**PARISH TO ADAPT AS NECESSARY TO THE ACTIVITY**

| **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** |
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| Abuse of vulnerable adult | Individual adults | Safeguarding policy for vulnerable adults.  Safeguarding good practice guidance for vulnerable adults.  Pastoral visitors have completed the relevant national safeguarding training.  Pastoral visitors are safely recruited and aware of policy and good practice. | Consider a register for gifts received or consider a policy on the receiving of gifts for an individual or the church.  Consider same sex visitor.  Consider visiting in pairs for first visit  Logging visits made and any concerns raised to church leaders |  |  |  |
| Personal Safety | Person conducting the visiting  Person being visited | Full consideration given to lone visiting via ‘Guidelines on Lone Working and Personal Safety’.  Incumbent or nominated person has risk assessed and authorised either lone visits or visits by two people.  Visitor is aware to report any deterioration in physical or mental health or other concern to nominated person at church.  Nominated person to contact PSO/family/social services regarding deterioration or other concern.  Visitor to inform someone of where they are going and when they are expected back.  Visitor to inform nominated person when they have left the venue.  A register of all visits kept in line with Data Protection Act 2018.  Incumbent or nominated person to ensure visitor is not overloaded by pastoral demands.  Visits have clear time boundaries. | If deterioration in physical or mental health or other concern, then further risk assessment to be completed.  Seek advice from the PSO and DSA if there is a concern.  Ensure you know how to exit the premises and it is easily accessible.  If you think you are in danger, then leave immediately and seek advice from colleague or call 999 / 101 |  |  |  |
| Person visiting seems under the influence of alcohol or drugs | Person being visited  Person conducting the visit  Other people within the premises | Pastoral visitors have completed the relevant national safeguarding training.  Pastoral visitors are safely recruited and aware of policy and good practice.  Risk assessments completed for visits  Visit has been arranged in advance  Nominated person to contact PSO/family/social services regarding concerns.  A register of all visits kept in line with Data Protection Act 2018, outlining any risks. | Rearrange the visit  Ensure the individual and anyone else in the premises are safe. Seek advice from colleague or call 999 / 101.  If you think you are in danger, then leave immediately and seek advice from colleague or call 999 / 101. |  |  |  |
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