



Dukeries Academy – Home Visits

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Awareness of policies and procedures	Staff Students Others	Inadequate information	<ul style="list-style-type: none"> Any staff member conducting a house call or meeting a student or family off site is fully briefed on this Risk Assessment by their Line Manager 	MEDIUM	YES	
Poor hygiene practice	Staff Students Others	Ill Health	<ul style="list-style-type: none"> Staff carry and use hand sanitiser. Hand sanitiser used before and after visit, including before and after door knocking or ringing a bell. Staff member makes clear to parents, carers and students that they have sanitised by either explaining this or sanitising visibly. 	MEDIUM	YES	
Ill health	Staff Students Others	Coronavirus Symptoms	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus. Any student or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, does not undertake house calls or meetings and follows the guidance in the Academy infectious diseases risk assessment. If staff member is informed that a member of the household has coronavirus symptoms which the Academy had not been made aware of they should end the call or meeting and arrange to make contact 	MEDIUM	YES	



			by phone to ensure information is up to date and the family have access to testing.			
Spread of infection	Staff Students Others	Lack of infection control	<ul style="list-style-type: none"> No visits or meetings to take place if a parent has provided information that the reason for non-attendance is coronavirus symptoms. Parents are informed not to bring their children to the academy or on the academies premises if they show signs of being unwell and believe they have been exposed to coronavirus. Staff have access to masks and visors which they are advised to wear. Staff do not enter homes. Meetings can take place in outdoor areas with social distancing in place. Staff go in pairs to evidence that safe practice has been followed. Where staff are delivering food parcels or equipment they may go singly, should follow all hygiene guidance, knock on the door, leave the food parcel and then walk away to a point from which they can check the parcel has been collected. They should not hold a conversation or interact with children or their parents/carers on the doorstep. 	MEDIUM	YES	
Lack of communication	Staff Students Others	Unsafe Practices	<ul style="list-style-type: none"> The academy staff reports immediately to the Principal about any cases of suspected coronavirus, even if they are unsure. Steps in the infectious diseases Risk Assessment are followed. 	MED	YES	
Incident in the community	Staff	Personal safety	<ul style="list-style-type: none"> All staff and students' emergency contact details are up-to-date, including their mobile number and alternative emergency contact details, where required. 			



		<ul style="list-style-type: none">• Staff carry a mobile phone.• Staff sign in and out using the Academy electronic system.• Staff alert a colleague to the nature of their visit, where they are going and when they expect to be back. If they don't return colleague alerts the principal or a member of SLT.• Staff do all doorstep visits in pairs to support each other, apart from deliveries as above.• Staff do not enter homes unless this has been agreed with SLT and is appropriate in relation to the current Covid Tier for the area.•	MED	YES	
		<ul style="list-style-type: none">•			