

**General School Risk Assessments - No.31 Lone Workers (e.g. caretakers)** (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M=Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Working alone or in isolation		In determining risks, ask the following questions:  Does the workplace present a special risk to the lone worker?  Is there a safe way in and a way out for one person?  Can any temporary access equipment that is necessary, such as portable ladders or trestles, be safely handled by one person?	H	A suitable means of communication is established with the lone worker, e.g. caretaker has mobile phone				
		Can all the plant, substances and goods involved in the work be safely handled by one person?  Are women especially at risk if they work alone?  Are young employees especially at risk if they work alone?	H	A 'reporting in' procedure is in place, e.g. a designated person is alerted regarding lone workers working time and expected return time. Telephone contact is made on their return				
			H	Appropriate instruction and training in proper procedure is provided where necessary				

General School Risk Assessments - No.31 Lone Workers (e.g. caretakers) cont'd. (List additional hazards, risks and controls particular to your school using the blank template no.69)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced).	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date completed
Accidents or emergencies		Sudden illness	H	Foreseeable events have been identified and lone workers are capable of responding correctly to emergencies				
		Accidents relating to work activities	H	Emergency procedures established and lone workers briefed				
			H	Lone workers have access to adequate first-aid facilities				
			H	Personal protection equipment (PPE) is provided to lone workers where required				
Responding to an activated burglar alarm at the school outside school hours		Physical violence from intruders	H	Arrangements for providing help or back up are in place				
			H	A 'reporting in' procedure is in place, e.g. a designated person is alerted regarding lone worker's working time and expected return time. Telephone contact is made on their return				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /