

Risk Assessment Form Instill-Excellence Door Knocking

Assessor: Cheryl Green	Date: September 2024	
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Outline:
This is risk assessment is to look at any risks for staff that may be associated to the role they undertake within the company. This includes:

1. Door knocking and carrying out home visits.

No:	Hazard	Who may be harmed and how?	Risk Level H/M/L	Control Measures	Residual Risk Rating H/M/L
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1. Door knocking and carrying out home visits

1.	Lone working Darker nights/late working.	Employee Risk of injury through Verbal/physical abuse from others. Risk of injury due to accident whilst driving. Risk of slips, trips and falls in inclement weather conditions. Ill health whilst working alone.	M	<ul style="list-style-type: none"> Staff have the Life 360 tracking app on their phone and monitor regularly through their working day. Staff inform their colleague/line manager of their daily scheduled visits. All staff aware of lone working policy. Staff text or call their colleague every 2 hours. Staff are issued with personal alarms which they must always carry with them. Staff always carry mobile phones with them to ensure they can contact emergency services/colleagues. Staff are aware that they check with schools for any identified risk in relation to door knocking requests. Staff are aware that they are not to enter any area that they feel they would not be safe in as their own health & safety would override any request for a visit. 	L
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				<ul style="list-style-type: none"> • Staff will report and raise any concerns immediately with their line manager. • Home visits are carried out on the doorstep and staff do not enter properties. • Staff aware to report any concerns around ill health/health and safety immediately to line manager. • Cheryl Green is FAW trained and available for advice and support for all staff. • Staff keep doors locked during all car journeys. 	
2.	Inclement weather	Employee Slips/falls. Skidding/vehicle collision. Risk of accident/injury.	H	<ul style="list-style-type: none"> • Weather conditions are monitored daily, concerns are discussed directly by staff with their line manager, who will make the decision on whether home visits/door knocking will go ahead on the day. • Video calls carried out on pupils where there are safeguarding concerns or safe and well requests. • Phone calls are made to regarding other visits. 	
3.	Prolonged hours of driving	Employee Tiredness, loss of concentration. Risk of accident/injury.	L	<ul style="list-style-type: none"> • Staff ensure that they take regular 15-minute rest breaks every 3 hours of their working day. • Staff aware to report any concerns around ill health/health and safety immediately to line manager. • No member of staff exceeds 6 working hours daily. 	L
3.	Dog and other dangerous pets	Employee Risk of injury and infection through animal bite or scratch. Risk of injury through slips, trips or falls.	M	<ul style="list-style-type: none"> • Staff aware to look out for appropriate signage/noise of household pets. • All visits are carried out on the doorstep and staff do not enter the property. • Owners are asked to remove and secure pets away if there are any concerns. • Staff immediately leave any property if owner is non-compliant with any safety requests. • Staff do not approach any property where there is a visual presence of a dangerous pet. • Staff inform the school and their line manager immediately of any concerns. 	L

				<ul style="list-style-type: none"> • Staff will seek medical attention immediately if any injury occurs, bit, scratch etc. • First Aid boxes provided to all staff. 	
4.	Needles/debris in gardens & homes that could be hazardous.	<p>Employee</p> <p>Risk of needle stick injury.</p> <p>Risk of infection through inappropriate waste, rubbish or other hazardous materials.</p>	M	<ul style="list-style-type: none"> • Visual checks are carried out by all staff when approaching any area/property. • Home visits are carried out on the doorstep and staff do not enter properties. • Staff do not to touch/pick up or move any needles/debris or hazardous items. • Staff do not carry out home visit and immediately leave the area if there are high risk of contact/contamination with any hazardous material. • Staff aware of procedure to take in relation to any needle stick injury. • Staff inform the school and their line manager immediately of any concerns/injury. 	L
5.	Viruses/bacteria/infections/ bodily fluids/blood.	<p>Employee</p> <p>Risk of infection HIV/Hepatitis</p>	M	<ul style="list-style-type: none"> • Staff check with school requesting visits for any concerns at the time of receiving calls/contact. • Home visits are carried out on the doorstep and staff do not enter properties. • Staff aware of procedures in relation to infection control. 	L
6.	Flat blocks- stairwells, lifts, corridors - vulnerable places to be in alone.	<p>Employee</p> <p>Risk of injury through Verbal/physical abuse from others.</p> <p>Risk of slips, trips and falls.</p>	M	<ul style="list-style-type: none"> • Staff check with school requesting visits for any concerns at the time of receiving calls/contact. • Staff would not enter any area in which they felt there was a risk or threat. • Staff always carry personal alarms with them. • Staff immediately leave any visit where they feel threatened. • Staff immediately contact their line manager or police with any concerns. • All staff carry mobile phones. 	L

