

Risk Assessment Form Instill-Excellence Door Knocking

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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.
2. Visits to schools.
3. COVID – 19, infection control. [Coronavirus \(COVID-19\): guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/coronavirus-covid-19-guidance)
4. Staff well-being and mental health.

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. 	L
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				<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. • 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.) • Staff aware to report any concerns around ill health/health and safety immediately to line manager. • Cheryl Green/Kerry Rochester are FAW trained and available for advice and support for all staff. • Staff attend regular meetings/supervisions with colleagues to support with well-being, support, and guidance. 	
2.	Prolonged hours of driving	<p>Employee</p> <p>Tiredness, loss of concentration.</p> <p>Risk of accident/injury.</p>	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. • Staff are provided with cameras with front and rear-view recording in case of accident/incident. • Staff keep doors locked during all journeys. 	L
3.	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. 	L

				<ul style="list-style-type: none"> • 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, bit, scratch etc. • First Aid boxes provided to all staff. 	
4.	Needles/debris in gardens & homes that could be hazardous.	Employee Risk of needle stick injury. Risk of infection through inappropriate waste, rubbish or other hazardous materials.	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.	Employee Risk of infection HIV/Hepatitis	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. • PPE issued to all staff. 	L
6.	Flat blocks- stairwells, lifts, corridors - vulnerable places to be in alone.	Employee Risk of injury through Verbal/physical abuse from others.	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. 	L

		Risk of slips, trips and falls.		<ul style="list-style-type: none"> • 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. 	
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

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</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. 	

		<p>uneven/inappropriate surfaces.</p> <p>Risk of electrocution.</p> <p>Risk of fire.</p> <p>Risk of death.</p>		<ul style="list-style-type: none"> • 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. • 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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3. COVID – 19, infection control.

1.	Risk of contracting COVID.	<p>Employee</p> <p>During: Home visits Attending venue/ school settings. Coming into contact with others. Risk of contracting COVID leading to potential death.</p> <p>Signs:</p> <ul style="list-style-type: none"> • Temperature • Loss of taste • Persistent dry cough 	M	<ul style="list-style-type: none"> • Where there has been a positive case reported within a household staff only carry out home visits where there are urgent safeguarding issues and advice has been sought from line manager. • Where possible all other contact is done via phone/video call. • Staff wear PPE to follow current Government guidance in relation to COVID. • Staff have been provided with face masks, gloves, hand sanitiser. • Hand sanitisers to be used before applying and removing any PPE. • Staff knock door and step 2 meters away before the door is answered keeping social distancing guidance. • Staff check with schools prior to attending that they have a risk assessment in place for visitors which adhere to government guidance around social distancing and infection control and clarify that there is sufficient concern to warrant a visit. 	
2.	Staff, household members or others who come into contact with presenting with symptoms of COVID.	<p>Employee/others</p> <p>Flu like symptoms to include:</p>		<ul style="list-style-type: none"> • Government guidance followed by all staff. Coronavirus (COVID-19): guidance - GOV.UK (www.gov.uk) 	

		<ul style="list-style-type: none"> • <i>Temperature</i> • <i>Loss of taste</i> • <i>Persistent dry cough</i> 			
3.	Risk of infection when disposing of PPE.	<p>Employee</p> <p>Risk of cross contamination causing infection and potential death.</p>		<ul style="list-style-type: none"> • Staff remove all PPE at the end of each visit. • PPE is placed into a disposable bag and tied. • This is then placed into a waste bin. • Hand sanitiser is used immediately after removal and disposal of PPE. • If staff attend any visit where symptoms are present or staff encounter others showing signs and symptoms, then the PPE must be double bagged and stored for a minimum of 72 hours before this can be placed into normal household waste bins. • On returning home staff immediately change their clothes and launder these as per manufacturers instructions. Clean clothes are worn every day. • Government guidance to be followed Coronavirus (COVID-19): guidance - GOV.UK (www.gov.uk) 	

1. Staff mental health and wellbeing.

1.	Staff mental health and well-being.	<p>Employee</p> <p>Risk of poor mental ill health and well-being due to work related issues. Some of these include:</p> <p>Lone working Ill health Dealing with emergencies Dealing with parents/carers</p>		<ul style="list-style-type: none"> • Staff stress risk assessment available for all staff to support. • All staff have contact numbers for each other and speak regularly to each other during working day. • Flexible hours are available. • First Aid for Mental Health worker employed for support. • Staff well-being questionnaires carried out. • Regular staff meetings/supervisions are conducted for support. 	
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		Vulnerable children Safeguarding			
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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.