

Risk Assessment for Red Kite Learning Trust Schools and Services.

Assessment Title:	  <h2 style="margin: 0;">Home visits risk assessment</h2>	Ref. Number	
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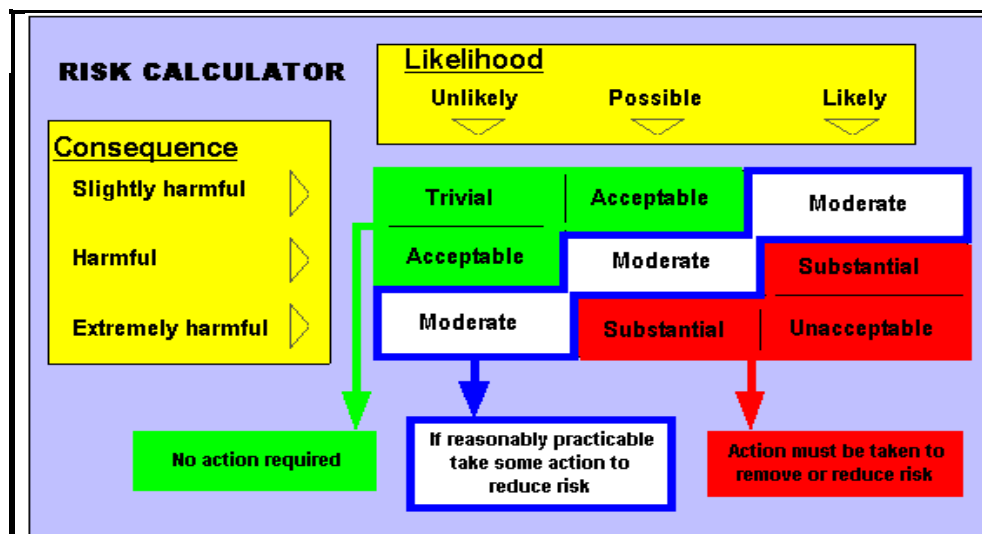
School Name: TNCP Cluster Team	School Address: Office Base: Temple Learning Academy, Neville Road, LS15 0NW
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Date Assessment Undertaken: 10 <sup>th</sup> June 2020	Name of Assessor (print): Lisa Oxley/ Gemma Sargeant	Assessor Signature:	Assessment Review Date: Before every new home visit
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Name of Head Teacher / Centre Manager (print): Lisa Oxley - TSL	Head Teacher / Centre Manager Signature: Lisa Oxley – TSL	Name of Chair of Governors (print):	Chair of Governors Signature:
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Main Legislation and/or Information Source:	<ul style="list-style-type: none"> <li>- Health &amp; Safety at Work Act 1974.</li> <li>- Management of H &amp; S at Work Regulations 1999.</li> </ul>
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**Guidance:**



Due for review June 2021

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Hazard Observed	Who may be harmed?	Risk rating before controls Consequence x Likelihood =	Control Measures	Risk rating after controls Consequence x Likelihood =	Control measures by: Initial
Visiting children or parents at home <ul style="list-style-type: none"> <li>No one to help if receive an injury or threatened</li> </ul>	Staff, pupils, parents, carers	Substantial	<ul style="list-style-type: none"> <li>Initial Home visits to be completed in pairs</li> <li>Ensure that staff working alone, out of hours informs a line manager or nominated responsible person who is given full details of times they are intending to start and finish work – buddy system in operation.</li> <li>When staff are working in hours of darkness they should ensure lights are switched on in rooms other than the room they are working.</li> <li>Emergency procedures must be in place for failure to contact the nominated person/ buddy.</li> <li>Provide a personal alarm system for staff at high risk of injury or attack.</li> <li>Training received as part of induction via RKL.T.</li> <li>Accident and emergency procedures known to all staff.</li> <li>Safe System of Work must be drafted, which includes use of a sign out board and IT system, requiring arrival and departure times for household visits.</li> <li>Safe System of Work/ policy is written and circulated to all staff prior to visit.</li> <li>Ensure staff are fully trained in strategies for the prevention of violence and how to keep themselves safe and are aware of attitudes, traits or mannerisms which can agitate people.</li> <li>Ensure forms for reporting incidents are available in the office and appreciate the need for this procedure and use these forms, including access to debrief/ supervision as required.</li> <li>Ensure staff carrying out visits leaves information of visits for their manager or nominated person, such as, place being visited, reason for visit, times of visit and approximate finish time of visit. If they are running late they should contact this person to let them know. If multiple visits are to be carried out, employee should have set times for phoning between visits or inform the team before leaving the office.</li> <li>Emergency procedures must be in place for failure to contact the nominated person/ buddy.</li> <li>Staff regularly carrying out lone working should be provided with a works mobile phone which they should keep charged and on their person.</li> <li>Ensure staff carrying out visits carries means of communication e.g. mobile phones.</li> </ul>	Acceptable	Lisa Oxley & Gemma Sargeant

