

Home Visit Risk Assessment

Created Dec 2022
Review Dec 2023

Risk Management to be completed in Google Calendar Invite/ASA.

Home visits should only occur when you are unable to meet elsewhere (in school, neutral ground etc) and/or you have been unable to get any engagement from the family and need to visit the home to contact them initially.

Names of who is being met:	
Address:	
Date & Time of Visit:	
Other staff/agencies attending: <i>Please name individual staff of each organisation</i>	

Is there knowledge of the home situation that indicates there may be a risk to staff visiting the home? For example: Violence, threats, inappropriate behaviour, mental health issues, weapons, substance abuse etc.

You must check in on arrival to the home and upon leaving.

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Harm What could go wrong?	Hazard Why would this happen?	Risk Rating? How serious is this?	Controls How can it be prevented? Eliminate or Minimise the Risk.	Responsibility
	<i>Fall over cliff</i>	Extreme/High/ Medium/Low		

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Risk Rating Matrix

Once identified, risks should be assessed for potential consequence (degree of harm), and likelihood of occurrence, to identify which ones to focus on.

Likelihood of injury/harm	Consequences of injury/harm			
	Insignificant No / Minor injuries	Moderate Medical treatment	Major Extensive injuries	Catastrophic Fatalities
Very likely	Medium	High	Extreme	Extreme
Likely	Medium	High	High	Extreme
Unlikely	Low	Medium	High	Extreme
Highly unlikely	Low	Low	Medium	High

Extreme	= Stop, look for alternative activity!
High	= Control to eliminate risk
Medium	= Control to minimise risk as far as reasonably practicable
Low	= Continue

Nb: Assessing risk is not an absolute science:

- Multiple sources of information will help you derive a best estimate
- It is best considered by a team approach to achieve consensus.

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Guidance for Home Visits

Home Visit Risk Assessment Completed and logged on Google Calendar invite and ASA.

- Your safety is the number one priority
- On arrival, assess property and surrounding area. Check for dogs, exits, visibility etc.
- If there is a dog, call to ask if the dog can be contained somewhere.
- Do not enter if:
 - You are concerned about anything. You can always reschedule with someone to accompany you.
 - The learner is alone
 - The environment is hostile/threatening
 - The occupants are unwell.
 - The occupants are threatening
- Only enter the house when invited and a parent/caregiver is present.
- If there is a history of violence etc, always attend with police.
- Meet in common spaces
- Respect their home protocols (E.G shoes off)

- Leave immediately if you are in doubt of the situation.
- If there is a situation where you are under threat and cannot speak freely or leave, ring the office and use the code: **XXXX**.
- The office will ask:
 - “Are you unable to speak freely or unable to leave? (YES)
 - “Are you under threat?” (YES)
 - I will contact the police.
- Any incidents will need recording and the Manager made aware of.