

1. STOP! Assess the risks! **2. THINK!** How to reduce the risks. **3. ACT** to ensure safe operations



Home Visit Risk Assessment Form

Date:	Name of student:	ADOC Area:	Staff undertaking home visit:
<p>Activity details:</p> <p>Home visit at (enter address)</p> <p>Contact details: (enter mobile phone number)</p> <p>Expected Arrival..... Departure</p> <p>Pre visit checklist completed: Y / N</p> <p>Risk Assessment read and understood: Y / N</p>			<p>Risk assessment approved by (ADOC/ Director):</p> <p>Date:</p>
<p>Staff member undertaking home visit should email their line manager to indicate that the home visit has been completed safely.</p> <p>Name of staff member to check in with pre and post visit</p>		<p>Staff contact number:</p> <p>Staff emergency contact number:</p> <p><i>Staff numbers should not be shared with students or members of public unless they are Hull College issued phones.</i></p>	<p>Car Reg used:</p> <p>Car insured for business use Y / N</p>

*****This should be completed then forwarded to Learner Support Services before the home visit takes place*****

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Department.....

Manager:

Assessor:

Assessment Date....23/06/20.....Task/Operation being assessed: ...Home visits for/welfare/safeguarding checks Review Date.....Ongoing.....

Activity	Persons Affected	Significant Hazards	Risk			Control Measures	Residual Risk		
			L	S	DR		L	S	DR
Home visits	Staff, Students and household occupants	Potential exposure /spread covid-19	3	3	9	<ul style="list-style-type: none"> Home visits can be done alone subject to lone worker risk assessment being completed and it being deemed safe to do so based on the assessment In most cases staff will want to operate as a pair, where 2 staff are visiting together they should use their own separate transport to enable social distancing Use hand sanitiser immediately before and after any visits. Hand sanitiser not to be left in vehicle due to fire risks. Use sanitising wipes on all key touch points in vehicles before leaving home/college Keep a minimum distance of 2m away from occupants in the house and colleagues you are undertaking the visit with. During the COVID -19 Pandemic staff must not enter a learner's home. Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze Put used tissues in the bin immediately, wash hands or use hand sanitiser afterwards Avoid touching your face with your hands A list of addresses to be visited should be emailed to Zailie Barratt and added to the Lockdown Visits at least 24 hours before the visits are planned. The staff member/s undertaking the visits should agree a named member of staff to check in with prior to setting off on visits and to inform on safe completion. The allocated staff should not be in the vulnerable category. A list of addresses to be visited along with the student number should be provided and the contact number for the staff member. If more than one visit takes place the staff member should check in after each visit and on completion of all visits If the staff member does not check in at the expected time then the named member of staff should contact the staff member out visiting on their mobile contact. If no contact can be established from the visiting staff member the DSL or DDSL should be informed for further advice 	3	2	6
Home visits	Vulnerable persons	Potential exposure /spread covid-19	4	3	12	<ul style="list-style-type: none"> If the home contains someone who is 70 or over, has a long-term condition, or is pregnant or has a weakened immune system, notify the College DSL or DDSL Door step home visits or outside garden should be considered were possible to prevent entry in to persons home. 	2	3	6

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Home visits	Staff	Harassment /violence/altercations/theft/ unwanted attention from persons in the community	4	3	12	<ul style="list-style-type: none"> If area not deemed safe, do not stop and get out of car. Continue to drive. Staff issued with mobile phones to make emergency contact if required to Designated Safeguarding Lead number 07538113343 or Deputy Safeguarding Lead 07538113395. If needed to discreetly ask for help the safe words to use via call or text [Operation Wilberforce] Senior Management on call at College to support if required Staff wear staff lanyard for identification purposes Pre-planned route by staff undertaking the visits Staff not to attend alone in high risk areas Alternatives to be looked at to reduce the risks to staff, such Do not walk about with items of high value such as phones and laptops, use a bag or ruck sack to hide contents or leave them in your car boot. Be alert and aware of people around you 	3	3	9
Driving to student homes	staff	Risk of RTA, fatigue and tiredness, theft, adverse weather conditions	3	3	9	<ul style="list-style-type: none"> Ensure staff have business insurance in place and up to date Pre-user vehicle checks prior to setting off If weather conditions are a danger to drive in visits to be re-arranged If caught in a storm and visibility is poor pull over if driving(if possible) and wait until it is safe to proceed Adjust speed to the conditions. Take a break if you feel tired Plan journey to allow for rest breaks. Do not leave laptops and valuables on show in your vehicle. In the event of an emergency staff to be aware of emergency contacts line manager to advise of the circumstances 	2	3	6
Home visits	staff	Slip,trip fall, sustaining injury or falling ill	3	4	12	<ul style="list-style-type: none"> Staff to have the ability to call for medical assistance if required, college mobile Staff with any pre-existing health conditions to advise line manager and HR to ensure controls and procedures are in place. If unable to drive due to injury or falling ill contact line manager immediately. 	3	2	6

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Pre Visit Checks	During Visit Checks	Post Visit
<ul style="list-style-type: none"> <input type="checkbox"/> Identify Students <input type="checkbox"/> Collection of addresses <input type="checkbox"/> Identify staff (X2) making home visit <input type="checkbox"/> Identify line manager contact <input type="checkbox"/> Print off and Complete Individual Risk Assessment Sheets <input type="checkbox"/> Create Google Map of route (Share with line manager/Folder) <input type="checkbox"/> Print off Calling Slips. <input type="checkbox"/> Staff Lanyards Visible <input type="checkbox"/> Department phones <input type="checkbox"/> Collect hand sanitiser and sanitiser wipes (Security) 	<ul style="list-style-type: none"> <input type="checkbox"/> Adhere to control measures stated in COVID-19 -Risk Assessment Form <input type="checkbox"/> Maintain 2 meter distance away from house door <input type="checkbox"/> Add comments to the Risk Assessment If a student/family member is at home: <input type="checkbox"/> Check they are safe <input type="checkbox"/> Establish why no contact with college. <input type="checkbox"/> Collect new numbers <input type="checkbox"/> Give work to complete (If applicable) If no one is at home: <input type="checkbox"/> Fill out Calling slip with contact details and post <input type="checkbox"/> Contact line manager/college link after each visit. <input type="checkbox"/> Any safeguarding concern, contact your department DSO in 1st instance 	<ul style="list-style-type: none"> <input type="checkbox"/> Comment added to ProMonitor Learner Comments. If there is a safeguarding issue please also comment in the safeguarding tab. Please ensure you copy all relevant staff and ADOC <input type="checkbox"/> Review of visits to Zailie Barratt. <input type="checkbox"/> Identify any students for another visit <input type="checkbox"/> Alert line manager on return from home visit

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Personal protective equipment assessment (PPE)							
Identify which PPE is required for the Task							
							
Head	Foot	Eyes	Hearing	Hand	Hi- vis	Protective clothing	RPE
Additional Requirements							
Remember PPE is only to be considered as a last resort when other controls are not possible!							

	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	0	1	2	3	4	5
x	severity					

Risk rating-

- High
- Medium
- Low

Likelihood (L) = Frequent 5 – Probable 4 – Occasional 3 – Improbable 2 – Remote 1.
 Severity (S) = Catastrophic 5 – major 4 – Reportable 3 – Serious 2 – Minor 1.
 Degree of risk (DR) = LIKELIHOOD X SEVERITY
 Residual risk = the level of risk that remains after suitable and sufficient control measures are introduced.