

BENEFICE OF WITNEY

ACTIVITY RISK ASSESSMENT - INCLUDING HOLIDAYS AND TRIPS

Activity: Pastoral Visiting

Date: 6 July 2023

Location: Parishioners' private homes / Care and Nursing Homes

Name of leader with responsibility: Anna Chaplain, Julia Bee

Date to be reviewed: July 2024

What are the possible areas of concern?	What is the potential problem? (who might be harmed and how?)	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	Pastoral Visitor – a) physical harm or b) allegation made. If no-one knows where you are, and an issue arises which puts your own safety in jeopardy.	a) If you think there may be a potential issue, visit with another Pastoral Visitor - don't visit alone. Let someone know where you are. Have an agreed end time and inform team member. Keep appropriate records.	Have a fully charged mobile phone with you. Email or text JJB or a Safeguarding Officer before visit 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.	If at all possible, email the day before hand. Ensure Care Home Staff know you are in the building, and how long you're expecting your visit to be. Email after the	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.	"	"

BENEFICE OF WITNEY

ACTIVITY RISK ASSESSMENT - INCLUDING HOLIDAYS AND TRIPS

		visit to record who has been visited. Sign in and out.			
Private home Consent 1st time	Anxiety can be easily raised when vulnerable people are cold called. Informed and free consent for any visit is needed. Unexpected visiting may put a vulnerable person under social pressure to admit you	a) On making first contact: Ring beforehand or consider writing/emailing a few days ahead to allow for a 'cooling off' period (opportunity to say no). If appropriate and possible, take a 'known person' at the agreed time of meeting. Again, ring ahead first to double-check.	Be attentive to a person's cognitive capacities and needs at every stage	"	"
2nd and subsequent times	If a person no longer wishes any more visits, this must be respected.	Ring ahead to confirm coming			
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.	Ensure you know where your exit is and aim to sit nearest the door on every visit, private home or Care Home.	As per Lone Working advice.	"	"
Boundaries (e.g. touch of hand)	Risk of violating personal space, allegations of unwanted touch, to be balanced against risk of	Person might want it – or feel threatened by it	Be always aware of boundaries and respect what signal is given by the person.	"	"

BENEFICE OF WITNEY

ACTIVITY RISK ASSESSMENT - INCLUDING HOLIDAYS AND TRIPS

	withholding compassionate touch to lonely or distressed person.	<p>Visitor might feel it inappropriate</p> <p>Hand touch may be appropriate in some situations. If initiator, ask first. If at the bedside of a frail person, ascertain whether this would be welcome by resting your hand briefly on theirs before removing it. If there is a positive indication e.g. they reach out to touch your hand, then OK. If not, do not repeat.</p>			
Unexpected events or emergency (e.g. fall)	<p>Demands of visit (e.g. getting up to greet visitor or insistence on preparing a drink might increase risk of a fall)</p> <p>Injury to you – how to keep safe whilst helping (preventing back injury, for example)</p>	<p>Have clear practice in place.</p> <p>1) Have phone ready for emergency in private home.</p> <p>2) Keep them safe without undue risk to self (be aware of basic ABC practice)</p>	Do not attempt to physically help unless that person is at risk of falling. If falling, support and guide to the floor.	Call for assistance. Report to appropriate person.	
Covid 19: private home	<p>Risk to visitor</p> <p>Risk to vulnerable individuals if visitor has been in contact with Covid</p>	Abide by current govt and MT guidelines. Check when phoning that Covid is not present in the home. If not safe to make face to face	Where applicable/appropriate consider wearing a mask, use hand gel on arrival, sensitively check ventilation. Consider avoiding touch, wash your hands when you leave	“	“

BENEFICE OF WITNEY

ACTIVITY RISK ASSESSMENT - INCLUDING HOLIDAYS AND TRIPS

		visits, use 'phone call, emails or cards instead. Do not visit if recently been in contact with Covid.	and consider whether you need to change your clothing.		
Covid 19: Care Home	Risk to vulnerable individuals if visitor has been in contact with Covid	Follow the Risk Assessment and advice of the Care Home.	Follow the Risk Assessment and advice of the Care Home.	“	“
Illness other than Covid eg: D&V	Infection risk to vulnerable adults	If D&V, have 48 hours clear of symptoms before visiting anyone. Other illnesses eg a cold– Consider how a minor illness for you can be serious or life threatening for the person you're visiting.	Do not visit if you are feeling unwell. Phone to re-arrange. Before and after visits, always wash your hands.	“	“