



## Contractors

### RAISE-AP

Hazards	Who is at risk?	Current Control Measures	Additional Requirements	Timescale
Lone Working	Staff	<p>Initial home visits conducted in pairs.</p> <p>Buddy system in place for work outside of normal hours.</p> <p>Escalation process in place for uncontactable staff.</p> <p>Calendars kept up to date and visible to all staff.</p> <p>Where necessary, staff trained in team Teach.</p> <p>Full details of visit provided to manager and “buddy”, including:</p> <ul style="list-style-type: none"><li>• place being visited</li><li>• reason for visit</li><li>• times of visit</li><li>• approximate finish time of visit</li><li>• Contact details for parent</li></ul> <p>Charged mobile phone carried at all times.</p>		
Violence and aggression	Staff	<p>Wherever possible, staff to consider if a telephone/virtual meeting would be a suitable alternative.</p> <p>Lone working policy/procedure in place and followed at all times.</p> <p>Records of previous incidents kept and reported to the local authority. Register of problematic households kept.</p>		

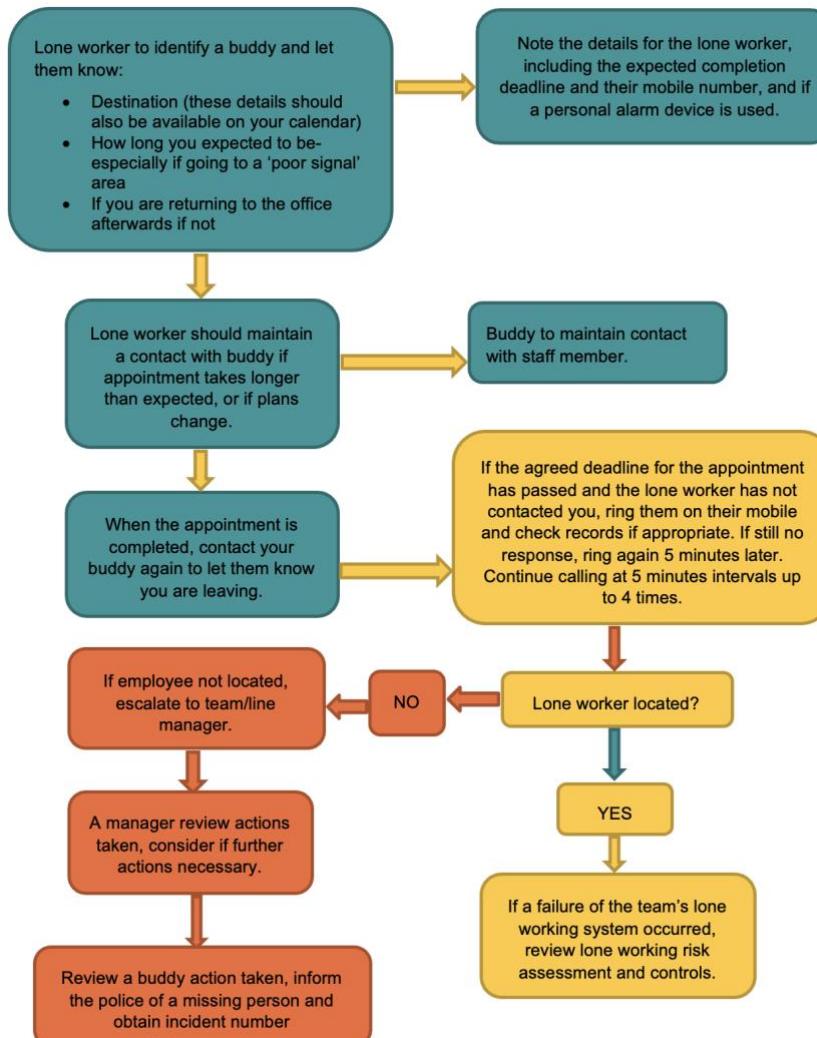
		<p>Lone working not permitted in households where previous incidents have occurred.</p> <p>Staff to leave site if parents/carers become confrontational or aggressive.</p> <p>Police to be informed of any threatening or violent incidents.</p> <p>Managers or site contacts always informed of lone worker locations.</p> <p>School to hold emergency contact details for lone workers family or chosen contact.</p> <p>Written escalation procedure in place for lone workers who cannot be located.</p> <p>When retracing lone worker journey in an emergency, this should never be done alone.</p> <p>School adheres to a policy on unreasonable behaviour and enforces non-contact meetings where necessary.</p>		
Injuries in the home: medical sharps, needle stick, Hep-B, HIV, tetanus	Staff	<p>Staff to present at A&amp;E or GP following any sharps injury that breaks the skin.</p> <p>Staff will, under no circumstances, handle sharps or drug paraphernalia in a pupil home.</p> <p>All sharps injuries will be reported to the Head, safeguarding lead and local authority.</p> <p>Ensure good hand hygiene standards.</p>		
Injuries in the home: Slips, trips and falls	Staff	<p>Staff to wear suitable footwear during home visits.</p> <p>Staff to be aware of surroundings and hazards presented by condition of the home, hoarding, renovations etc.</p>		

