

COVID-19 RISK ASSESSMENT INFORMATION

NAME OF DEPARTMENT	
Activity / Environment Description: Welfare / Home Visits – Covid19	Date of Assessment: 27.04.2020
Assessed by (name): Course leader / Staff undertaking the visit Approved by (name): Head of Department	Date of Review: 01/09/2020

Ref No	Hazard (What is the risk associated with the activity)	Who is at risk? (students, staff, visitors)	Control Measures
1	Potential exposure as a result of visits off-site including in a person's home.	Staff Students Household occupants	<ul style="list-style-type: none"> ● A covid 19 home visit risk completion sheet should be completed for each visits being undertaken ● Home visits can be done alone subject to the risk assessment being completed and and it being safe to do so based on the assessment ● In most cases staff will want to operate 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 ● 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. ● 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

			<ul style="list-style-type: none"> ● A list of addresses to be visited should be emailed to PC Caroline Walker at least 24 hours before the visits are planned. PC Walker will check on the police database for any risks associated with the addresses. ● 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. ● 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 they should contact the staff member out visiting on their mobile contact ● If no contact can be established from the visiting staff member the police should be called on 101.
2	Vulnerable people in the home	Household occupants	<ul style="list-style-type: none"> ● If the home contains someone who is 70 or over, has a long-term condition, is pregnant or has a weakened immune system, notify the College/department DSL
3	Harassment / unwanted attention from the community	Staff	<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 ● 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
<p>Additional documents to be used in conjunction with this.</p> <ul style="list-style-type: none"> ● Travel expenses policy and procedure ● Lone working guidelines 			