**Home Visit Assessment Sheet**

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| RISK ASSESSMENT PRIOR TO HOME VISIT | | | |
| Find out as much as possible about the following points from the referral source | | | |
| Risk factors | Comment | Level of Risk | |
| 1. History of violence/aggression |  | 🞎 Very Likely  🞎 Likely  🞎 Unlikely | 🞎 Highly Unlikely  🞎 Unknown |
| 2. Substance abuse |  | 🞎 Very Likely  🞎 Likely  🞎 Unlikely | 🞎 Highly Unlikely  🞎 Unknown |
| 3. Psychiatric disorder |  | 🞎 Very Likely  🞎 Likely  🞎 Unlikely | 🞎 Highly Unlikely  🞎 Unknown |
| 4. Threatening/argumentative behaviour |  | 🞎 Very Likely  🞎 Likely  🞎 Unlikely | 🞎 Highly Unlikely  🞎 Unknown |
| 5. Aggressive animals |  | 🞎 Very Likely  🞎 Likely  🞎 Unlikely | 🞎 Highly Unlikely  🞎 Unknown |
| 6. Accommodation/ household issues |  | 🞎 Very Likely  🞎 Likely  🞎 Unlikely | 🞎 Highly Unlikely  🞎 Unknown |
| 7. Other: Environmental factors and fire risk factors |  | 🞎 Very Likely  🞎 Likely  🞎 Unlikely | 🞎 Highly Unlikely  🞎 Unknown |
| Where there are ticks indicating risk is ‘Very Likely’ or ‘Likely,’ it is recommended that a safety call be made prior to visit and after the home visit. | | | |

**Pre-visit Risk Assessment**

* Consult the person’s file and familiarise yourself with the most up to date information on any risk assessment.
* Comply with any risk assessment recommendations or procedures on the person’s file.
* Take into account all other known information about the person and their circumstances, and family and associates who may be present at the time of a visit.
* If the risk is considered high, or is difficult to determine with any certainty, do not undertake the home visit. Contact the person by telephone to clarify the situation and/or arrange to meet in a safe public place, library, café or similar.
* If there is some risk, but at an acceptable level, consider undertaking the home visit and checking in with another person before and after.
* If the level of risk is considered minimal, proceed with the home visit, but undertake an on-site risk assessment before entering the home
* Do not visit any home where there is risk of injury occurring or you feel you may be at risk during the visit.

**The Home Visit**

* Park the car so that it cannot be blocked in, and in a position that facilitates quick exit e.g. park in the street and always lock the car
* Do not leave handbags or wallets visible in the car
* Keep car keys and mobile phone in your pockets (i.e. not loose or in a bag or hand bag that might be grabbed)
* Prior to entering the home, establish your credentials as a representative and the reason for the visit if it is a new participant
* Establish the identity of the person to whom you are speaking
* Check if the person you are visiting is at home
* Check if other people are also present
* Take note of the layout of the home and exit routes
* Before entering a home, under take a quick on-site risk assessment for any potential threat to personal safety. Consider whether people are:
  + Arguing
  + Using or under the influence of drugs or alcohol.
  + Coherent
  + Showing physical or verbal signs of agitation, aggression or other unusual and atypical behaviour
  + Armed or with weapons in view
* If you do not feel safe to enter the home, politely make your excuses and leave promptly
* If the home visit proceeds, maintain alertness to any change in atmosphere that signals a possible risk to personal safety. Be prepared to leave quickly if the need arises..
* If a medical emergency occurs on a home visit, call 000, or on a mobile phone call 112, and wait for help to arrive.
* Complete an incident form

**Dealing With Threatening or Dangerous Situations**

If you become suspicious of danger or are threatened before leaving your vehicle:

* Ensure windows are closed and doors locked, and keep the engine idling
* If available and safe to do so, use the mobile phone to report the situation
* If you are unable to drive away, sound the car horn to attract attention
* If you can drive away proceed to the nearest police station
* Do not leave the car until it is safe to do so

**Dogs**

Take a common sense approach when entering a yard. If the house is surrounded by fences and closed gates, then there is a chance that a dog may be contained within the area. If you believe there is a dog or dogs on the property, you should:

* Call out or whistle to attract any dog to the front of the yard before opening the gate
* If a dog appears, and appears unfriendly, call out to the occupant of the house or sound the car horn. If no one responds, don’t proceed – contact the person later to arrange a mutually convenient time for the meeting.
* If a threatening dog appears, face the dog and leave the property immediately by slowly walking backwards – don’t run.
* Record details about the dog on the persons file as an alert for future home visits.

**Identify incident**

* Incidents that must be recorded and managed include:
* Any incident where a participant is harmed or could have been harmed while being supported any breach of privacy and confidentiality of an individual's personal information which has the potential to expose them to harm
* Any incident where another person (e.g. a worker, a member of the general public, or another participant being supported) is harmed or could have been harmed by a participant while being supported
* Any serious incident that occurred, or alleged to have occurred, while a participant is being supported.

**A serious incident is any incident that involves:**

* The death of a participant while being supported
* A serious injury of a worker while on duty, or a participant while being supported
* Abuse or neglect of a participant while being supported
* Unlawful sexual or physical contact with, or assault of, a participant while being supported, or a worker while on duty
* Sexual misconduct committed against, or in the presence of, a participant while being supported, including grooming of the person for sexual activity
* Unauthorised use of a restrictive practice in relation to a participant
* Any incident of discrimination, bullying or harassment of a participant while being supported, or a worker while on duty
* A data breach or breach of privacy and confidentiality which poses a serious risk to the individuals affected as a result of the breach

**All serious incidents (also known as reportable incidents) must be reported to the NDIS complaints commissioner.**