

Working Alone Or In Isolation Checklist



NAME OF STAFF MEMBER:	POSITION/JOB:
SCHOOL:	DATE:

This checklist has been developed to assist in the identification of risks when working alone or in isolation.

QUESTION	YES	NO
*If hazards have been identified ensure appropriate control measures are implemented.		
Is it appropriate for the staff member to be alone whilst carrying out particular activities?		
Is there a documented process for reporting – in when work performed alone or in isolation is carried out?		
Has the competency and level of experience of the staff member undertaking the work been assessed?		
Is there adequate information and instruction for the staff member to be able to work alone/in isolation safely (e.g. first aid, incident reporting, emergency management and safe operating procedures)?		
Are there high risk activities associated with plant and machinery (i.e. woodwork equipment, metal work equipment, hazardous chemicals, working at heights, working with electricity)?		
Are security measures adequate, including alarms and cameras?		
Are car park facilities located close to the entry of the school with well-lit entry and exit points?		
Does the staff member have easy access to means of communication in an emergency situation (i.e. phone, alarm, email)?		
Is first aid equipment available for immediate treatment? Is the staff member adequately trained to utilise the first aid equipment?		
Does the staff member have a history of a medical condition that may give rise to a dangerous or life threatening situation?		
Are there any barriers that would interfere with the staff member ability to communicate with someone in an emergency (e.g. language, visual or hearing impairment)?		
Is there anything else that applies to the situation that is likely to increase risk for the staff member who works alone or in isolation? e.g. <ul style="list-style-type: none"> • Remote location • Risk of attack by animal • Fatigue • Vehicle use 		

STAFF MEMBER SIGNATURE:

PRINCIPAL NAME AND SIGNATURE(if applicable):