

# Home Visit Risk Assessment Form

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A TEMPLATE FOR K-12 PUBLIC EDUCATION -  
COMPLIANCE

The implementation of this tool is not mandatory. The tool contains recommendations to support workplace violence prevention and regulatory compliance. The information presented can be adopted in whole, in part, or not at all.

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## Home Visit Risk Assessment

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## Home Visit Risk Assessment

Complete this form prior to requesting a home visit with the home team. Discuss the results with your supervisor.

### 1. What do we already know?

|   |   |
|---|---|
| <b>What do we know about the student?</b>   |   |
| Is there an Individual Safe Work Instruction for this student?                    | <input type="checkbox"/> Yes, <input type="checkbox"/> No                                   |
| Is there recent or known potential for behaviors that could impact worker safety? | <input type="checkbox"/> Yes, <input type="checkbox"/> No, <input type="checkbox"/> Unknown |
| <b>Do any of the following apply to the home situation?</b>                       |   |
| Verbal abuse or threatening language by the family to a worker.                   | <input type="checkbox"/> Yes, <input type="checkbox"/> No, <input type="checkbox"/> Unknown |
| Violence by the family to a worker.   | <input type="checkbox"/> Yes, <input type="checkbox"/> No, <input type="checkbox"/> Unknown |
| False allegations by a family member about a worker.                              | <input type="checkbox"/> Yes, <input type="checkbox"/> No, <input type="checkbox"/> Unknown |
| Knowledge of dangerous animals at the home.                                       | <input type="checkbox"/> Yes, <input type="checkbox"/> No, <input type="checkbox"/> Unknown |
| Knowledge of weapons at the home.   | <input type="checkbox"/> Yes, <input type="checkbox"/> No, <input type="checkbox"/> Unknown |
| <b>Do any of the following apply to the local environment?</b>                    |   |
| Poor visibility/street lighting.  | <input type="checkbox"/> Yes, <input type="checkbox"/> No, <input type="checkbox"/> Unknown |
| Isolated area.  | <input type="checkbox"/> Yes, <input type="checkbox"/> No, <input type="checkbox"/> Unknown |
| Limited nearby parking.   | <input type="checkbox"/> Yes, <input type="checkbox"/> No, <input type="checkbox"/> Unknown |
| Multi family unit/low-rise walk up or high-rise apartment.                        | <input type="checkbox"/> Yes, <input type="checkbox"/> No, <input type="checkbox"/> Unknown |
| Area impacted by civil unrest/protest.  | <input type="checkbox"/> Yes, <input type="checkbox"/> No, <input type="checkbox"/> Unknown |
| Ministerial emergency orders restricting various services.*                       | <input type="checkbox"/> Yes, <input type="checkbox"/> No, <input type="checkbox"/> Unknown |
| Other location based risk factors in the area.                                    | <input type="checkbox"/> Yes, <input type="checkbox"/> No, <input type="checkbox"/> Unknown |
| <b>What processes are in place?</b>   |   |
| Is there a working alone or in isolation procedure that will be followed?         | <input type="checkbox"/> Yes, <input type="checkbox"/> No, <input type="checkbox"/> Unknown |

\* For example: Pandemic restrictions.

### 2. Assessing the Risk

From section 1 "What do we already know?"

- If "No" was selected for all items proceed to section 3 "Visit Details" and book the appointment.
- If a "Yes" and/or "Unknown" was selected for any of the items, discuss the home visit with your supervisor or school based team. Proceed to answer the following questions:

What is the nature of the visit?

For items check "Yes" or "Unknown", is that information relevant to the context of this visit? Give details:

What are the alternate methods to connect with this student/family?

**DECISION:** Must the work proceed as intended at the home site?  Yes,  No

If "No", carry out the alternate method to connect with the student/family.

If "Yes", fill out an (or update the) **Individual Safe Work Instruction** for the home visit and book the appointment with the family. Procedure to section 3 "Visit Details"

### 3. Visit Details

|   |  |
|---|--|
| <b>Name(s) of worker(s) conducting the home visit</b>   | <b>Worker(s) cell phone #(s)</b>   |
| <b>Home/Site visiting address</b>   | <b>Date and time of planned visit</b><br>Date: _____ from: _____ to: _____   |
| <p><b>Check in protocol:</b></p> <p><b>Method:</b> <input type="checkbox"/> Phone call <input type="checkbox"/> Text mgs <input type="checkbox"/> Email <input type="checkbox"/> Other</p> <p><b>Interval:</b></p> <p><input type="checkbox"/> Upon arrival and prior to entry</p> <p><input type="checkbox"/> Every _____ <input type="checkbox"/> minutes <input type="checkbox"/> hours</p> <p><input type="checkbox"/> Upon departure</p> | <p><b>Worker conducting the home visit will contact:</b></p> <p><b>Name:</b></p> <p><b>Phone number:</b></p> <p><b>Email:</b></p> <p><b>Other:</b></p> |

#### **4. Point of Contact**

- Review and use the Person Employee Environment and Task (PEET) cue card before and during the site visit.
- Complete check-in protocol.
- Be prepared to follow the response plan as written in the individual safe work instruction as necessary.
- Immediately leave the area if there is imminent risk to your safety.
- Contact your supervisor.
- Call 911 - if necessary.