

RISK ASSESSMENT FOR ST GEORGE'S CHURCH
ADULT PASTORAL ACTIVITIES – Seeing people on Church premises, in their own homes and
in residential facilities (2018)

HAZARD/ ACTIVITY	PERSON AT RISK	SIGNIFICANT HAZARDS	RISK*			RISK CONTROL MEASURES	RESIDUAL RISK**		
			L	S	DR		L	S	DR
Health/ Special needs/ Illness	Clients, Staff +Volunteers	Poor mental health causing unpredictable behaviour Past experiences i.e. domestic abuse	3	3	9	<ul style="list-style-type: none"> Staff and volunteers to be aware of any medical/ special needs history of the person they are visiting. Staff and volunteers to have mobile phone with them to contact emergency services. Staff and volunteers aware how/where to access emergency health contact details if required. Location and timing of appointment to be shared with one other member of the staff team. Appointment details to be given to clients before visit. 	2	2	4
Fire	Clients, Staff +Volunteers	Burns Smoke inhalation Physical injury	2	4	8	<ul style="list-style-type: none"> Staff and volunteers to familiarise themselves with the fire drill procedure of the venue on arrival. If there is no formal fire drill, Staff/volunteer and client are to be made aware where fire exits are situated and assembly areas outside of venue. 	1	3	3
Aggressive behaviour by client or member of the public	Clients, Staff +Volunteers	Physical injury Emotional injury Abuse	3	3	9	<ul style="list-style-type: none"> Staff and volunteers are made aware during training of how to deal with these incidents: e.g do not challenge aggressor. Ensure people are safe and seek to diffuse the situation. Staff and volunteers have access to phone to contact police, if necessary. Head of pastoral care to support volunteers and staff. Debrief sessions to be held regularly to ensure all staff and volunteers are supported with any concerns. 	3	1	3

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Lone Working	Clients, Staff +Volunteers	Being left undiscovered after an accident or incident	2	4	8	<ul style="list-style-type: none"> • Staff and Volunteers to carry a mobile phone. • Location and timing of appointment to be shared with one other member of the staff team. • If there are any higher risks or concerns known before a visit is made, staff and volunteers are advised to undertake an additional risk assessment using the 'additional Risk Assessment template'. In these circumstances, consideration should be given whether the visit is absolutely necessary, or whether another adult should be present. Especially if the adult is perceived to be vulnerable. These arrangements should be reviewed on a regular basis. 	1	3	3
Injury whilst at the appointment	Clients, Staff +Volunteers	Slips, trips, falls, Sprains, cuts and bruises	3	3	9	<ul style="list-style-type: none"> • Access to phone available to call assistance or ambulance if required. • Where incidents occur staff and volunteers to be debriefed afterwards to ensure any incidents are noted and reviewed for future guidance. • All accidents to be noted on and details written on Incident Report Form. 	1	3	3
Inappropriate behaviour / Safeguarding	Clients, Staff +Volunteers	Emotional upset, physical injury, sexual activity, abuse	2	4	8	<ul style="list-style-type: none"> • All Staff and volunteers will attend Safeguarding training. • Staff and volunteers to have agreed and signed policy around confidentiality/safeguarding/boundaries. • Staff and volunteers to be aware of and follow process for reporting safeguarding concerns. • Team debrief sessions to be held regularly to ensure all staff and volunteers are supported with any concerns. • Process in place to support staff and volunteers with any concerns. 	1	3	3
Travel – car	Clients , drivers/ Escorts, road users	Road accident	2	4	8	<ul style="list-style-type: none"> • Car checks are made to ensure has current MOT certificate/service history, is fitted with seat belts. • Car is to be checked for any outside damage, and the lights/electrics etc. are working correctly before departure. • All drivers and escorts are recruited through Diocesan Safer recruitment process incl. DBS check. 	1	3	3

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						<ul style="list-style-type: none"> • Drivers will hold correct driving licence to meet govt requirements https://www.gov.uk/legal-obligations-drivers-riders. • Drivers will be 25yrs + will have held full current driving licence for 2yrs+. • Appropriate travel insurance. • Weather to be checked before departure. • The car/s will travel by the shortest safest and most appropriate route. 			
Travel	As above	Road Traffic Accident – Emergencies - Travel sickness	2	5	10	<ul style="list-style-type: none"> • Where possible, another responsible adult will accompany the driver, to assist with any emergencies. • If in an emergency the driver has to transport a vulnerable adult on their own, the vulnerable adult will sit in the back of the car. • Drivers to be made aware that they must not use mobile phone or smoke when driving, or drive under influence of alcohol or drugs. • Capacity of car/s to be checked and not to be overloaded • Seatbelts to be worn if provided. • Register of adults taken whenever they board the car – including at any stops. • Times for meeting clearly explained to adults and escorts. • Staff and volunteers to be aware of any adults prone to travel sickness. • Sick bags and water to be available. • First aid trained staff available. • Time built into travel arrangements to allow for contingencies such as sickness stops. 	1	3	3

General information about this event:

One to one working in George's Place, hub, and other public venues.

Points which must be undertaken prior to activity are:

- Notify the church Secretary, and Head of pastoral care the details of the appointment before it takes place.
- Staff and Volunteers to have DBS checks and to have been made aware of RA and St George's Children's Safeguarding policy

Points which must be undertaken after activity are:

- Debrief of session and venue and RA of event/venue to be amended as required for future appointments.

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Person(s) completing document:	G Woodcock	R Knowles	H Leech
Signature(s):	<i>G Woodcock</i>		
Position:	NEBOSH H & S Advisor	Assistant Pastor	Safeguarding Officer
Date completed:			
Date for revision 13/12/2020 (<i>insert date here</i>) or sooner if significant changes are made to the work area or processes.			

LIKELIHOOD: (L) = Frequent (5) - Probable (4) – Occasional (3) - Improbable (2) - Remote (1) SEVERITY: (S) = Catastrophic (5) - Major (4) - Reportable (3) - Serious (2) - Minor (1) DEGREE of RISK: (DR) = Likelihood x Severity * Numbers used are for illustrative purposes only. ** Residual risk is the level of risk that remains after suitable and sufficient control measures are introduced.