from people you don't know.
- Never leave your drink unattended.
- If your drink looks or tastes odd, don't drink it. If you feel unusually ill, seek help from a friend or a member of staff.