



Risk Assessment Form

Name of volunteer	
Name of refugee family	
Nature of support	Generic Lone Working Risk Assessment
Description of event / activity	
Date of session	
Time of session	

Risk Assessment

Hazard	Risk	Control measures	Notes
<p>Volunteers could be exposed to a range of dangerous and or difficult behaviours by beneficiaries.</p>	<p>Volunteers could come to physical, mental, or emotional harm.</p> <p>Medium</p>	<ol style="list-style-type: none"> 1. 2 RWinR Team Leaders create an assessment on each beneficiary/family before allowing lone working 2. Volunteers always plan visits ahead of time and prepare beneficiaries for visits 3. Volunteers to assess the beneficiary and home environment at the beginning of visits. Should there be signs of difficulty the visit should be cancelled and Team Leader notified 4. Volunteers should be aware of any background difficulties and be sensitive to issues, poor health and cultural differences within the family and environment 5. Volunteers to have emergency contact number on their mobile to call for help 6. Volunteers give feedback to Team Leaders, report concerns to them and receive on-going checks that the relationship and behaviours are safe. 7. If circumstances have changed in the home such as partner or tenant/resident being present, then a refreshed risk assessment will be completed. 8. Volunteers will work closely with at least one other RWinR volunteer and inform them, or their Team Leader, if they are lone working 9. Volunteers will always carry a charged, working mobile phone when lone working 10. If at any point a volunteer feels uncomfortable or unsafe during a home visit leave immediately and contact the team leader to let them know what has happened. Equally if the beneficiary makes intrusive, frequent or inappropriate contact outside of the home visit the volunteer is encouraged to contact the team leader who will make a decision as to how to proceed. 	

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Volunteers could be exposed to dangers in the home environment	<p>Volunteers could come to physical harm due to dangers such as fire and trip hazards.</p> <p>Medium</p>	<ol style="list-style-type: none"> 1. RWinR Team Leaders assess the family home environment before volunteers visit 2. Volunteers look for any hazards on their first and subsequent visits to check for dangers such as fire risks, escape routes, dogs and domestic animals and trip hazards 3. If there are aggressive or worrying pets, volunteers will ask the family to keep them secure in a separate room 	
Volunteers could come into contact with dangerous people or circumstances when travelling to work	<p>Volunteer could be provoked, attacked or harmed by people en route.</p> <p>Medium</p>	<ol style="list-style-type: none"> 1. Volunteers to take sensible precautions about travelling safely, (at safe hours, using known routes, looking at travel updates before travel etc). 2. Volunteers to let their RWinR contacts and Team Leaders know of their travel routes. 3. Volunteer's to carry emergency contacts on their phones and contact them if in danger 	
Volunteers could cause harm to the beneficiary, via damaging physical, sexual, emotional or mental behaviours	<p>Beneficiaries may come to harm due to the behaviours of the volunteer.</p> <p>Reputational risk - the ability for RWinR to deliver its services will be reduced.</p>	<ol style="list-style-type: none"> 1. All volunteers must be DBS checked, interviewed by at least 2 RWinR Team Leaders, provide 2 references and attend Safeguarding Training. 2. All volunteers must be assessed as suitable by the Team Leaders 3. Volunteers must be overseen by the Team Leaders 4. Team Leaders will ask for feedback from beneficiaries about their provision 5. Beneficiaries must know how to make a complaint 6. Beneficiaries will always be supported by at least 2 different RWinR volunteers 7. Beneficiaries will know they can stop their support from RWinR at any time 8. Volunteers who observe or have concerns about another volunteer's behaviour 	

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	Medium	must report their concerns to the RWinR Safeguarding Lead. (They will be protected by whistleblowing legislation so long as their communication is in good faith.)	
Volunteers can be wrongly accused of inappropriate and/or harmful/dangerous behaviours	Volunteers could face prosecution. Medium	<ol style="list-style-type: none"> 1. Volunteers must take Safeguarding Training 2. Volunteers need to be respectful and sensitive to cultural differences 3. Volunteers must, where possible, avoid working with children and vulnerable adults behind closed doors. 4. Volunteers will avoid physical touch with a beneficiary. 5. In no circumstance will a volunteer be expected to undertake personal care involving touch. 6. Volunteers will not accept financial gifts. 7. Volunteers keep reports on their work, noting any incidents 	
Beneficiary location, status, identity and other personal data can be identified through the sharing of photos and other information via WhatsApp and social media.		<ol style="list-style-type: none"> 1. Photos of beneficiaries will not be shared via social media. 2. Any photos on the website will not include names or addresses. 3. Addresses will never be included in social media messaging 4. No photos can be taken without written consent of those featured. 5. Photos of children will only be taken with the written consent of parents or legal guardians 6. Volunteers must not take photos of beneficiaries unless given specific authorisation to do so from a RWinR committee member (and written consent from the subject of the photo). 7. We will follow the RWinR Audio Visual Media Policy 8. Information about beneficiaries must not be shared externally, to friends, neighbours or people who may be able to help; this applies verbally and digitally. 	

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