



WORKING ALONE, AFTER HOURS, ONSITE

Rationale

Staff and others may need to work alone after hours on site.

Purpose

To minimise, as far as practicable, risks associated with working at Whangārei Boys' High School when working alone after hours. When working alone the risks of certain hazards may be increased due to the reduction of immediate assistance in the event of an incident.

Scope

This policy applies to all school employees, students, volunteers, and contractors working alone, onsite after hours.

Guidelines

1. Compliance with this policy and the implementation of the associated procedures is the responsibility of the Principal and the BoT.
2. Staff are responsible for taking all reasonably practical steps to ensure their own safety and security when working alone.
3. Workers must make adequate provision for being able to contact someone in an emergency.
4. Workers must have a plan for their time whilst on site after hours.

Definitions

Working alone: A situation where normal supervision or peer support is not readily available.

After-hours: After hours is usually any time between the hours of 5pm and 7:30am Monday to Friday, all day Saturday, Sunday, statutory holidays and term break times.

Work: Activity undertaken by any worker in order to facilitate the smooth running of the school.

Worker: Any person onsite undertaking work related to the school.

Onsite: On the school premises at 245 Western Hills Drive.

Related Policies

1. Health and Safety Policy
2. Safe School Policy

References or sources

1. Health and Safety at Work Act (2015)
2. Health and Safety at Work Act (2015): a Practical Guide for Boards of Trustees and school leaders NZSTA

Review Details

Review Date	Reviewed By
May 2022	THO
Review Cycle: 3 years	Due date for review: May 2025

Management Contact

Deputy Principal (Health and Safety)