56

General School - No.26 Lone Workers (eg. Caretakers) (List additional hazards, risks and controls particular to your school using the blank template no.55)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 when action completed |
| Working alone or in isolation |  | In determining risks, ask the following questions:  Does the workplace present a special risk to the lone worker? | H | A suitable means of communication is established with the lone worker,  e.g. caretaker has mobile phone |  |  |  |  |
|  | 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?  Can all the plant, substances and goods involved in the work be safely handled by one person? |  |  |
| 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 |
|  | Are women especially at risk if they work alone? |  |  |
|  | Are young employees especially at risk if they work alone? |  |  |
| H | Appropriate instruction and training in proper procedure is provided where necessary |

© All Rights Reserved

General School - No.26 Lone Workers (eg. Caretakers) contd. (List additional hazards, risks and controls particular to your school using the blank template no.55)

57

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 when action completed |
| Accidents or emergencies |  | Sudden illness  Accidents relating to work activities | H | Foreseeable events have been identified and lone workers are capable of responding correctly to emergencies |  |  |  |  |
| 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 |
|  |  |  | Where appropriate establish protocol whereby no individual enters school building after a break-in unless accompanied by another suitable person e.g.  Garda, security guard |

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: / / © All Rights Reserved