

School Staff carrying out Home Visits – Coronavirus (Covid-19) Pandemic Risk Assessment V14



Activity:	School Staff carrying out Home Visits during Coronavirus (Covid-19) Pandemic			Location:	St John Henry Newman Catholic School
Assessor:	John McAuley, Headteacher	Ref No.:	Sept21-V14	Distribution:	All staff involved in Home Visits
Date:	20/08/2021	Proposed Review:	Weekly	Signed:	<i>J. McAuley</i>
Individuals at Risk	School staff, families, the people they live with and their other close contacts, vulnerable adults, anyone who is Black, Asian, Minority Ethnic (BAME), young/ inexperienced workers, new/ expectant mothers and anyone experiencing ill-health or who has pre-existing medical conditions.				
Risks	COVID-19 or the novel coronavirus (Covid-19) is a new, highly infectious and serious respiratory illness that can cause death, critical illness, and other serious and potentially long-term health complications we are still learning about. The virus can be transmitted by contact with a bodily fluid containing it, most commonly saliva droplets dispersed into the air (aerosols) through talking, coughing, sneezing, and the performance of some healthcare tasks, which are then breathed in by other people nearby or the droplets land on surfaces that others touch, getting into their body when they then touch their face, especially their own mouth, nose and eyes. This may lead to anxiety and other wellbeing issues amongst staff, pupils and parents. Risks surrounding personal safety: injury from assault, verbal abuse, vulnerability to allegations; illness or injury from an emergency situation and worsening condition due to lack of support. Poor work environment & breaches of data protection putting others in danger. Injury or allergic reaction due to family pets.				

This Risk Assessment must not be read in isolation but must be read alongside the school or setting's existing Covid-19 Risk Assessment(s) (particularly in relation to covid-19 symptoms and when to go home, get tested and self-isolate (including lateral flow device serial testing for staff), hand and respiratory hygiene, personal protection and PPE, training and communications and staff wellbeing) along with [KAHSC General Safety Series G42 – Personal Safety on Home Visits](#) and the school's existing 'Home Visits' and 'Lone Working/Personal Safety' Risk Assessment(s).

Hazards & Associated Risks	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to explain/do?	Residual Risk
Inadequate hand, respiratory and personal hygiene leading to spread of Covid-19 virus	High	<ul style="list-style-type: none"> <input type="checkbox"/> All staff will be reminded to wash their hands often and before leaving home, on arrival at work/a student's home, putting on or taking off PPE, eating/drinking, using the toilet, using public transport and after coughing or sneezing and not to touch face (eyes, mouth, nose) or face coverings with hands that are not clean. <input type="checkbox"/> Wash with liquid soap & water for a minimum of 20 seconds and pat dry properly. Alcohol based hand cleansers/gels 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 or knock, sanitise hands after. <input type="checkbox"/> Staff should wash their hands each time before getting into enclosed vehicles with others and wash their hands every time they get out. <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. <input type="checkbox"/> Avoid touching your face (or mask/face covering) when in the home. <input type="checkbox"/> People involved in the provision of assistance to others such as first aid or intimate care for example, should pay particular attention to sanitation measures immediately afterwards, including washing hands. 	Stocks of tissues, hand sanitiser and anti-viral wipes provided to staff prior to home visits (sanitiser NOT to be left in vehicles).	Low
Inadequate personal protection & PPE leading to spread of Covid-19 virus	High	<p>PPE</p> <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"/> Good basic hygiene should be followed, such as handwashing or use of sanitiser before and after the visit, and not touching your face (or face covering) during the visit. <input type="checkbox"/> If households are reporting Covid-19 symptoms, PPE should be worn if close contact is necessary. Anyone displaying symptoms should be encouraged to book a Covid-19 test. <input type="checkbox"/> If it is not possible to find out whether any member of the household is suffering from symptoms of Covid-19 before face to face contact, take PPE as a precautionary measure. 	<p>Refer to the KAHSC Covid-19 - Schools Operational Risk Assessment for details.</p> <p>Refer to Use of PPE in education, childcare and children's social care settings including AGPs</p>	Low

