Glenmere Primary School Home Visits - Risk Assessment				
Activity being assessed:	Home Visits	Location(s) affected:	Pupils' homes	
Person(s) completing assessment:	Sam Conlon	Date original assessment completed:	June 2026	
Date of review:	July 2027	Review completed by:	Sam Conlon	

What are the hazards?	Who might be harmed and how?	Existing control measures	Additional control measures required	Action by whom and when?	Completed
No adult present	Staff member Children on own	• Pre-arranged visits where possible • Contact with parent prior to visit • Two members of staff to always attend	• Alert DSL to complete Safeguarding checks	Member of staff to arrange	
Aggressive pet	Staff member Residents of house	• Pre-arranged visits where possible • Ask for animal to be contained within another room during visit • Terminate visit if necessary and leave premises	• Alert Police if required • Contact medical professional for advice if needed	SLT to contact external agencies if required	

What are the hazards?	Who might be harmed and how?	Existing control measures	Additional control measures required	Action by whom and when?	Completed
Aggressive Pupil including physical assault	Staff member Pupil	• Avoid confrontation • Wellbeing checks to be completed on door stops • Leave session if pupil does not calm. • Inform headteacher & record onto CPOMs	• SLT to consider referral to Family Wellbeing/Police/ SEND	Staff member	
Staff threatened by parent/adult in home including physical assault/ unacceptable behaviour	Staff member	• Staff not to enter premises initially if adult presents inappropriately • Two members of staff to always attend • Mobile Phone • Staff to plan own exit route if entering and vigilant of locks to door etc • Staff to leave • Report to headteacher manager and record on CPOMs • Car parked to ensure easy access (e.g. immediate exit and no need for reversing etc).	• Seek medical advice if needed • Contact police if needed • Letter to parents following school's vexatious parent policy	Staff member SLT member	
Witness of illegal activity	Staff member Child/ parents	• Leave property immediately • Report to SLT/ police if someone is in immediate danger	• Contact police	Staff member SLT member	

What are the hazards?	Who might be harmed and how?	Existing control measures	Additional control measures required	Action by whom and when?	Completed
Threat of or actual trapped/ detained in house	Member of staff	• Two members of staff at all times • Car parked to ensure easy access (e.g. immediate exit and no need for reversing etc) • Wellbeing checks to be completed on door stops • Mobile phone to be carried by at least 1 member of staff • Report to office/ SLT time leaving and expected time for arrival back to school • Report back to office/ SLT once returned	• Office/ SLT to contact mobile number if not returned by expected time • Office/ SLT to call police if concerned	SLT	
Damage to car		• Only employees with business use insurance can use own car for visits • Staff to park car in line with highway code expectations • Staff to park car with clear exit route • Staff are not to park on family's driveways	• Report incidents to SLT		
Unknown danger/ situation	Member of staff	• Member of staff to complete safety check of immediate vicinity on arrival • Any activity which makes staff member feel uncomfortable or unsafe then staff should leave premises	• Report incident to SLT		

What are the hazards?	Who might be harmed and how?	Existing control measures	Additional control measures required	Action by whom and when?	Completed
Witness to signs of safeguarding concerns	Child	• If member of staff is a DSL on visit, then DSL to follow normal procedures • If members of staff are not DSL trained, report concerns following school's normal safeguarding procedure • If child is at danger of immediate harm staff to call police. Staff to leave premises.	• Recorded on CPOMs	Staff member	
Adult/ child inappropriately dressed	All	• Initial communication for planned visits to include expectations; do not enter if not meeting expectations on arrival • Unannounced visits to be held on the doorstep • Terminate any visit if staff are uncomfortable	• Alert DSL on site	Staff member DSL	
Staff being asked/ expected to move around house	All	• Two members of staff to always visit house • Staff must not enter any bedrooms • If staff need to move to another area of the house must be in eye sight of the other member of staff • Staff should encourage children wanting to show them anything to bring it to them in the meeting area • Leave if feeling uncomfortable	• Alert any concerns to DSL on site	Staff member	

What are the hazards?	Who might be harmed and how?	Existing control measures	Additional control measures required	Action by whom and when?	Completed
Dangerous driving conditions due to extreme weather	Member of staff	• Pre-arranged visits which are not essential to be postponed until conditions are safer • Urgent and essential visits to be completed on foot if deemed safer	• Contact emergency services if required to assist	Staff member	