



RISCK ASSEMENT – EXTRAORDINARY MINISTER OF COMMUNION
TO THE SICK IN INSTITUIONS/PRIVATE HOMES

Parish: _____

Specific Activity	Hazard	Risk Consequence	Current Controls	Risk Level	Further Action Required
Recruitment and induction of Extraordinary Ministers of Communion to the Sick	<p>Extraordinary Minister of Communion:</p> <p>Unknown to Parish;</p> <p>Does not understand/follow role description;</p> <p>No background check e.g. no police vet and reference check</p>	Physical, Emotional/Psychological, Sexual harm	<p>[enter here the controls specific to your parish context]</p> <p>For Example:</p> <p>Recruitment and induction procedures followed according to Safeguarding Safe Recruitment & Training Policy</p> <p>Police vet and reference checking completed and current</p> <p>Code of Conduct signed</p>	Low	Nil if controls are in place
Visiting at institution (Aged care facilities, Retirement Homes, Hospitals)	Minister entering the institution for the first time and unknown to staff	Physical, Emotional/Psychological Harm	<p>Thorough induction of Minister visiting institutions</p> <p>Ministers are to ensure that they sign in and follow all directions/procedures of the particular institution</p>	Low	Nil if controls are in place
	Ministers, alone, visit individual rooms of patients of opposite gender to themselves	Physical, Emotional/Psychological, Sexual harm	<p>Minister is to either take another minister (of opposite gender to themselves) or request a staff member to ask the patient if it is convenient for the Minister to visit at that time.</p> <p>The door to the room is left open</p> <p>Wear a name badge to identify visitor and parish</p>	Low - moderate	Nil if controls are in place

Specific Activity	Hazard	Risk Consequence	Current Controls	Risk Level	Further Action Required
	Physical environment of the institution unknown and therefore possible slips, trips or falls	Physical injury to the Minister	Ministry volunteers made aware of any or possible hazards in the environment they are visiting. This can be achieved by checking institutions hazard register. If they become aware of any hazard while visiting, they must report hazard to the appropriate person at the institution to begin the process of identification, isolation and then elimination.	Low	Nil if controls are in place
	The person being visited becomes more ill during the visit	Emotional/Psychological harm to the Minister	Ministers training must include appropriate induction regarding the institution's procedures of calling for medical assistance – usually, in the first instance, by pressing the call button	Low	Nil if controls are in place
Visiting the person's home	Physical environment of the persons home unknown and therefore possible slips, trips or falls The person being visited becomes more ill during the visit	Physical injury to the Minister Medical help not immediately available	Ministers made aware of possible hazards in the environment they are visiting i.e. steep stairs, dogs If they become aware of any hazards at the person's home, they must let other Ministers know along with the Parish Priest Ministers training includes the following steps: Alert the primary in-house carer, if there is no one, obtain medical help including phoning 111 if necessary Where possible, visit in pairs	Low	Nil if controls are in place