Hazards & Associated Risks	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to explain/do?	Residual Risk
		<p>Face coverings</p> <ul style="list-style-type: none"> <input type="checkbox"/> The Government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet - this includes public transport and dedicated transport to school or college. <input type="checkbox"/> It is also recommended that staff/volunteers wear a face covering when travelling in a private vehicle with people they do not usually meet. <input type="checkbox"/> Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas although staff may wish to wear them in other people's homes. <input type="checkbox"/> If we have an outbreak in our school, a director of public health might advise us that the use of face coverings should temporarily reinstated (unless exempt). Our outbreak management plan covers this possibility. 	<p>Refer to: face coverings including when to wear one, exemptions and how to make your own</p> <p>Refer to: guidance on travelling in private cars & other vehicles</p> <p>Refer to the KAHS Covid-19 - Schools Operational Risk Assessment for details.</p>	
Inappropriate contact and cleaning measures followed leading to spread of Covid-19 virus	High	<ul style="list-style-type: none"> <input type="checkbox"/> Although we no longer need to stay 2m apart from people we do not live with and there are no limits on the number of people we can meet, in order to minimise risk at a time of high prevalence, staff/volunteers should limit the close contact they have with those they do not usually live with and increase close contact gradually. <input type="checkbox"/> Should we have a situation where a child requires a home visit such as in relation to safeguarding concerns or delivery of the EHC Plan to pupils not attending school, we will consider and adhere to Use of PPE in education, childcare and children's social care settings including AGPs. <input type="checkbox"/> Where children and young people with EHC plans are leaning from home, their education setting and multi-agency professionals will collaborate to agree how the provision set out in the EHC plan can be delivered. This may include face-to-face visits to the home. <input type="checkbox"/> Staff and their managers are best placed to make professional judgements of risk in each case and decide what form of contact they need. In terms of safeguarding, a home visit is a good opportunity to physically see the child – even from a distance. <p>Prior to a visit</p> <ul style="list-style-type: none"> <input type="checkbox"/> Prior to arrival, try to gain information on any known, or suspected, cases of COVID-19 in the home. An initial risk assessment by telephone may be helpful. <input type="checkbox"/> No work should be carried out in a household which is isolating because one or more family members has symptoms or has tested positive for Covid-19 - unless it is to remedy a direct risk to the safety of a student. See also PPE above. <input type="checkbox"/> Extra care will be taken when visiting a child or young person who is extremely clinically vulnerable and at very high risk of severe illness from COVID-19 due to an underlying health condition. <input type="checkbox"/> When visiting a household where somebody is vulnerable, prior arrangements will be made with the household – we will ask that vulnerable occupants 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. <input type="checkbox"/> We will discuss the home environment and working practices with householders in advance (and on arrival) to confirm how the work will be carried out and ensure both staff and householders understand what they need to do to maintain safety. <input type="checkbox"/> We will request that the meeting be held outdoors if possible. If not possible ask the household to open windows and internal doors to ensure good ventilation. 	<p>Refer to: Coronavirus: how to stay safe and help prevent the spread</p> <p>Refer to supporting pupils and students with SEND and Supporting Pupils at School with Medical Conditions</p> <p>Refer to COVID-19: guidance on protecting people defined on medical grounds as extremely vulnerable and RCPCH: COVID-19 guidance on CEV children & young people</p>	Low

