| **Risk Areas** | **Risk Present** | **Actions /**  **Considerations** |
| --- | --- | --- |
| **The Length of Time the Person may be Working Alone** |  |  |
| * How long allocated for each job? |  |  |
| * Is it a reasonable time for the person to be alone? |  |  |
| * Is it reasonable for the person to be alone at all? |  |  |
| **The Time of Day when a Person may be Working Alone** |  |  |
| * Is there increased risk at certain times of day? |  |  |
| **Communication** |  |  |
| * What forms of communication does the person have access to? |  |  |
| * Is voice communication essential for the safety of the person? |  |  |
| * Will the emergency communication system work properly in all situations? |  |  |
| * If communication systems are vehicle-based, what arrangements are there to cover the person when he or she is away from the vehicle? |  |  |
| **The Location of the Work** |  |  |
| * Is the work in a remote location? |  |  |
| * What is the form of transport? * Does the terrain require a 4-wheel drive for safety? |  |  |
| * Is the vehicle fitted with emergency supplies, such as adequate drinking water? |  |  |
| * What is likely to happen if there is a vehicle breakdown? |  |  |
| * Will the person be required to leave his or her vehicle for long periods of time? |  |  |
| * What first aid equipment is available for immediate treatment? For example, a first aid kit in the vehicle. |  |  |
| * If first aid equipment is vehicle-based, what arrangements are there to cover the person when he or she is away from the vehicle? |  |  |
| * Are the first aid supplies adequate for the number of people present and the level of risk? |  |  |
| * What level of first aid training is required for the person to be able to use the first aid equipment? |  |  |
| **The Nature of the Work** |  |  |
| * Is there adequate information and instruction for the person to be able to work alone safely? |  |  |
| * What machinery, tools and equipment may be used? |  |  |
| * Is there high risk activity? For example use of chainsaws, ladders. |  |  |
| * Is fatigue likely to increase risk (for example, with long hours driving a vehicle)? |  |  |
| * Is the person likely to be exposed to extremes of temperature? |  |  |
| * Is there risk of attach by an animal? |  |  |
| * Is there an effective system for checking that all protective clothing and equipment and emergency equipment is packed and in good working order? |  |  |
| * Are there existing procedures for regular contact with the person who works alone? |  |  |
| * If the person is required to work inside a locked building, how will emergency services gain access if the person is unable to let them in? |  |  |
| **The Competencies and Characteristics of the Person who is to Work Alone** |  |  |
| * Are you aware of anything in the person’s ethnic, cultural or religious background that is likely to increase risk if he or she works alone? For example long periods of fasting which may affect ability in hot weather. |  |  |
| Does the person speak English or is there anything that would interfere with his or her ability to contact someone in an emergency? |  |  |
| * Are there factors relating to the person’s age that are likely to increase risk? |  |  |
| * What is the person’s general behaviour and level of psychological maturity? |  |  |
| * Is the person physically capable of completing all work activity alone? |  |  |
| * Are you aware of a pre-existing medical condition that may increase risk? |  |  |
| * Is the person likely to make sound judgements about his or her own safety? |  |  |
| * Is the person likely to cope in unexpected and stressful situations? |  |  |
| * What is the person’s level of work experience and training? |  |  |
| Has the person had training to prepare them for work alone and, where applicable, in remote locations e.g. first aid, vehicle breakdowns, communication systems? |  |  |
| * If a road vehicle is used, is the person competent to drive on country roads and, where applicable, in off-road situations? |  |  |
| **Is there anything else that applies to your situation that is likely to increase risk for the person who works alone?** |  |  |
| **Safe working environment** |  |  |
| Assess whether the role is suitable to perform remotely or from home, i.e. can it be done safely away from the normal workplace? Does the employee require special equipment? |  |  |
| Ensure that the employee has all the necessary equipment required to safely undertake work away from the office:   * Do they have a proper workstation set up? * Desk, chair, computer? |  |  |
| Assess whether the environment itself is safe:   * Is there sufficient lighting? * Is there a smoke detector? * Are there clear exits? * Does the employee have easy access to a fire extinguisher and first aid kit? |  |  |
| Ensure that the employee has the information and training necessary to do the work safely, i.e. with regard to the equipment they will be using. |  |  |
| Agree on the hours of work and communication procedures. This is very important for workers' compensation purposes. |  |  |

These are examples of the types of questions you may ask when you are assessing risk for a person who works alone. The questions are included here as a guide only and there may be others that you need to ask for your situation.