

**Lone Workers (e.g. caretakers) - Risk Assessment Template No. 33 (List additional hazards, risks and controls particular to your school using Template No.74)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Working alone or in isolation		<p>In determining risks, ask the following:</p> <p>Does the workplace present a special risk to the lone worker?</p> <p>Is there a safe way in and a way out for one person?</p> <p>Can any temporary access equipment that is necessary, such as portable ladders, trestles, be safely handled by one person?</p> <p>Can all the plant, substances and goods involved in the work be safely handled by one person?</p> <p>Are females especially at risk if they work alone?</p> <p>Are young staff especially at risk if they work alone?</p>	H	<p>A suitable means of communication is established with the lone worker, e.g. caretaker has mobile phone</p> <p>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</p> <p>Appropriate instruction and training in proper procedure is provided where necessary</p>				

**Lone Workers (e.g. caretakers) - Risk Assessment Template No. 33 - cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date 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  Emergency procedures established and lone workers briefed  Point of contact informed and is notifiable in an emergency and/or follow up when person leaves work (within the agreed time limits)  Lone workers have access to adequate first-aid facilities  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		Arrangements for providing help or back up are in place  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.

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

**Date:**    /    /