

Schools carrying out Home Visits – Coronavirus (Covid-19) Pandemic Risk Assessment V3



Activity:	Schools carrying out Home Visits during Coronavirus (Covid-19) Pandemic			School/Setting:	St John Henry Newman Catholic School
Assessor:	John McAuley, Headteacher	Ref No.:	NCS-R02	Distribution:	All staff, parents, Kym Allan, Local Authority and Union
Date:	18 August 2020	Proposed Review Date:	Following consultation then weekly initially or sooner if required	Signed:	<i>Mr John McAuley</i>
Note: Refer also to (KAHSC General Safety Series G42 – Personal Safety on Home Visits) and the school's existing 'Home Visits' Risk Assessment.					

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to	Residual Risk
Spread of Covid-19 virus to others. Any person becoming unwell at work. There is a confirmed case of coronavirus at work/in the home.	Infection spread leading to serious respiratory illness, death	All with whom we have close contact – colleagues, pupils and their family members	High	<input type="checkbox"/> For details regarding covid-19 symptoms and when to go home, get tested and self-isolate, hand and respiratory hygiene, personal protection and PPE etc. – refer to the existing COVID-19: Model risk assessment for the FULL reopening of schools/settings in September 2020 .	Ensure all staff are aware.	Low
Inadequate hand, respiratory and personal hygiene leading to spread of Covid-19 virus to others.	Infection spread leading to serious respiratory illness, death	All with whom we have close contact – colleagues, pupils and their family members	High	<input type="checkbox"/> For further details regarding hand and respiratory hygiene – refer to the existing 'Full Re-opening of Schools Covid-19' Risk Assessment. <input type="checkbox"/> All staff will be reminded to wash their hands often and before carrying out a home visit, on arrival at work/a pupil's home and before and after handling paperwork that has been handled by pupils/parents, putting on or taking off PPE, using the toilet, using public transport and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean. <input type="checkbox"/> Wash hands with liquid soap & water for a minimum of 20 seconds and pat dry properly. Alcohol based hand cleansers/gels (containing at least 60% alcohol) can be used if soap and water are not available. <input type="checkbox"/> Minimise the contact on arrival at the home e.g. by calling to inform of your arrival rather than ringing the doorbell. If you must ring the doorbell/knock, sanitise hands after. If possible do not enter the home and remain socially distanced outside. If entry is necessary then remain distanced, do not sit down, do not touch anything and ensure face covering is in place.	Regular reminders to build awareness of good handwashing technique & the need to increase frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. Stocks of tissues, hand sanitiser and anti-viral wipes provided to staff prior to home visits and on return (sanitiser NOT to be left in vehicles). Either staff provide their own cloth face-covering or are given disposable face-	Low

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				<input type="checkbox"/> Staff advised to avoid public transport wherever possible – where not possible, staff reminded to be vigilant and not to touch eyes, nose or mouth whilst on or after using public transport and to wash hands (as above) on arrival at work, or on return to work/home. It is now mandatory for a face-covering to be worn on all types of public transport. <input type="checkbox"/> Where used in the home, toilet lids should be closed prior to flushing and remain closed after use. Where not in place, staff instructed to move away from the toilet as soon as it has been flushed, more frequent cleaning of the toilets and most importantly, ensuring that strict hand hygiene measures are observed following every visit to the toilet. <input type="checkbox"/> Sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after (as above). <input type="checkbox"/> Used tissues to be put in a bin immediately.	masks for the journeys to and from the home and to be worn whilst at the home.	
Inappropriate social distancing and cleaning measures followed leading to spread of Covid-19 virus to others	Infection spread leading to serious respiratory illness, death	All with whom we have close contact – colleagues, clients	High	<input type="checkbox"/> All to observe social distancing in line with government guidance as much as possible - ' Staying alert and safe (social distancing) . <input type="checkbox"/> Wherever possible, find digital or remote alternatives to physical, in-home visits such as video or phone consultations. <input type="checkbox"/> Assist the test and trace service by keeping a temporary record of staff home visits for 21 days and assist NHS Test and Trace with requests for that data if needed. Prior to Arrival <input type="checkbox"/> Prior to arrival gain information on any known, or suspected, cases of COVID-19 in the home. <input type="checkbox"/> No work should be carried out in a household which is isolating because one or more family members has symptoms or where an individual has been advised to shield - unless it is to remedy a direct risk to the safety of a pupil. <input type="checkbox"/> When visiting a household where somebody is clinically vulnerable, but has not been asked to shield, e.g. a home resident is someone over 70, prior arrangements will be made with the household: <ul style="list-style-type: none"> - ask that clinically vulnerable occupants to stay in a separate room while the visit takes place. If this is not possible, they should stay as far away from you as possible; - prior arrangements should be made with vulnerable people to avoid any face-to-face contact e.g. when answering the door; - be particularly strict about hand washing and respiratory hygiene. <input type="checkbox"/> Discuss the home environment and working practices with householders in advance (and on arrival) to confirm how the work will be carried out if a physical visit is needed including:		Low