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			<ul style="list-style-type: none"> <li>• Ensure online diaries are up to date with the details of Home visits</li> <li>• If HV is necessary detailed information regards the family is gathered by staff from colleagues and other internal/external agencies. An informed decision and Risk assessment can then be made regards the HV and next steps.</li> </ul>		
Violence and aggression	Staff, pupils, parents, carers	Substantial	<ul style="list-style-type: none"> <li>• Ensure all staff are aware and alert to the potential threat.</li> <li>• Covered during induction training.</li> <li>• Team Teach training provided.</li> <li>• If home visit is felt to be required, detailed information is gathered by employees from colleagues and other internal and external agencies e.g. Police, school, centres, prior to the visit.</li> </ul>	Acceptable	Lisa Oxley & Gemma Sargeant
Injury Requiring Medical Attention <ul style="list-style-type: none"> <li>• Needlestick</li> <li>• Hepatitis B</li> <li>• HIV</li> <li>• Tetanus</li> </ul>	Staff, pupils, parents, carers	Substantial	<ul style="list-style-type: none"> <li>• Ensure that accidents are reported and that staff present at A&amp;E or GP if necessary.</li> <li>• Ensure contact can be made with management or responsible person in the case of an injury.</li> <li>• Ensure antiseptic hand wipes or gel is available for use after leaving the clients dwelling if necessary.</li> </ul>	Acceptable	Lisa Oxley & Gemma Sargeant
Slips, Trips & Falls. <ul style="list-style-type: none"> <li>• Cuts</li> <li>• Grazes</li> <li>• Strained muscles from slip or trip in client's home</li> </ul>	Staff, pupils, parents, carers	Substantial	<ul style="list-style-type: none"> <li>• Workers to wear suitable, appropriate clothing and 'low heel' footwear.</li> <li>• Heightened awareness.</li> <li>• Slips and trips covered by appropriate training.</li> <li>• Staff to be reminded to take extra care over slip and trip hazards in the client's home via induction training.</li> </ul>	Acceptable	Lisa Oxley & Gemma Sargeant
Electric shock <ul style="list-style-type: none"> <li>• Death</li> <li>• Serious burns from faults on household equipment.</li> </ul>	Staff, pupils, parents, carers	Substantial	<ul style="list-style-type: none"> <li>• Staff have awareness of electrical hazards and to visually inspect any appliance prior to touching.</li> </ul>	Acceptable	Lisa Oxley & Gemma Sargeant

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**SCHOOL/CENTRE IDENTIFIED RISK'S: -**

<b>Hazard Observed</b>	<b>Who may be harmed?</b>	<b>Risk rating before controls</b> Consequence x Likelihood =	<b>Control Measures</b>	<b>Risk rating after controls</b> Consequence x Likelihood =	<b>Control measures by:</b> Initial
Manual Handling	Staff, pupils, parents, carers	Substantial	<ul style="list-style-type: none"> <li>• Ensure staff are given manual handling training where manual handling is necessary.</li> <li>• Care is taken to ensure that any loads to be carried to and from vehicle are suitable for one person to handle if travelling alone.</li> <li>• Employers are aware of appropriate manual handling techniques for loading and unloading vehicles if necessary.</li> </ul>	Acceptable	Lisa Oxley & Gemma Sargeant
Lone Working with Pupils	Staff, pupils	Substantial	<ul style="list-style-type: none"> <li>• Staff should not carry out lone working with children or vulnerable adults unless they have a satisfactory DBS check and the work is essential e.g. as agreed at a multi-agency meeting or allocations panel. This may include 1:1 therapeutic support and interventions.</li> <li>• Staff should ensure the DSL in school/setting is aware of the work taking place and the platform/setting in which this is taking place.</li> <li>• Staff should avoid lone working with children unless this is agreed as essential, as far as possible, especially where they are away from other emergency support e.g. On an educational visit, in a car.</li> <li>• Staff should follow relevant processes (including assessment) and plans if seeing a vulnerable young person or adult at home. They should be fully aware of behavioural, mental or physical issues which could place the staff at risk.</li> </ul>	Acceptable	Lisa Oxley & Gemma Sargeant

