

Example Working Alone Procedure

Purpose

The purpose of this procedure is to minimise, as far as practicable, risks associated with working at School when working alone. When working alone, the risks of certain hazards may be increased due to the reduction of immediate assistance in the event of an incident.

Scope

This procedure applies to all work carried out in general work areas and grounds, undertaken atschool, outside normal working hours and when working alone.

All staff, part-time, casual, cleaners and grounds person(s) are covered by the procedure requirements when working alone.

Definition

Working Alone – a worker can be considered to be working alone if there is a reasonable expectation that a call for assistance will not or cannot be responded to and the worker's absence may not be noticed for some time. Risks to workers may be higher when they are working alone. A fall, accident, sudden illness or an assault can have very different consequences if a worker is alone than if the victim has a co-worker(s) or capable assistants in the immediate vicinity. The degree of risk will determine the level of protection the worker needs.

Responsibilities

Compliance with this Working Alone Procedure and the implementation of the following procedures is the responsibility of the Principal and members of the Leadership Team. Staff are responsible for taking all reasonably practical steps to ensure their own safety and security when working alone. This includes following the requirements of these guidelines and any additional procedures.

Procedure for Working Alone Outside Normal School Hours

Normal school hours at school are 7.00am to 5.00pm Monday to Friday inclusive.

Any staff wishing to work outside of normal school hours should try to ensure that at least one other colleague is also on site – ideally within 'hailing distance', or with both parties having mobile phones programmed with each other's numbers. If you arrive at school outside of normal school hours and find another colleague is already in the building, let them know you are on site. If you are about to leave the building, and just one or two other colleagues are remaining on site, let them know you are going.

Staff who work alone outside normal school hours:

1. Must have quick access to a mobile phone with which they can call a family member, friend, co-worker or relevant Emergency Services direct.
2. Must inform by phone or text a member of the Leadership Team of the nature, location and timing of their working alone situation. Instructions on how to operate the security alarm system can be discussed at this stage.
3. Must inform an appropriate family member or friend of the nature, location and duration of their working alone situation. The staff member should phone this person on arrival at school and

- when they are leaving the school. If a long stay at school is anticipated the staff member should arrange to contact this person at regular intervals during the stay (eg every 2 hours).
4. Must carry some form of identification.
 5. Must take all reasonable steps to ensure their safety while working alone. This includes:
 - a. Locking school gates and doors behind them to reduce the likelihood of intruders.
 - b. Locking doors and gates and turning on security alarms when they leave the school to ensure that the school is left secure after their visit.
 - c. Know the location of your nearest fire exit and how to open it in an emergency.
 - d. Know the location of the nearest first aid kit.
 - e. Do not work at heights on a ladder or steps.
 - f. Do not go into any space in which you might become trapped.
 - g. Do not do any tasks involving hazardous tools or materials.
 - h. Avoid working outside the building.
 - i. If working after dark, carry a torch.
 - j. Park your car in front of the school where there is an external light. Move it there whilst there are still others on site if you are planning to work late.
 - k. When leaving, limit the amount you are carrying to have one free hand.
 - l. If you arrive at school and find any sign of intruders, do not enter the building. Instead, call the police.
 - m. If you become aware of intruders or vandals, do not challenge them. Instead, call the police.
 6. All other school policies apply throughout the working alone situation.

Note: No individual, who has a medical condition that may give rise to a life threatening situation, may work alone or outside normal school hours without notifying a member of the Leadership Team and the Principal of the condition.

High Risk Activities

Working alone or out of normal school hours is not permitted when any high risk hazards exist.

Evaluation

This procedure and associated procedures will be reviewed and evaluated every two years by the Leadership Team. Changes will be made when & where appropriate and will be communicated promptly to staff.