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				<ul style="list-style-type: none"> - keeping 2m distance from staff wherever possible; - requesting that the meeting be held outdoors if possible. if not possible ask the household to open windows in the room you will meeting in to ensure good ventilation; - ask that households leave all internal doors open to minimise contact with door handles. <p><input type="checkbox"/> Plan for the minimum number of people needed to visit the home to operate safely and effectively.</p> <p><input type="checkbox"/> Where the social distancing guidelines cannot be followed in full take all the mitigating actions possible to reduce the risk of transmission between staff/households:</p> <ul style="list-style-type: none"> - further increase the frequency of hand washing and surface cleaning; - keep the activity time involved as short as possible; - reduce the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others) - use a fixed pairing system if people have to work in close proximity; - introduce fixed pairing to have the same individuals allocated to a household; - limit the number of staff within a confined space to maintain social distancing. <p>Arriving at and leaving a home</p> <p><input type="checkbox"/> Maintain social distancing wherever possible, including on arrival and departure and ensure handwashing upon arrival or use hand sanitiser taken with you</p> <p><input type="checkbox"/> Consider travelling to sites alone using your own transport, where insurance allows.</p> <p><input type="checkbox"/> If staff have no option but to travel together, the following should be encouraged:</p> <ul style="list-style-type: none"> - journeys should be with the same individuals and limited in the number of people travelling per vehicle; - maintain good ventilation, e.g. keeping windows open and passengers facing away from one another to reduce risk of transmission; - staff should wash their hands before getting into enclosed vehicles with others and wash their hands every time they get out. To help with this, staff will carry their own supply of hand sanitiser; - clean vehicles regularly using gloves and standard cleaning products, with emphasis on handles and other areas where passengers may touch surfaces; 		

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				<ul style="list-style-type: none"> - where possible, match workers to households local to them to minimise transportation; - wash hands on arrival or use hand sanitiser and maintain social distancing when entering the home. <p>In-Home Meetings</p> <ul style="list-style-type: none"> <input type="checkbox"/> Only absolutely necessary participants should attend appointments and should maintain social distancing guidelines (2m or 1m with risk mitigation where 2m is not viable, is acceptable). <input type="checkbox"/> Keep the visit time involved as short as possible. <input type="checkbox"/> Use back-to-back or side-to-side working (rather than face-to-face) whenever possible. <input type="checkbox"/> Avoid transmission during visits, e.g. from sharing pens and other objects. <input type="checkbox"/> Hold meetings outdoors or in well-ventilated rooms whenever possible. <input type="checkbox"/> Bring your own water bottle or other drink to households. <input type="checkbox"/> Limit the areas visited within the home. <p>Interacting with householders</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure people understand what they need to do to maintain safety. <input type="checkbox"/> We will provide staff with information about how to operate safely in people's homes. <input type="checkbox"/> Communicate with households prior to arrival, and on arrival, to ensure the household understands the social distancing and hygiene measures that should be followed during the meeting. <p>Cleaning practices</p> <ul style="list-style-type: none"> <input type="checkbox"/> Prevent transmission by not touching potentially contaminated surfaces. <input type="checkbox"/> Reduce transmission through contact with objects that come into or are removed from the home. 		
Inadequate personal protection & PPE leading to spread of Covid-19 virus to others.	Infection spread leading to serious respiratory illness, death	All with whom we have close contact – colleagues, clients	High	<ul style="list-style-type: none"> <input type="checkbox"/> Current Government guidance is that no additional PPE will be required other than that normally used for specific tasks. <input type="checkbox"/> There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. A face covering can be very simple and may be worn in enclosed spaces where social distancing isn't possible. It just needs to cover your mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers. 	PPE beyond what you usually wear is not beneficial. The exception is clinical settings, like a hospital, or a small handful of other roles for which PHE advises use of PPE, e.g., first responders. We will not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings.	Medium

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				<input type="checkbox"/> For further details regarding PPE and face coverings – refer to the existing school 'FULL Re-opening of Schools Covid-19' Risk Assessment. <input type="checkbox"/> If any staff use public transport to get to pupil's homes, staff are advised it is mandatory to wear a face covering. It is important to use face coverings properly (How to wear & make a cloth face covering) and wash their hands before putting them on and after taking them off.	Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited. However, if your risk assessment does show that PPE is required, then you must provide this free of charge to workers who need it. Any PPE provided must fit properly.			
Further Action Required					Date Action Completed	Date RA Reviewed	Significant Changes Y/N	Shared with Staff Date or N/A
This risk assessment must be read and followed in conjunction with other applicable risk assessments e.g.: Home Visits, Driving for work purposes; Lone working etc. and: <ul style="list-style-type: none"> • Stay at home guidance for households with possible Covid-19 infection • Guidance on shielding & protecting extremely vulnerable persons from Covid-19 • Staying alert & social distancing from 04/07/20 • Meeting people from outside your-household - making a support bubble with another household • Staying safe outside your home • Coronavirus (Covid-19) Getting tested- Essential Workers • Coronavirus Covid-19 safer travel guidance for passengers • Safe working in education, childcare and children's social care settings, including the use of PPE • HSE Face Fit Testing Guidance • How to wear & make a cloth face covering 					18 August 2020	Weekly initially by H&S Team		20 August 2020