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			<ul style="list-style-type: none"> <li>• Staff should adhere to therapeutic/1:1 Risk assessments and Video call/telephone risk assessments.</li> <li>• Staff should gain written consent to deliver 1:1 support with YP as specified in the Risk assessments above. A document will be provided for parents/YP to sign.</li> <li>• Red Kite/TNCP safeguarding procedures to be followed.</li> <li>• Staff to ensure accurate, comprehensive records are kept.</li> </ul>		
<p>Potentially violent client or family members / associates / animals</p> <p>Physical or verbal abuse</p> <p>Possible hostage situation.</p> <p>Accident, injury, threat to personal safety, delayed assistance in emergency</p>	Staff	Substantial	<ul style="list-style-type: none"> <li>• Employees consider if another means of communication e.g. telephone, letter, meeting at office base of school can be used (with reference to manager if necessary) to remove the need for a home visit.</li> <li>• If home visit is felt to be required detailed information is gathered by employees from colleagues and other internal and external agencies e.g. police, school, centres prior to the visit.</li> <li>• A judgement is made by the employee and manager, as to whether a home visit can take place and if yes; <ul style="list-style-type: none"> <li>○ Does the visit need to be made with a police presence?</li> <li>○ Do two members of staff need to attend?</li> <li>○ Is personal protective equipment required?</li> </ul> </li> <li>• Employees ensure they are clear on the purpose and required outcomes of the visit.</li> <li>• Initial Homevisits to be completed in pairs.</li> <li>• Employee monitoring procedure in place through the lone worker procedure and emergency contacts e.g. <ul style="list-style-type: none"> <li>○ Management system in place for all staff who undertake lone working e.g. whiteboard, diary sheet, 'buddy system' automatic reporting-in system, online diaries, calendars up to date etc</li> <li>○ Emergency procedures if a member of staff fails to report back or call in at the agreed time</li> </ul> </li> <li>• Employees complete the emergency contact schedule and personal details and ensure the details are kept up to date.</li> <li>• Employees have the necessary professional training, qualifications and experience.</li> <li>• Employees have completed relevant managing violence at work training available via Red Kite Learning Trust e.g. Personal Safety and</li> </ul>	Acceptable	Lisa Oxley & Gemma Sargeant

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			<p>lone working, Prevention of Violence at work, Team Teach, Conflict Management</p> <ul style="list-style-type: none"> <li>• Employees are provided with a personal attack alarm if appropriate.</li> <li>• Employees have access to a mobile phone which should be fully charged and on their person.</li> </ul> <p><b>Note:</b> not always useful, particularly when under the threat of violence but can be used to call employees where there are concerns to check that they are safe.</p> <ul style="list-style-type: none"> <li>• On arrival at a visit, employees take the following action. <ul style="list-style-type: none"> <li>○ Quickly gain an awareness of surroundings in relation to parking and the property.</li> <li>○ Take minimal personal belongings into the home.</li> <li>○ Allow the householder to lead the way into the house.</li> <li>○ Assess the appearance of inhabitants e.g. under the influence of alcohol, drugs?</li> <li>○ Request that dogs or other animals are put in another room.</li> <li>○ Sit near the door and ensure that the exit is not obstructed.</li> <li>○ Plan an exit strategy.</li> </ul> </li> <li>• In the event of an incident, employees follow the Cluster/ RKLT/ Schools guidance on dealing with violence at work and take account of any local arrangements, including notifying their line manager ASAP.</li> </ul>		
<p>Staff medical conditions, disabilities, pregnancy, personal arrangements.</p> <p>Ill health Emergency</p>	Staff	Substantial	<ul style="list-style-type: none"> <li>• Pregnant women and those with a medical condition/disability which could lead to an emergency, are considered as high risk and specific risk assessments are undertaken if they are required to work alone.</li> <li>• Employees who have a medical condition, for which any foreseeable emergencies that may impose an additional physical or mental burden, cannot be managed safely; may need additional Risk Assessment.</li> <li>• Residents are requested not to smoke or consume alcohol or illegal drugs during the visit.</li> </ul>	Acceptable	Lisa Oxley & Gemma Sargeant
Accident due to the vehicle being unroadworthy	Staff and other road users	Substantial	<ul style="list-style-type: none"> <li>• All personal vehicles used for business have adequate insurance and a valid MOT and are deemed to be roadworthy.</li> </ul>	Acceptable	Lisa Oxley & Gemma Sargeant

