



## Home Visit Safety Policy

Home visits are regarded as a workplace activity and as such, current WH&S legislative requirements apply, as follows:

- It is the duty of the Managing Director to conduct a safety check at the intake meeting and report and address any concerns.
- It is the duty of the employee to revisit the safety checks quarterly or when the situation asks for this to happen.
- It is the duty of the Managing Director to ensure that the policy and procedures are implemented, followed and reviewed.
- Safety checks are to be added to the participant's file.

As part of any safe workplace, staff employed by All About You – Disability Services are strongly encouraged to always use past experience and to consult with colleagues and Support Lead or Managing Director at all times. Maintenance of a safe work environment for staff is a joint responsibility for staff and the Managing Director.

All About You – Disability Services encourages a workplace culture and work practices that prioritise staff safety at all times.

The following safe practice procedures have been developed to enable staff employed by All About You – Disability Services to carry out home visits with a high level of safety:

- All About You – Disability Services will not provide a service in a participant's home if formal assessments identify an unacceptable level of risk indicating it is not safe for the employees providing the service.
- All About You – Disability Services will assist staff through training, education and support to prevent and minimise safety risks, with expectations clearly documented.
- The Managing Director should make adequate provisions to address possible safety concerns for staff involved in home visits, working outside of standard business hours or working in isolated workplaces.

### Carry out risk assessments

The following procedure should be followed to determine risk when entering the home of a participant:

- a risk assessment should be conducted before visiting participants at home in the first instance, and every quarter thereafter;
- for existing participants, refer to and use the participant's Support Plan or Personal Profile, which should be reviewed on a regular basis (at least quarterly);

- staff who are uncertain as to the level of risk involved in a home visit must discuss the situation with the Managing Director before going to and/or entering the participant's home;
- advice should be sought and taken from other service providers that may have relevant history or information about the participant being assessed.

### **Relevant resources**

Refer to the Risk Assessment Guide and Home Visit Risk Assessment Checklist associated with this policy for guidance.

### **Review**

This policy and relevant attachments will be reviewed May 2021.