		<p>Staff to conduct a dynamic risk assessment upon arrival at the home.</p> <p>Staff not to enter any unnecessary areas of the home.</p>		
Injuries in the home: Electrocution, electrical burns	Staff	<p>Staff should not be reliant on appliances or power supplies in the home.</p> <p>All equipment to be fully charged prior to visit.</p> <p>Staff visually inspect electrical equipment prior to use.</p>		
Injuries in the home: Pets, bites, scratches.	Staff	<p>Staff should not interact with household pets.</p> <p>Wherever possible, pets should be kept in a separate room.</p> <p>Staff to present at A&amp;E or GP following any injury that breaks the skin.</p> <p>Record of aggressive pets to be available to all staff undertaking home visits.</p> <p>Incidents involving aggressive pets to be recorded and reported to the local authority.</p>		
Manual Handling	Staff	<p>Staff should not undertake manual handling tasks, outside of transporting their own equipment, in pupil homes.</p> <p>Staff given manual handling training where it is necessary.</p> <p>Staff provided with suitable equipment for home visits, including laptops, carry cases, document holders etc.</p>		
Lone working with pupils.	Staff	<p>Staff to hold relevant DBS.</p> <p>Lone working with pupils only where it is considered essential such as intervention or therapeutic sessions.</p> <p>DSL to be made aware of all off-site lone working.</p>		

		<p>Staff will be made aware of relevant individual risk assessments for pupils when lone working.</p> <p>Records will be kept of all lone working sessions.</p> <p>Parents/carers consulted on all 1:1 lone working arrangements.</p>		
Staff medical conditions, pregnancy, disabilities, ill health emergencies.	Staff	<p>New and expectant mothers must receive a personal risk assessment before undertaking home visits or other lone working tasks.</p> <p>Staff with a disability or medical condition, which could make lone working unreasonably dangerous, must receive a personal risk assessment before undertaking home visits or other lone working tasks.</p> <p>Residents asked not to smoke or consume alcohol/recreational drugs during home visits.</p> <p>Necessary medication and first aid kits will be taken on all home visits.</p>		
Driving at work.	Staff	<p>Proof of driving licence and insurance will be taken upon commencement of employment.</p> <p>All staff responsible for ensuring vehicles are maintained roadworthy.</p> <p>Vehicles checked they are roadworthy prior to use in line with the Highway Code requirements.</p> <p>Routes are checked prior to undertaking journeys.</p> <p>Staff will always drive in line with highway code requirements.</p>		

	<p>Staff to avoid poorly lit or unknown routes wherever possible.</p> <p>Staff should rearrange visits during extreme weather.</p> <p>Staff to park in well-lit areas, and close to the home, as far as is reasonably practicable.</p> <p>Staff will always park legally, and off public highways wherever possible.</p> <p>In the event of a breakdown:</p> <ul style="list-style-type: none"> <li>• Stay calm and think of other road users</li> <li>• Attempt to pull over so you're off the road</li> <li>• Turn on your hazard lights</li> <li>• Leave the car by the left-hand door and ensure you're wearing light-coloured clothes or a hi-vis vest (especially at night or when visibility is low)</li> <li>• Take your warning triangle and place it 45 metres (147 feet) behind your vehicle. That's about 60 paces. Do not do this on a motorway.</li> <li>• If visibility is poor or you're stood waiting for help at night, keep your sidelights switched on and make sure you're not blocking others from seeing your lights</li> <li>• Finally, call your breakdown service</li> </ul> <p>In the event of a breakdown on the motorway, follow national highways guidance</p> <p><a href="https://nationalhighways.co.uk/road-safety/breakdowns/">https://nationalhighways.co.uk/road-safety/breakdowns/</a></p>		
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## Escalation Procedure





Initial Assessment Review Date	Risk Assessment assessed, reviewed by the following competent person:	<b>Tasks and control measures reviewed by the Educational Directors:</b>	
Name (PRINT)		Name (PRINT):	
Signature:		Signature:	Date:
Next Review Date:	<p>Your workplace will change over time. You are likely to bring in new equipment, substances and procedures. There may be advances in technology. You may have an accident or a case of ill health.</p> <p>You should review your risk assessment:</p> <p>if it is no longer valid</p> <p>if there has been a significant change</p>		