

Instill Excellence Ltd - Dynamic Risk Assessment

Assessor: Cheryl Green	Date: 04/09/2025	Review Date: 12 months from assessment.
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Outline:

This 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 are trained to carry out dynamic risk assessments before and during visits and to withdraw immediately if risk increases. • 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 maintain regular contact with a colleague/line manager throughout the working day. • Staff are issued with personal alarms which they must carry with them at all times. • Staff carry mobile phones with them at all times 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. 	L
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		Aggressive/hostile behaviour escalation threshold.		<ul style="list-style-type: none"> • 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. • 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 vehicle doors locked during all work-related journeys. • Any incident involving verbal abuse, threats, intimidation, or aggressive behaviour will be reported immediately to the line manager. • Where behaviour presents an ongoing risk, home visits will cease and the matter will be referred back to the school/local authority for alternative arrangements. • Staff are trained to respond to unexpected safeguarding disclosures during doorstep visits and to follow safeguarding and recording procedures immediately. • Staff will not disclose personal contact details to families. 	
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. (ice, snow, flooding etc.) • Video calls carried out on pupils where there are safeguarding concerns or safe and well requested. • Phone calls are made for other contact requests. 	L
3.	Prolonged hours of driving	Employee Tiredness, loss of concentration.	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. 	L

		Risk of accident/injury.		<ul style="list-style-type: none"> • Staff keep doors locked during all journeys. 	
4.	Dog and other dangerous pets	<p>Employee</p> <p>Risk of injury and infection through animal bite or scratch.</p> <p>Risk of injury through slips, trips or falls.</p>	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. • Staff will seek medical attention immediately if any injury occurs, bite, scratch etc. • First Aid boxes provided to all staff. 	L
5.	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 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
6.	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. 	L

				<ul style="list-style-type: none"> • Staff aware of procedures in relation to infection control. • PPE issued to all staff. 	
7.	Flat blocks- stairwells, lifts, corridors - vulnerable places to be in alone.	Employee Risk of injury through Verbal/physical abuse from others. Risk of slips, trips, and falls.	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 carry personal alarms with them at all times. • 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
8.	Potential to be alone with a child during home visit or school-based activity - 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
9.	Parking and road safety at visit locations.	Unsafe parking. Reversing in poor visibility. Congested school environments.	M	<ul style="list-style-type: none"> • Park legally and in well-lit areas. • Avoid reversing where possible. • Do not continue with visit if safe parking is unavailable. 	L

2. Visits to schools.

1.	Late gate, contact with parents.	Employee Risk of injury through	M	<ul style="list-style-type: none"> • Staff report to school office and follow safeguarding procedures in relation to signing in prior to starting late gates duties. • Staff remain within school boundaries during late gate duties enabling them to be seen and heard if needing assistance. 	
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		verbal/physical abuse from others.		<ul style="list-style-type: none"> • 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 late gate duties prior to duty being started. • No late gate duties will be carried out in inclement weather. 	
2.	Training, use of school premises, booked venue, use of electronic equipment.	<p>Employees</p> <p>Risk of slips, trips and falls on uneven/inappropriate surfaces.</p> <p>Risk of electrocution.</p> <p>Risk of fire.</p> <p>Risk of slips, trips and falls in inclement weather conditions.</p>		<ul style="list-style-type: none"> • Staff ensure all 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 (dated within the last 12 months). • Staff see 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. • 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. • 	
3.	Carrying bags/laptops/resources. Setting up training equipment in schools.	Manual handling risk of injury.		<ul style="list-style-type: none"> • Staff only carry light equipment. • Use of wheeled bags where appropriate. • Do not engage with lifting of furniture or school equipment. 	
Questions to ask the school:					
<ol style="list-style-type: none"> 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 – to whom? 					

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 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.