

## Home Visiting Checklist

Instruction for Use:

1. Complete this checklist annually.
2. For a 'NO' response develop an action plan and close out the action.
3. Parish Council to action identified risks.
4. File completed checklist in Safety Folder.

Home Visits	Y	N
1. Have all persons who undertake home visits have a process in place for tracking of movements, ie, check in before and after the visit?		
2. Workers/volunteers know how to identify and report potential Safety hazards and risks when undertaking home visits?		
3. Workers and Volunteers know the process to take should their personal safety be threatened?		
4. All reported hazards, risks and agreed actions relating to home visitations are documented and available for all relevant people to see?		

Action Plan

Item	Action

Action Plan completed by \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_