

### Risk Assessment – Home Visits

A	<b>Date:</b> 16/10/2020	<b>School:</b> Holly Lodge Girls' College	<b>Team:</b>	<b>Location:</b>
	<b>Review Date:</b> 30/10/ 2020	<b>Ref:</b>	<b>Assessor:</b> M Hughes	<b>Head Teacher:</b> A Keen

B	<b>Assessment of Risk for:</b> Home visits during the pandemic
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C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
1	Covid-19 virus: General	Staff  Pupils/ families	<p>Home visits will only take place in exceptional circumstances</p> <p>Staff will ensure the details of the visit are recorded in the office book, and that a colleague is aware that the visit is taking place.</p> <p>Staff will sign in and out at reception and will always take a mobile phone</p> <p>Staff should keep the amount of personal equipment /items they take into the home to a minimum [file, pen].</p> <p>Staff should wear a mask and/or visor for the duration of the meeting</p> <p>Where possible, staff will ask if the meeting/conversation can take place with access to ventilation eg open door, window, in the garden.</p> <p>Where this is not feasible, staff should maintain 2m social distance</p>	Low

**Risk Level: High:** Accident likely with possibility of serious injury or loss  
**Medium:** Possibility of accident occurring causing minor injury or loss  
**Low:** Accident unlikely with control measures in place

<b>D</b>	<b>Controls</b> (Ser N <sup>o</sup> to correspond with Hazard Ser N <sup>o</sup> )	<b>E To be completed by the Manager</b>			
Ser N <sup>o</sup>	<b>Additional Controls Required</b>	<b>Action to be Taken</b>	<b>By Whom</b>	<b>Target Completion Date</b>	<b>Task Completed (Signed &amp; Dated)</b>
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<b>F</b>	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p style="text-align: center;"> <span style="margin-right: 100px;"><b>High</b></span> <span style="margin-right: 100px;"><b>Medium</b></span> <span><b>Low</b></span> </p>	<p>Risk assessment signed off by:</p> <p>Signature:</p> <p>Date:</p> <p><i>Please note an electronic signature will suffice.</i></p>
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18/10/2020