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 staff working alone	Working alone or in isolation/slips trips and falls/ manual handling injuries/fatigue	Existing risk management plan	4	Discussion and approval regarding the work activities to be undertaken takes place before working alone. Consideration of workloads and the need to perform afterhours work. An agreed list of tasks is developed taking into consideration the experience and maturity of the worker. Where appropriate, low risk work is identified, safe operating procedures are in place and personal protective equipment is supplied in good working order e.g. TAS / Science staff / Library. Dates and times that the work will be undertaken is agreed. Negotiate for staff to work in teams. Access to toilet and food preparation facilities for staff working extended hours. Advise all staff of other workers	All staff / Principal or executive Principal / executive	Before working alone As appropriate

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				onsite and contact numbers e.g. cleaners, GA, contractors. Access to first aid kits/location of first aid kits. Approval from principal for any staff working with HSC students. Appropriate staff student numbers ratio for staff working with HSC students.		Before working alone

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Communication whilst working alone	Making emergency contact	Mobile phone	4	Staff to use mobile phone. Mobile phone coverage has been reviewed and the signal is strong in all areas of the school. Where no mobile phone coverage, workers to have access to land line or two way communication or personal alarm system where appropriate. System in place to notification, communication and interval checking. WPM or delegate assigned as contact person. A text in text out system of communication has been agreed. Schedule times for contact. Emergency procedure for contact person to follow in the event no contact is made. Procedure to follow to notify incidents or injuries. Procedures in place to notify principal of hazards and corrective actions. Emergency numbers and afterhours contact numbers provided to staff. Procedure to follow in the event of an emergency – all staff to be trained in EMP.	All staff / principal / executive Principal / executive	Before working alone
Staff working alone – plant and equipment	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 approved and 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	Principal / executive All staff / principal / executive	Before working alone

				guarding fitted. All staff are trained and familiar with the equipment being used. Where any worker is 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 agreed tasks. No high risk activities to be undertaken whilst working alone e.g. working at heights etc.		As appropriate
Security	Emergency services unable to access site	ES keys provided to emergency services	2	Checks have been undertaken to confirm that gates are still operating on ES keys. Emergency Services can access site and provide services with access to ES keys. Define days / hours when working after hours is approved. System in place to secure site for staff working alone e.g. access to keys. System in place to secure site when staff leave site. Appropriate lighting for safety and security at night time, walkways, hallways, car parks, entry areas.	Principal / executive All staff / principal / executive Principal / executive	Before working alone
Working alone - personal health	Health conditions or other personal issues may increase the risk of working alone	Planning and discussion between the Principal and the staff member ahead of working alone	2	A discussion takes place ahead of each working alone period to confirm that there have been no changes to the staff member's health status. Discussion regarding management of health condition and support required. System of checking on health and welfare of staff with health condition – assigned contact – relative /friend and designated contact intervals.	All staff / principal / executive	Before working alone

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				Staff who are injured are not to work alone unless as part of a signed return to work plan. There are no ethnic, cultural or religious considerations that may increase the risk of working alone. The worker will keep hydrated throughout the day and take appropriate morning tea and lunch breaks.		
Bush fire risk when working alone	School site is in a bushfire prone area and the school is on the DEC Bushfire Register	Communication protocol in place with State Emergency Operations Centre. Worksites on Bushfire Register cease operations on days when catastrophic weather warnings are issued for that area	1	All staff are aware of the bush fire rating of high risk or bush fire prone status of school. All staff have been trained in the schools EMP and bush fire response procedures, facts sheets and communication protocols. All staff working alone will monitor fire danger ratings issued and the ABC radio. Principal or delegate to contact staff to advise of bush fire danger rating on catastrophic fire danger rating days to advise of closure of school.	All staff / principal / executive Principal / executive	Before working alone Daily during bush fire season As appropriate
Other workers – cleaner, contractors, community users and other organisations working from DoE sites	Injuries to other workers onsite during school holidays or afterhours.	Nil	2	Principal to have details of all other staff onsite during school holidays or afterhours. Principal to advise all school staff working alone of other work being undertaken by others during school holidays or afterhours. Principal to advise others undertaking work of when school staff will be onsite. Principal to ensure others undertaking work have safe working procedures in place. Principal to ensure others undertaking work have emergency management plans in	Principal / executive	Before school holidays

				place. Schools are to ensure site is secure while others undertaking work are on site and secure site when leaving. System in place to advise principal of incidents, injuries and hazards.		

Relevant additional information reviewed and attached: Yes / No

Plan prepared by: **Position:** WHS Committee Member **Date:**

Prepared in consultation with: The principal, WHS Committee **Communicated to:** 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.