

BENEFICE OF WITNEY

ACTIVITY RISK ASSESSMENT - INCLUDING HOLIDAYS AND TRIPS

Activity: Pastoral Visiting

Date of first risk assessment: March 2022

Location: Parishioners' private homes / Care Homes

Name of leader with responsibility: Rev Ness Brunner-Ellis

Date to be reviewed: March 2023

What are the possible areas of concern?	What is the potential problem?	What are you doing to minimise the concern?	Do you need to do anything else to manage risks?	Action by whom?	Action by when?
Lone working: private home	If no-one knows where you are, and an issue arises which puts your own safety in jeopardy.	If you think there may be a potential issue, visit with another Pastoral Visitor - don't visit alone. Have an agreed 'end time' with your Co-Pastoral visitor.	Have a fully charged mobile phone with you. Email NBE or a Safeguarding Officer with the address you're visiting and the expected timings. If visiting alone, always be aware of your exits.	The Pastoral Visitor	Ongoing and for every visit
Lone working: Care Home	Your own vulnerability within an environment that can be unpredictable.	Ensure Care Home Staff know you are in the building, and how long you're expecting your visit to be.	Keep the person's door open for good line of sight; this is to protect yourself, especially if the person you're visiting is confused or may become agitated.	"	"
Cold Calling: private home	Anxiety can be easily raised when vulnerable people are cold called.	Essential to phone or email first to arrange the time for a visit.	If the person you're visiting is confused, try phoning to remind them just prior to your visit.	"	"

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Time management	Feeling that the visit is over-running.	Be clear about the time you have for a visit. 50 minutes is a suggested maximum time; sometimes a very brief visit is long enough for someone who's very unwell.	Monthly visits are often sufficient; you may wish to discuss with Pastoral Visiting Team Co-ordinator if you're making very frequent visits.	"	"
Exits	Not being able to leave because an unexpected or unusual problem has arisen eg the person has become agitated or threatening, or other untoward incident has occurred.	Always ensure you know where your exit is and best practice is that you sit nearest the door on every visit, private home or Care Home.	As per Lone Working advice.	"	"
Covid 19: private home	Infection	Subject to any national guidelines changing, 'phone first to check it's convenient and that covid is not present in their home. If not safe to make face to face visits, use 'phone call, emails or cards instead.	Subject to any national guidelines changing, consider wearing a mask; use hand gel on arrival; consider avoiding touch - such as hand shaking. Wash your hands when you leave / return home and consider whether you need to change your clothing.	"	"
Covid 19: Care Home	Infection	Follow the Risk Assessment and advice of the Care Home.	Follow the Risk Assessment and advice of the Care Home.	"	"

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Illness other than Covid	Infection eg D&V	If D&V, you need to have 48 hours clear of symptoms before visiting anyone. Other illnesses eg a cold– Consider how a minor illness for you can be very serious or life threatening for the person you're visiting.	Ideally wait until you feel fully well yourself before making any visits. Before and after visits, always wash your hands.	“	“
Food & Drink	Causing offence if you don't accept / risking becoming unwell if food & drink isn't prepared safely.	You could choose to politely decline.	Assess the context; don't feel pressurised to accept something you'd rather not eat / drink.	“	“
Seating	Poor seating causing you physical discomfort or pain.	Try to swap for a more appropriate seat / explain why you may not be able to sit where you've been asked to.	Take own cushion / back support if necessary.	“	“