

Basingstoke – Old Basing u3a

Lone Working in a Member's Home Check List Before and During the visit

Risk Assessment Checklist Before visit	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
Has the member been made aware of the officially 121 home-visit?				
Ensure you do a welfare check before the visit				
You may need to do checks, if you have mobility issues or pet allergies/phobias				
Ensure you have a working mobile phone				
Let someone (family member/Committee member) know where, when and for how long you are going				
If the visit is in your home, ensure you are providing a safe environment for the member visiting, considering any needs they may have				
If the visit is in your home, ensure you are providing a safe environment for the member visiting, considering any needs they may have				

Risk Assessment Checklist During visit	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
Introduce yourself, show your badge and explain the purpose of the meeting				
If in another member's home, check the room/home environment for any hazards				

Ensure your laptop is password protected. Any printed-out documents with members identifiable information to be kept securely				
In the case of aggressive or any other unacceptable behaviour, withdraw and report incident.				
Be pleasant, friendly, calm and interested in the member, whilst performing the task				
Ensure the member is happy that you have completed the task, before you leave.				

Version	Description of changes	Date
1	First final draft of the "Lone Working in a Member's Home Check List Before and During the visit" guidance. Created by Richard Field on behalf of the committee.	September 2026
	Review date 09/2027	