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# Woodville Primary School

## Working Alone Policy Statement

### Rationale

To inform staff of the safety concerns, and procedures necessary to alleviate these, when considering working alone on the school site after hours.

### Aim

To provide guidance to staff on procedures to be followed if they make the decision to work on the school site after hours.

To inform staff that the School Principal will only recognise the needs of staff to work on the school site alone and in daylight hours. No after dark working activities by any staff member alone on the school site will be deemed acceptable.

### Procedure for Working Alone in Daylight Hours

- Where reasonably practicable staff should not be on the school site alone outside of school hours.
- Where this cannot be avoided staff should ensure that:
  - Principal or your line manager has been consulted by the staff member of their out of hours work needs
  - Principal or your line manager is informed when a staff member wishes to remain on the school site after the school cleaner or OSHC have completed their daily work schedule (verbally, in writing, email, SMS or phone call is acceptable)
  - Principal or your line manager is informed when a staff member has entered onto the school site on the weekend (SMS or phone call only is acceptable)
  - Principal or your line manager is informed when the staff member has completed their work and left the school site on the weekend (SMS or phone call only is acceptable)
  - Some form of communication (mobile phone / school landline) is available to the staff member at all times when on the school site



- The staff member must ensure they have the correct security alarm keys for the area they will be working in and are capable of alarming the building
- The staff member must know what to do in an emergency (in vac / evacuation procedures and how to call Police Security, Police, Fire and Ambulance etc).
- In the event of an incident, the staff member must call the Police on 131 444, or in a life threatening situation call 000 and DECD Police Security on 811 69230
- The building being worked in must be secured to prevent unexpected visitors approaching the staff member when on the school site. Keep doors and windows locked.
- Do not allow access to anyone suspicious or without official identification.
- Know the location of the first aid kit.
- Have access to a phone in case of emergency.
- If approached by DECD Security Personnel the staff member will phone the Principal for identification purposes if required
- All buildings entered must be secured and alarmed when leaving the school site

A risk assessment is required to determine:

- how severe the risk is and
- what action you should take to control the risk

Health and safety risk management is a process to minimise the risks associated with health and safety hazards at our workplace. The aim is to ensure that no one is injured or hurt by a hazard at work.

The Work, Health and Safety Act 2012 (section 28—Duties of workers while at work) states a worker must take reasonable care for his or her own health and safety.