**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 practiceOffice 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.
 |  |  |  |  |