NSW GOVERNMENT | Education

TEMPLATE

Sample risk management plan: Working alone

Health and Safety Directorate

Name of workplace: Enola High School

Name of workplace manager: I. M. Bold (Principal)

Risk assessment focus: Address site specific concerns when staff are working alone

Location / activity	Hazard Identification & Associate Risks Type/Cause	Current Controls	Risk Assessment* Use matrix	Elimination or Control Measures	Who	When
School - planning working alone	Nil	Existing risk management plan	4	Discussion regarding the work activities to be undertaken takes place before the school holiday period commences. This will take place ahead of each school holiday period	GA / Principal or executive	Before school holidays
				An agreed list of duties is developed taking into consideration the knowledge and competency of the General Assistant. In developing the list consideration has been given to the proximity of other work being undertaken by contractors or others working on site	GA / Principal or executive	Before school holidays
				Low risk work is identified, safe operating procedures are in place and personal protective equipment is supplied in good working order. Dates and times that the work will be undertaken is agreed	GA / Principal or executive	Before school holidays

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School grounds	Need to ensure that the General Assistant is notified of all other work being undertaken on site by contractors during the period	Development of risk assessment Access to safety plans from contractors	3	The principal provides details of all other work to be undertaken during the school holiday period, including who the relevant contact person is and what the scope of work is. This has been considered against the General Assistant work task to ensure the safety of the General Assistant	GA / Principal or executive	Before school holidays
School grounds – securing the premise	Through securing the school gates the emergency services may be delayed in responding to an emergency	ES key locks are in place and NSW Police and Fire units have keys	2	Checks have been undertaken to confirm that gates are still operating on ES keys Consultation is taking place with NSW Ambulance to provide ambulances with access to ES keys	GA DoE	Prior to working alone Ongoing
School grounds – making emergency contact	Need to ensure that General Assistant can obtain emergency assistance in the event of an emergency	Communication systems	4	Mobile phone coverage has been reviewed and the signal is strong in all areas of the school Mobile phone has been issued to the General Assistant together with charger A text in text out system of communication has been agreed to between the General Assistant and the Principal Emergency contact lists have been provided to the General Assistant	GA / Principal GA / Principal GA / Principal GA / Principal	Prior to working alone Prior to working alone At the start and end of the agreed workdays/times Contact lists
School grounds – using plant and equipment	Injuries may arise from using unsafe plant and equipment	Safe Operating Procedures Testing and tagging of electrical equipment	4	Work activities have been agreed including appropriate plant and equipment to be used when working alone SOP's will be adhered to and personal protective equipment worn Equipment has been adequately maintained and each piece of machinery has the manufacturers guarding fitted The General Assistant is trained and familiar with the plant and equipment being used Where the General Assistant is	GA / Principal GA GA / Principal GA	Prior to working alone Ongoing Ongoing Ongoing

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				concerned about their safety whilst preparing to / or undertaking a task they should cease work on that task, notify their principal and move on to other tasks on the agreed work list		
School grounds – communicating during an emergency	A suitable communication system must be in place to support the General Assistant being able to reach emergency services should they be required	Mobile phone School phone	1	Mobile phone has been issued to General Assistant after a review of the network coverage on the school site deemed this a suitable form of communication. There were no identified black spots In addition the General Assistant will also have access to the school cordless phone Batteries for both phones will be charged daily and a text in text out communication system will be in place	GA / Principal	Ongoing
School site – health issues	Health conditions or other personal issues may increase the risk of working alone	Planning and discussion between the Principal and the GA ahead of the school holiday periods of work	2	A discussion takes place ahead of each school holiday period to confirm that there have been no changes to the GA's health status There are no ethnic, cultural or religious considerations that may increase the risk of working alone The GA will keep hydrated throughout the day and take appropriate morning tea and lunch breaks	GA / Principal GA	Ongoing
School site – environment	Environmental factors including extreme temperatures and contact with harmful animals may increase the risk of working alone.	Sun protection provided – hat, sunscreen and sunglasses. GA to wear clothes that offer protection from the elements and reduce the likelihood of coming into contact with animals	3	Sunscreen and other protective clothing has been provided and is to be worn at all times GA to structure work patterns to minimise work outdoors during the middle of the day. Where possible work will be completed indoors	GA / Principal	Ongoing
School site – during the bushfire season	School site is in a bushfire prone area and the school is on the DoE Bushfire Register	Communication protocol in place with State Emergency Operations Centre	1	General Assistant has read and understands Bushfire factsheet and communications protocol General Assistant will monitor fire	GA GA	Prior to working alone Each day

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		Worksites on Bushfire Register cease operations on days when catastrophic weather warnings are issued for that area		danger ratings issued and the ABC radio General Assistant and Principal to discuss any changes to the agreed work arrangements resulting from bushfire activity or catastrophic fire danger ratings	GA / Principal	when working alone Ongoing

Relevant additional information reviewed and attached: Yes / No

Plan prepared by: **Position:** **Date:**

Prepared in consultation with: The principal, WHS Committee and the General Assistant

Communicated to: The General Assistant and all employees

After Hours/ Emergency Contact Details

Principal/Executive: **General Assistant:**

Monitor and Review: Monitor the effectiveness of controls at and change if necessary. Review the risk assessment if an incident or a significant change occurs.

* Note: assessments of risk vary with the particular circumstances (e.g. nature of the workplace, student group); this is a sample only.