

Link Volunteer Service

Risk Assessment Form

**Name and address of home visit: Assessed by: Carol Aamirghiasvand**

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| **Potential Risks** | **Risk**  **Low (L), Medium (M), High(H)** | **Control Measures** |
| **Pets**   * Are there any pets in the home? * Where will pet(s) be during visit? | Low |  |
| **Hazards**   * Cables * Building/repair work in process? | Low |  |
| **Parking**   * On Road? * Drive? * Car park? | Low | Car Park |
| **Others present during visits**   * Who will be present during visit? | Low | Lesley however sometimes Jerry, husband will be there |
| **Entry requirements**   * Key safe? * Door entry system? * Code required? | Low | Sign in the visitors book and then ring the bell to be let in |
| **Travel to/from home visit**   * Travelling by car or public transport? | Low | When travelling by car, drivers   * must have a full, in-date driving license. * must wear their seatbelt whilst driving. * should tell their insurers that they are using their vehicle in their voluntary activities.   In the event of an accident, PSPA should be informed. |
| **Lone Working**   * Are visits taking place during work hours (Mon-Fri 9-5)? | Low | See Lone Working Policy and Lone Working Guide for Volunteers.  If volunteer is visiting a home outside of the Volunteer Coordinator’s working hours, the Volunteer Coordinator must be on call during the visit. |
| **Safeguarding** | Low | All volunteers complete an enhanced DBS check and safeguarding training.  All volunteers provided with an ID card which they must take when attending a home visit. |
| **Boundaries** | Low | All volunteers trained in maintaining boundaries with service users. This includes not providing personal care to service users or respite for carers. |
| **Confidentiality** | Low | Volunteers only provided with necessary personal details of service users.  Volunteers trained in confidentiality and data protection. |
| **Spreading illness (including Covid-19)** | Low | Volunteers asked to take a mask to be worn at either theirs or the service user’s request.  Volunteers to use hand sanitiser before and after home visits.  Volunteers / service users should cancel a home visit if they feel unwell. |