

# Risk Assessment

<b>Area/Activity Assessed</b>	Home visits	<b>Date</b>	30 <sup>th</sup> March 2020
<b>Assessment Completed By</b>	Mike Long	<b>Person(s) Consulted</b>	

<b>Persons Exposed</b>	<b>Employees</b> <input checked="" type="checkbox"/>	<b>Contractor</b> <input type="checkbox"/>	<b>Young Person</b> <input type="checkbox"/>	<b>Expectant Mother</b> <input checked="" type="checkbox"/>	<b>Visitors and/or Public</b> <input type="checkbox"/>	<b>Trespassers</b> <input type="checkbox"/>
<b>Frequency of Exposure</b>	<b>Continually</b> <input type="checkbox"/>	<b>Hourly</b> <input type="checkbox"/>	<b>Daily</b> <input checked="" type="checkbox"/>	<b>Weekly</b> <input type="checkbox"/>	<b>Monthly</b> <input type="checkbox"/>	<b>Yearly</b> <input type="checkbox"/>
<b>Duration of Exposure</b>	<b>Less than 1hr</b> <input type="checkbox"/>	<b>1-2 hrs</b> <input type="checkbox"/>	<b>3-4 hrs</b> <input type="checkbox"/>	<b>5-6 hrs</b> <input type="checkbox"/>	<b>7-8 hrs</b> <input checked="" type="checkbox"/>	<b>More than 8 hrs</b> <input type="checkbox"/>

Probability - (5=Very Likely, 4= Likely, 3= Quite Possible, 2= Possible, 1= Unlikely)  
 Severity - (5=Catastrophic, 4=Major, 3=Moderate, 2=Minor, 1=Insignificant)

0-8 - Low Risk No Action Required.  
 9-15 - Medium Risk Ensure adequate controls are in use.  
 16-25 - High Risk Stop operation and implement adequate control measures

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
1	Aggressive Pet / Allergies	4	2	8	<ul style="list-style-type: none"> <li>Phone ahead to request information regarding any animals that live at the home</li> <li>Ask for animal (s) to be in an alternate room or outside during visit.</li> </ul>	4	1	4	

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No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
2	Risk of infection due to Coronavirus	5	4	20	<ul style="list-style-type: none"> <li>Only travel if absolutely necessary</li> <li>If possible conduct visit remotely i.e. conference call etc</li> <li>Wear protective gloves during visit</li> <li>Request information from property regarding any persons who are symptomatic, vulnerable or have had to self – isolate. If the answer to any of the questions is yes then do not attend property without seeking further advice.</li> <li>Ensure safe distance advice (2 metres) is adhered to at all times during the visit.</li> <li>Any staff members identified as vulnerable i.e. pregnant, have underlying health conditions etc should not undertake home visits.</li> <li>Staff to only conduct visit for as long as is necessary.</li> </ul>	5	2	10	
3	Aggressive Pupil	4	1	4	<ul style="list-style-type: none"> <li>Take two staff members to the property if deemed required.</li> <li>Staff try and avoid confrontation where possible.</li> <li>Staff member(s) to check with school whether there have been any previous incidents.</li> <li>Leave property if pupil does not calm down.</li> <li>Inform SLT &amp; complete relevant reporting forms.</li> <li>Staff members to have mobile phone on them at all times during the visit.</li> <li>Staff member(s) to phone school on arrival and departure for each visit.</li> <li>If staff member has not phoned school by an agreed time then a member of SLT must phone staff member(s) at the property for an update</li> </ul>	4	1	4	

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No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
4	Staff threatened by parent in home	4	3	12	<ul style="list-style-type: none"> <li>Ensure 2 staff members present on home visits if deemed necessary.</li> <li>Staff try and avoid confrontation where possible.</li> <li>Staff member(s) to leave property immediately if they believe they are in danger.</li> <li>Report to SLT.</li> <li>School to inform staff member(s) if there have been any known incidents previously.</li> <li>Staff members to have mobile phone on them at all times during the visit.</li> <li>Staff member(s) to phone school on arrival and departure for each visit.</li> <li>If staff member has not phoned school by an agreed time then a member of SLT must phone staff members at the property for update</li> </ul>	4	1	4	
5	Staff 'tricked' into entering house and detained	4	2	8	<ul style="list-style-type: none"> <li>There are always 2 staff members present on home visits if previously identified as required.</li> <li>Contact school if possible.</li> <li>Staff members to have mobile phone on them at all times during the visit.</li> <li>Staff member to phone school on arrival and departure for each visit.</li> <li>If staff member has not phoned school by an agreed time then a member of SLT must phone staff members at the property for update</li> </ul>	4	1	4	
6	Unacceptable behaviour to/by members of family witnessed	4	2	8	<ul style="list-style-type: none"> <li>Leave premises and report incident to SLT or police if necessary.</li> <li>Complete report relating to incident.</li> </ul>	4	1	4	
7	Illegal substances visible	4	3	12	<ul style="list-style-type: none"> <li>Leave premises and report incident to SLT or police if necessary.</li> <li>Complete report relating to incident.</li> </ul>	4	1	4	

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No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
8	Theft of items from teacher	2	2	4	<ul style="list-style-type: none"> <li>Do not take valuable items or large amounts of money to address.</li> <li>Leave property and inform SLT immediately if any personal possessions mobile phone, laptop etc are missing.</li> </ul>	2	1	2	
9	Teacher involved in accident on route to/from home	4	4	16	<ul style="list-style-type: none"> <li>Staff member to phone school on arrival and departure for each visit.</li> <li>SLT to phone staff if not staff member has not phoned at agreed times.</li> </ul>	4	2	8	

ACTION ARISING FROM RISK ASSESSMENT							
No	Risk Rating	Action Required:			Person (s) Responsible	Target Date	Date Completed

## Acknowledgement

The following members of staff have read this risk assessment.  
Their signatures are confirmation that they have read and understood all which is within its contents.

Name	Signature	Date	Name	Signature	Date