

**RISK ASSESSMENT FINDINGS**

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| --- | --- |
| **Department/Service** |  |
| **Date** |  |
| **Assessor** |  |
| **Approved By** |  |
| **Review Date** |  |

**Relevant Legislation:**

The Management of Health and Safety at Work Regulations 1999

**RISK ASSESSMENT RECORD**

**ACTIVITY and/or ENVIRONMENT TO BE ASSESSED: Home Visit**

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| --- | --- | --- | --- | --- |
| **KEY (People at risk)** | **Likelihood (L)** | **Severity (S)** | **Risk Calculation** | **Risk Rating** |
| E = Employee YP = Young Persons  P = Public  C = Contractors  V = Visitors  EM = Expectant Mothers | 1. Very Low (rare/very unlikely)  2. Low (unlikely)  3. Medium (could occur/possible)  4. High (likely to occur/probable)  5. Very High (near certain to occur) | 1. Insignificant (nuisance/discomfort)  2. Minor (no lost time)  3. Moderate (time loss)  4. Significant (serious/incapacity to work)  5. Major (Death) | Likelihood x Severity  =  Rating | **1- 6** **LOW RISK** Monitor   * 1. **MEDIUM RISK** Monitor, review & reduce risk where possible   **14-25** **HIGH RISK** Further Action Required |

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| **1.Hazards Identified and potential harm it could cause** | **2. People**  **At Risk** | **3.Controls in Place** | **4.Risk Rating** | | | | **5. Further Action Required/ Recommendations** | **6.Target Date for Completion** |
| **L** | **S** | **Score** | **Risk** |

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| No adult present |  | Staff not to stay if appropriate adult not present |  |  |  |  | Ensure visits are prearranged  Record visit in log  Report to SLT /manager  Letter to parent |  |
| Aggressive Pet |  | * Tetanus injection * Hepatitis injections * Ask for animal to be in alternate room or outside during tuition |  |  |  |  | Report to police  Letter to parent  Use of alternative premises |  |
| Aggressive Pupil including physical assault |  | * Avoid confrontation * Leave session if pupil does not calm. * Inform SLT & complete relevant reporting forms |  |  |  |  | Report to police  Appropriate training where necessary e.g. dealing with difficult customers |  |
| Staff threatened by parent/adult in home including physical assault |  | * Staff to leave * Report to SLT/line manager * Seek medical advice if needed |  |  |  |  | Report to police  Use of alternative premises or adult  Appropriate training where necessary e.g. dealing with difficult customers |  |
| Staff ‘tricked’ into entering house and detained |  | * Contact school if possible * School routine to contact staff at set times each session with agreed message to confirm safety. |  |  |  |  | Report to police  Personal panic alarm  Signing in-out procedures including details of visit and return time  Buddy system’ for out of hours  Appropriate training where necessary e.g. dealing with difficult customers |  |
| Unacceptable behaviour to/by members of family witnessed |  | * Leave premises * Contact school/safeguarding |  |  |  |  | Report to appropriate service, e.g. police, social services |  |
| Illegal substances visible |  | * Explain situation to parent * Leave premises * Inform SLT/line manager |  |  |  |  | Letter to parent before next session |  |
| Theft of items from staff |  | * Do not take valuable items or large amounts of money to tuition. * Explain situation to parent * Inform SLT/line manager |  |  |  |  | Report to police |  |
| Tutor involved in accident on route to/from venue |  | * Tutor to phone school on arrival and departure at each venue * Emergency contact details for home tutor to be held in school |  |  |  |  |  |  |
| Accidents on premises e.g. slips, trips or falls |  | Reporting / recording procedures for visits including feedback |  |  |  |  |  |  |
| Long visits |  | Prearranged welfare calls |  |  |  |  |  |  |
| Vehicle Position |  | Car parking in a safe well lit area away from property with car facing in the opposite direction |  |  |  |  |  |  |
|  |  |  |  |  |  |  | Refer to Lone Working Risk Assessment |  |

**Personal Safety Guidelines for Home visits**

* Always have a mobile phone charged and available
* Do not give your address or home/mobile phone numbers to pupils and/or parents and do not contact them on your home or mobile phone as they can then access your personal numbers.
* Do not give your mobile phone to the young person to use for any reason
* Keep your personal items, purse/wallet, car keys, etc. safe and secure
* Ensure the venue is suitable for tuition and that there is table and chairs available – visit first
* Arrange regular contact with school/service i.e. a minimum of on arrival and departure from each session
* Give an emergency contact name and number to your school/service
* Keep a diary of each session – including brief notes of work covered, people present and any other appropriate information, e.g. issues with pupil and/or parent
* Ask for a copy of any individual pupil risk assessments for your information. Compile your own risk assessment of each venue you use.
* Report any concerns to school/service as soon as possible.
* Written guidelines / procedures for staff