

Home Visit Check List

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Scope

This guidance note is written to help anyone who must visit people in their own homes.

Guidance Summary

This guidance note aims to provide you with a set of reminders to use when visiting somebody in their home. Please remember that it is not a definitive guide, and is not a replacement for having a suitable and sufficient risk assessment in place.

Before the Visit

Have you got enough info about the person – pets, other people...?

Have you got your mobile phone and is it charged/with credit?

Have you got your personal alarm?

Do you know **exactly** where to go?

- Maybe drive around before?
- Online route plan / sat-nav?
- Exact details of the person to be visited including phone number?

Parking – well lit, safe, close by – where is the nearest bus stop?

Is your car in good working order?

Is the home in a high-risk area?

Do you need someone to accompany you on the visit?

Have you checked that a buddy knows exactly where you are?

Have you set up a text message in advance?

In the visit taking place in the evening or in the dark? Why?

At the Door

Have you checked the address is correct?
Does the outside of the door indicate recent damage?
Are there any unusual sounds coming from the home?
Don't go in if you hear a fight or domestic argument – you are walking into a mine field! Come back later (minimum one hour) or the tomorrow.
What is the security of the main door? Can you be locked in?
What excuses have you got ready should you need to leave?
Don't go in if the person is unusually underdressed – open to allegations.
How does the person's manner, behaviour, mood or state of mind appear?
Is anyone unexpected in/around the house?
Have you introduced yourself?
Have you asked to enter the home?
Are there any pets that pose a risk or that you're scared of? Ask them to be put in another room.

During the Visit

What is the layout of the house?
Do you have an easy way to exit the house if needed?
Is there anything hazardous lying around?
Are there any slipping or tripping hazards?
Are you aware of any weapons in the house?
Do you have any hygiene concerns?
How does the person's manner, behaviour, mood or state of mind appear during the visit? Has it changed?

After the Visit

Do you need to contact anyone and let them know you are safe?
Do you need to record any relevant information?
Do you need to complete an incident form?
Log as much info as you can regarding the visit. Keep a paper trail – you never know when it will be useful.

Remember – plan ahead, keep in touch and stay aware.