

RISK ASSESSMENT

Sherburn Visiting Scheme

Task/ Process: Befriending

Completed by: M Rennison

Completed on: 20/01/2023

People at Risk: Staff & Volunteers, Service Users

Reviewed by: M.Rennison

Reviewed on: 21/11/2025

Next review due: 01/11/2026

PPE Requirements

Disposable Face Mask
Disposable Gloves

Overall control measures

Staff and volunteers are trained in Manual Handling.
Staff and volunteers are trained in Basic First Aid.

Ref:	Hazard	Risk	Persons involved	Industry best practice/guidance	Control measures	Adequate ? Y/N	Action Required	By (date)	Completed (date)
1.1	Injury resulting from contact with hot substances	Minor, Moderate or Serious burns to hands, wrists, forearms and legs.	Staff and volunteers, Service users	Health & Safety at Work Act 1974 Health & Safety (First Aid) Regulations 1981 Management of Health & Safety at Work Regulations 1999	1. Always handle trays and cups/jugs using handles provided if passing food to a service user. 2. Make sure the Service user is warned the food may be hot and to be careful	Y Y	NONE NONE		

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1.2	Injury caused by slips and trips when entering and exiting a building	Minor, Moderate, or Serious Injuries. Head trauma, cuts and abrasions, Musculo skeletal injuries	Staff and volunteers, Service Users	Health & Safety at Work Act 1974	1. Pay particular attention to the flooring in wet weather. 2. Pay attention to flooring inside a building (public or private residence). Make sure to not trip over any wet flooring or raised carpet/vinyl.	Y	NONE		
				Management of Health & Safety at Work Regulations 1999		Y	NONE		
1.3	Injury caused by poor housekeeping	Minor, Moderate, or Serious Injuries. Head trauma, cuts and abrasions, Musculo skeletal injuries	Staff and volunteers, Service Users	Health & Safety at Work Act 1974 Management of Health & Safety at Work Regulations 1999	1. Observe the floor and remove any trip hazards (eg wiring, bags and coats, walking aids, private items etc)	Y	NONE		
1.4	Injury caused by exposure to Medical conditions or prescribed medication	Minor, Moderate, or Serious Conditions. Respiratory conditions, skin conditions	Staff and volunteers, Service User	Health & Safety at Work Act 1974	1. If there is a risk of catching infectious diseases, appropriate PPE must be worn at all times by the Service User and the staff/volunteer 2. Sanitising Hand Gel must be available at all times. 3. If staff/volunteer is known to have an infectious disease or condition, they must be excluded from	Y	NONE		
				Management of Health & Safety at Work Regulations 1999		Y	NONE		
				Public Health Act 2010		Y	NONE		

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					<p>safety as quickly and safely as possible</p> <p>4. If unable to assist the service user to safety, the staff/volunteer should get themselves to safety and phone the emergency services</p>	Y	NONE		
1.7	Injury caused by dangerous pets or violent family members	Minor, Moderate, or Serious Injuries. Cuts and abrasions, bites, Musculo skeletal injuries	Staff and volunteers, Service User	<p>Health & Safety at Work Act 1974</p> <p>Management of Health & Safety at Work Regulations 1999</p>	<p>1. Staff/volunteers to take care when entering when a private residence</p> <p>2. Staff/volunteers to be made aware of any pets at the private residence before entering</p> <p>3. If there are dangerous pets or family members showing violence, the staff/volunteer is not to enter the private residence and return to SVS and report the situation to the Safeguarding Officer (Ann Hudson)</p> <p>4. If the staff/volunteer has been injured whilst befriending, they are to follow the Lone Working policy and summon help/emergency services immediately.</p>	Y	NONE		
						Y	NONE		
						Y	NONE		
						Y	NONE		

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1.8	Injury caused by low hanging objects	Minor, Moderate, or Serious Injuries. Cuts and abrasions, Head injuries, Strangulation	Staff and volunteers, Service User	Health & Safety at Work Act 1974 Management of Health & Safety at Work Regulations 1999	1. Staff/volunteers to take care when entering when a private residence 2. Avoid walking into areas or sitting near low hanging objects 3. First Aid equipment is available at all times for any injuries caused	Y Y Y	NONE NONE NONE		

This risk assessment will be monitored and reviewed annually to ensure the welfare of all persons is continually promoted in the organisation.

NB You should always review your risk assessment as soon as possible once you think it may no longer be valid (eg something has changed within the organisation, or an accident has occurred).

Risk Assessment reviewed by: Matthew Rennison (BA Hons, PGCE, Tech IOSH, MRSPH, MSET, GMIFPO, MIIRSM)

Date: 21st November 2025

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[Document History](#)

Date	Issue Number	Updated By	Reason for New Version
21/11/25	1.2	Matthew Rennison (BA Hons, PGCE, TechIOSH, MRSPH, MSET, GMIFPO)	Annual Review

Approved For Release

SVS policies are reviewed in line with the Policy Document Log and their effectiveness is measured during day to day monitoring of SVS operations. Any changes are made and communicated as necessary.