



FREE RESOURCE · TEMPLATE

Lone-Worker Check-In Plan

For Caribbean hospitality staff safety

Set a clear check-in rhythm, escalation point and return-to-base confirmation for staff working without close supervision.

How to use this resource

1 Assess the work

Identify where the employee works, whether they are alone, what could go wrong and how quickly help could arrive.

2 Agree the contact method

Choose a practical check-in, radio, phone or alarm process and make sure the employee knows how it works.

3 Set the escalation trigger

Decide what a missed check-in, overdue journey or raised alert means before it happens.

4 Protect privacy

Collect only the safety information needed for the purpose and follow the privacy/employment rules that apply locally.

5 Review incidents and near misses

Use what actually happens to improve staffing, training, routes, supervision and emergency procedures.

IMPORTANT

This resource supports staff-safety planning. It does not replace risk assessment, training, supervision, emergency services or the employment, privacy and occupational-safety requirements that apply locally.

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STAFF MEMBER	ROLE / TASK	LOCATION	START	EXPECTED FINISH	CHECK-IN INTERVAL	LAST CHECK-IN	ESCALATE IF	SUPERVISOR	RETURN CONFIRMED

Technology supports the safety process. It does not replace it.

CaribSafe connects SOS, journey tracking, safety check-ins, Trusted Contacts and incident visibility with the wider operational processes your team already needs.

[Book a 20-minute walkthrough](#)