

<b>Functional Group / Activity Description</b>	<b>Assessed By :</b> Safeguarding Team	<b>Reviewed By :</b> Arborfield, Barkham and CCW PCCs
Lone Working (including Home Visiting)	<b>Date :</b> 4/26/2021	<b>Date :</b> 5/1/2021

Ref No	Date assessed	Risk Description	Possible consequence	Likeli-hood	Impact	Risk (L x I)	Existing Control Measures	Additional measures (if required)	By Whom	Target Date
				Low = 1; High = 3	Low = 1; High = 3					
1		Working alone at home	Accident at home without assistance	1	2	2	Home phone and mobile phone to hand. Minimise slip, trip and fall hazards and ensure electrical equipment is properly maintained.	Ensure neighbours and trusted individuals are aware that you work at home. Portable Electrical Office equipment to be PAT tested in accordance with ACOP.	Worker (A+BPC Trust to provide PAT testing alongside testing for equipment at the Church Office)	Ongoing
			Violent intruder	1	3	3	Minister's houses not identified as 'the vicarage.' Don't open the door to strangers unless it is clear why they are there and you feel comfortable.	Where practicable ensure the property is fitted with safety chain and spy hole. Have gates and private signs on any entrance to the back or side of the house. Family members to be reminded of any risk	PCCs/Worker	Ongoing
2		Working alone at Arborfield Offices	Violent intruder	1	3	3	Don't open the door to strangers unless it is clear why they are there and you feel comfortable.	Lock office door and only open if you can be sure the visitor is someone you can trust.	Worker	Ongoing
3		Visiting someone at home or their workplace	Violence	1	3	3	Never visit an unknown person at their home alone unless they have been referred by a trusted source e.g. funeral directors. Let someone else know where you are going and when you are expected back. Encourage the person you are meeting to enter a room first and seat yourself closest to the door. Be aware of entry and exit points in the room and the potential for others to enter.	If in doubt take someone with you. Do not enter upon arrival if you are uncomfortable.	Worker	Ongoing

			Animal attack	1	3	3	Look and listen for signs of animals in a house. Before entering a property ask the owner to put the animal in a safe place. Leave if the owner is not prepared to do so.		Worker	Ongoing
			False accusation (eg of financial or sexual impropriety)	2	3	6	Ensure there is always someone else who knows what you are doing. Keep records of discussions and actions. Avoid handling money for others, unless absolutely necessary.	Carry out all home visits in pairs, and make sure the other person can always see what you are doing, so there is always someone else who knows what has happened. Seek advice on handling money for the person you are visiting, and discuss appropriate accountability measures.	Worker	Ongoing
4		Meeting someone in a public place	Violence	1	2	2	Ensure that you choose a public place such as a coffee shop where there are other customers and staff present. Keep your mobile phone to hand. Be aware of potential exits and mentally plan your exit route.		Worker	Ongoing
5		Work travel	Accident without assistance and / or violence	1	3	3	Individuals to consider the safety and appropriateness of their means of travel for church business, taking into account the time of day, remoteness of route and so on. Means of transport to be legal and insured for business use.	If there is any concern about the safety of a journey, arrangements should be made to go with another person by a safe mode of transport of the journey should not be made.	Worker	Ongoing