



Bungaree Parish Schools

Working In Isolation Procedures

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Overview:

Working alone is described as any situation where the worker is alone and unable to get immediate assistance. This normally refers to afterhours work but it also applies to normal school hours where staff cannot be seen or heard by another person (working in isolation).

What is the risk?

The main hazard of working alone relates to the fact that no one is there in the event of an emergency. This may increase the likelihood and consequences of an accident such as slips, trips and falls to the sudden onset of a medical condition (e.g. heart attack). Exposures to violence and poor access to emergency assistance are the two main risks when working alone.

Who is at risk?

There are a number of roles in schools that may require working alone or in isolation from contact with other workers. These may include:

- Teachers
- Administration staff
- Maintenance/ground staff
- Contractors
- Cleaners
- Information Technology staff

Suggested strategies for staff working alone:

If staff are required or intend to work alone, the following strategies should be considered:

- Identified situations where people may be working alone or in isolation from others
- The level of competency and experience and training of the staff undertaking the work
- Conduct a risk assessment to identify potential hazards
- Implementing appropriate pre-cautionary measures for any tasks that are identified as high risk (e.g. hazardous chemical, working at heights or operating hazardous equipment or machinery).
- An authorized person is notified of the planned work, when it will commence and the expected completion time
- An easily accessible means of communication to gain assistance in an emergency is available (e.g. mobile phone).
- Undertake required personal security measures (e.g. lock doors, school gates, walk in well-lit areas)
- Relevant training and information has been provided (e.g. working alone policy/procedures, emergency management processes and safe operation instructions for use of equipment)
- Any medical conditions that may give rise to a dangerous or life-threatening situation should be taken into account.
- Staff are encouraged to avoid attending the school out of school hours. Acknowledgement is given that at times it is unavoidable for staff to attend the school

during normal school hours and that on occasions they will attend in a school evening or on a weekend.

- If staff are attending the premises on their own they are required to notify a “buddy”, a member of staff or another person that is well known to them that they are attending the site. It is a requirement that they give Sectrol Security Services mobile number to these people to have as a contact in case of an emergency. This number is 5329 0800 or 5329 0802
- If staff require assistance at any time whilst in the school buildings or on the school grounds at any time they are to follow procedures:
 - From the hours of 6am to 6 pm call the Principal or Deputy Principal or for any assistance in turning the alarm system on or off.
 - After hours between 6pm and 6am staff are to call Sectrol Security Services 5329 0800 or 5329 0802

Resources

Working Alone Information Sheet – WorkSafe
Working Alone or in Isolation Sheet – CECV