**Parish of** ­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Activity risk assessment**

**Activity: Pastoral Visiting Date of first risk assessment:**

**Location: Time/frequency:**

**Name of leader with responsibility: Date to be reviewed:**

| ***What are the hazards?*** | ***Who might be harmed and how?*** | ***What are you already doing?*** | ***Do you need to do anything else to manage this risk?*** | ***Action by whom?*** | ***Action by when?*** | ***Done*** |
| --- | --- | --- | --- | --- | --- | --- |
| Abuse of vulnerable adults/those visited | Adults who are visited. | Pastoral visitors:  Are safely recruited   * Have attended safeguarding training * Have been given copies of relevant practice guidance * Will be visiting with the consent and or at the request of those visited. * Will visit at prearranged times which are agreed on the visiting rota. * Will carry ID * Children and other family members should not accompany the visitors. |  |  |  |  |
| Risk to volunteers and staff/those visiting | Adults who are visiting | Pastoral visitors:   * Have been given copies of relevant practice guidance. * Visit in pairs if assessed as necessary * Have attended safeguarding training. * Report any concerns if they arise. * End the visit if concerned for their safety. * Calendar records are kept of who visits whom and when. * Have been given a copy of this risk assessment. * Carry a charged mobile phone with the numbers of emergency contacts within the church * Children and other family members should not accompany the visitors * Visitors to be made aware of the Personal Risk Assessment tool\* * Individual ‘Model Risk Assessment Template’ to be completed for each person visited and shared with those visiting\*\* | Regular meetings of pastoral visiting team to discuss any issues and share good practice  Office PAYG to be purchased. |  |  |  |
| Ill health/medical emergency | Those visited and visiting | Visitors will:   * Contact emergency services immediately if seriously concerned for health of those visited * With consent of the person facilitate contact with GP or family members for non-immediate health concerns * Declare any health issues which may affect their safety and well being while they are visiting others. |  |  |  |  |
| Concerns about gifts/handling of money | Visited and visiting | * Any gifts of food or money to those visited will only be given if authorised by the PCC and on behalf of the church * Token gifts only should be accepted by visitors (e.g. a bunch of flowers, or small box of chocolates * If shopping on behalf of the person visited then this should be for amounts below £20 and copy of receipts kept. If for larger amounts then check with lead pastoral visitor. * If money is donated by the person being visited this should be placed in a giving envelope and a receipt given to them. |  |  |  |  |