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Serious/fatal injury			<ul style="list-style-type: none"> <li>Employees are responsible for ensuring their vehicles are suitable for the journey/route being undertaken e.g. enough water/oil/fuel/correct tyre pressures etc.</li> </ul>		
Accident due to inability or incompetence of driver  Serious/fatal injury	Staff and other road users	Substantial	<ul style="list-style-type: none"> <li>Seat belts are worn on all journeys.</li> <li>Driving licences, registration documents and insurance certificates are checked upon appointment to the organisation.</li> <li>Employees must always observe speed limits.</li> <li>Employees are responsible for reporting any potential problems they have in driving e.g. if taking medication that causes drowsiness, if feeling unwell or significant deterioration in eyesight.</li> <li>A portable first aid kit is supplied, if felt appropriate.</li> </ul>	Acceptable	Lisa Oxley & Gemma Sargeant
Inability to summon help in an emergency e.g. incident, breakdown or accident  Anxiety, lack of emergency assistance e.g. if unwell; threat to personal safety	Staff, pupil, parents, carers	Substantial	<ul style="list-style-type: none"> <li>Employees have use of a mobile phone (either personal or works), charged and with sufficient credit, to be used as a means of emergency contact.</li> <li>Employees adhere to signing in and out procedure to ensure colleagues are aware of other team members' whereabouts.</li> <li>Employees keep a list of emergency contact numbers handy e.g. in their car, or on their mobile phone.</li> </ul>	Acceptable	Lisa Oxley & Gemma Sargeant
Vehicle breakdown	Staff, pupil, parents, carers, other road users	Substantial	<ul style="list-style-type: none"> <li>Vehicle service schedules to be maintained.</li> <li>Use of signing in/out system to ensure colleagues are aware of their whereabouts and time due back.</li> <li>Employees have charged mobile phone with sufficient calling credit.</li> <li>Details of recovery organisation to be to hand in the vehicle.</li> <li>Recovery to be called and office to be informed of situation.</li> <li>If on a rural or town road, lock car doors and assess whether or not to remain in car until recovery vehicle arrives.</li> <li>If on motor way, switch off the engine and wait in a safe place away from the hard shoulder e.g. behind the barrier.</li> </ul>	Acceptable	Lisa Oxley & Gemma Sargeant

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Lack of concentration and dangerous driving due to stressful conditions e.g. late for appointment, getting lost. Serious injury, fatality	Staff, pupil, parents, carers, other road users	Substantial	<ul style="list-style-type: none"> <li>Employees plan their route before commencement of journey and allow ample time, so as not to bring about fatigue, giving consideration to weather conditions, traffic updates and, where long journeys are involved, to include time for breaks.</li> </ul>	Acceptable	Lisa Oxley & Gemma Sargeant
Security of vehicle and possessions Theft/ break in/ loss of property/ injury/ anxiety	Staff	Substantial	<ul style="list-style-type: none"> <li>Whilst not an essential requirement, car alarms are fitted on most cars.</li> <li>Employees ensure, that wherever possible, they park their vehicle in a suitable and safe place e.g. well lit and in a populated area.</li> <li>Vehicles are kept locked at all times when unattended and personal belongings and valuables are not left in the vehicle. If this cannot be avoided, they should not be left on display, but be locked in the boot of the vehicle.</li> <li>Staff/partners will share information regards known areas of risk in communities e.g. feedback from multiagency meetings, local knowledge, safer schools officer intelligence.</li> </ul>	Acceptable	Lisa Oxley & Gemma Sargeant
Covid 19	Staff	Substantial	<ul style="list-style-type: none"> <li>Staff to plan route in advance and share details with management/buddy in absence of sign in/out office procedure.</li> <li>Online diaries to include home visit addresses/details in absence of office sign in/out procedure.</li> <li>Staff to maintain 2metre social distancing at all times with families/other staff members when completing visits.</li> <li>Staff to wear appropriate PPE, be responsible for cleaning own vehicle and change/wash clothing on return home from visits.</li> <li>Visits to be completed outdoors.</li> <li>Visits to be cancelled/terminated if aware that individual/ anyone within the household has COVID-19 symptoms – staff to then follow Covid-19 government guidance.</li> <li>Assessments and interventions to be completed by telephone to reduce the amount of time exposed to risk.</li> <li>In exceptional circumstances a more specific/detailed risk assessment may be required when home visiting families who have safeguarding</li> </ul>	Acceptable	Lisa Oxley & Gemma Sargeant

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			<p>needs – dave we have had to go out to a family and support around head lice so we have done a specific family RA</p> <ul style="list-style-type: none"> <li>• When collecting food parcels from any location and delivering to family's staff to follow Covid 19 guidance around hygiene, social distancing and PPE. Inform management/buddy as per policy of properties to be visited in advance and again on completion. Follow travel risk assessment as appropriate.</li> <li>• When visiting the Early Help Hub cluster staff are to follow Covid-19 guidance and request Hub staff to keep a 2m distance if necessary. Hand gel to be used on entry and exit to the building.</li> </ul>		
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