7.	Potential to be alone with a child - risk of allegations being made.	Employee	M	<ul style="list-style-type: none"> • All staff have received the appropriate safeguard training. • All staff are aware of appropriate safeguard procedures. • All staff have up to date DBS enhanced checks. • Home visits are carried out on the doorstep and staff do not enter properties. • Staff do not carry out any lone working with children, supervised by colleague or member of staff from school at all times. • Staff contact police immediately on 999 if attending a home and child is unsupervised. • Staff contact line manager and head of school after contacting police. 	L
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2. Visits to schools.

1.	Late Gate, contact with parents/pupils.	<p>Employees</p> <p>Risk of injury through Verbal/physical abuse from others.</p> <p>Risk of slips, trips and falls in inclement weather conditions.</p>		<ul style="list-style-type: none"> • Staff report to school office and follow safeguarding procedures in relation to signing in prior to starting late gate duties. • Staff remain within school boundaries during safe gate duties enabling them to be seen and heard if needing assistance. • Staff are issued with personal alarms which they must always carry with them. • Staff always carry mobile phones with them to ensure they can contact emergency services/colleagues. • Staff are aware that they check with schools for any identified risk in relation to carrying out safe gate duties prior to duty being carried out. • No gate duties will be carried out in inclement weather. 	
2.	Training, use of school premises, booked venue, use of electronic equipment.	<p>Employee/Others</p> <p>Risk of slips, trips and falls on uneven/inappropriate surfaces.</p> <p>Risk of electrocution.</p> <p>Risk of fire.</p>		<ul style="list-style-type: none"> • Staff ensure that a risk assessment on the venue/school is completed prior to any training being delivered in house. • Staff check any electrical equipment being provided to ensure this has been pat tested and certification is current (date within last 12 months). • Staff seek verbal and written guidance on steps to take in relation to fire evacuation to include route of escape and designated assembly point prior to training taking place. 	

		Risk of death.		<ul style="list-style-type: none"> • Staff ensure all candidates are registered and signed in and aware of evacuation procedure/nearest exit. • Staff raise any concerns directly with the venue prior to training taking place. 	
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Questions to ask the school:

1. Ensure every day that you ask the school if there are any high-risk parents.
2. How would you like us to report a safeguarding concern – who to?

Risk Rating:

Likelihood	Consequences			
	Insignificant	Minor	Moderate	Major
Almost Certain	M	M	H	H
Likely	L	M	M	H
Possible	L	M	M	H
Unlikely	L	M	M	M
Very Unlikely	L	L	M	M

Definitions:

Almost Certain - Has happened before and is expected to happen on this occasion.

Likely - Has happened before and is very likely to happen on this occasion.

Possible - Has been known to occur and it may happen on this occasion.

Unlikely - Has been known to occur before but no reason to suggest that it will happen on this occasion.

Very Unlikely - Has never happened before and there are no reasons to suggest it will happen on this occasion.

Guide:

Low	– No further action, control measures appear to be working ensure this is reviewed regularly.
Medium	– Action must be taken to improve control measures within a specified timescale (Action Plan).
High	– Immediate action must be taken to stop the activity, Health & Safety to be consulted.