Hazards & Associated Risks	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to explain/do?	Residual Risk
		<p><input type="checkbox"/> We will plan for the minimum number of people needed to visit the home to operate safely and effectively.</p> <p>Arriving at and leaving a home</p> <p><input type="checkbox"/> Ensure handwashing upon arrival and when leaving the home.</p> <p><input type="checkbox"/> If car sharing is necessary:</p> <ul style="list-style-type: none"> - reduce the number of people travelling in the same vehicle where possible; - maintain good ventilation, e.g. keeping windows open (also open windows/doors of vehicle to help clear the air before anyone else gets in); - switch on ventilation systems – set to draw in fresh air, not recirculate it; - staff should wash their hands before getting into enclosed vehicles with others and wash their hands every time they get out; - clean vehicles regularly using gloves and standard cleaning products, with emphasis on handles and other areas where passengers may touch surfaces; - it is recommended that staff/volunteers wear a face covering when travelling in a private vehicle with people they do not usually meet. <p><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 or knock, sanitise hands after.</p> <p><input type="checkbox"/> Staff will:</p> <ul style="list-style-type: none"> - increase the frequency of hand washing and surface cleaning; - keep the activity time involved as short as possible; - wear PPE and face coverings if required (see above). <p>Other cleaning practices</p> <p><input type="checkbox"/> When cleaning, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used.</p> <p><input type="checkbox"/> Avoid creating splashes and spray when cleaning.</p> <p><input type="checkbox"/> In terms of laundry, there is no additional washing requirement above what would normally be carried out - clothes should be washed in accordance with the manufacturer's instructions.</p> <p><input type="checkbox"/> Waste does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID-19.</p> <p><input type="checkbox"/> Dispose of routine waste as normal, placing any used cloths or wipes and used PPE/face coverings in 'black bag' waste bins. You do not need to put them in an extra bag or store them for a time before throwing them away. Do not use a recycling bin.</p> <p><input type="checkbox"/> Where possible, arrange methods of safely disposing of waste with the householder.</p> <p>Cleaning after an individual with symptoms of, or confirmed COVID-19 has left the setting or area</p> <p><input type="checkbox"/> If you are cleaning after a known or suspected case of COVID-19 then refer to the COVID-19: cleaning of non-healthcare settings outside the home.</p>	<p>Refer to Coronavirus Covid-19 safer travel guidance for passengers and Coronavirus Covid-19 safer travel guidance for operators</p> <p>Refer also to the KAHSC Covid-19 - Schools Operational Risk Assessment for details.</p>	
Lone Working	Med	<p><input type="checkbox"/> Lone working will be avoided wherever possible.</p> <p><input type="checkbox"/> Where this is necessary, follow current procedures / policies of the school</p> <p><input type="checkbox"/> The buddy system to include notifying someone of when they arrive at the home and when they leave. Keep in touch with each other.</p>	Any incidents to be reported immediately following the usual school accident/incident reporting procedures.	

Further Action Required	Date Action Completed	Date RA Reviewed	Significant Changes Y/N	Shared with Staff Date or N/A
<p>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:</p> <ul style="list-style-type: none"> • Schools coronavirus (COVID-19) operational guidance • Actions for early years and childcare providers during the COVID-19 pandemic • SEND and specialist settings: additional COVID-19 operational guidance • Stay at home guidance for households with possible Covid-19 infection • Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person • COVID-19: guidance on protecting people defined on medical grounds as extremely vulnerable • RCPCH: COVID-19 guidance on CEV children & young people • DFE: Supporting pupils at school with medical conditions • Coronavirus: how to stay safe and help prevent the spread • Coronavirus (Covid-19) Getting tested • Maintaining records of staff, customers and visitors to support NHS Test and Trace • COVID-19: cleaning of non-healthcare settings outside the home • Coronavirus Covid-19 safer travel guidance for passengers • Coronavirus Covid-19 safer travel guidance for operators • Use of PPE in education, childcare and children’s social care settings including AGPs • COVID-19: personal protective equipment use for non-aerosol generating procedures • COVID-19: infection prevention and control • Keeping Children Safe in Education • Face coverings including when to wear one, exemptions and how to make your own • Contingency framework: education and childcare settings • Working safely during coronavirus (Covid-19) • Secondary schools and colleges document sharing platform • Early years and primary schools document sharing platform • Rapid asymptomatic testing in specialist settings • COVID-19 Response - Summer 2021 	20/08/21	20/08/21	Yes	02/09/2021