



Motherwell Cheshire CIO

Risk Assessment - First Contact

Name of worker	
Name of person	
Date & time of meeting	
Place of meeting	

	Potential risk	Y / N	Action plan to reduce risk	Comments
1	Do you have any mental health difficulties? (Diagnosis, Concerns)		For diagnosis and medication check seeking regular support and regularly taking medication. If not ask them to seek their GP.	
2	Have you self-harmed? Has this happened in the last two weeks?		There is limited risk to worker, ensure accessing support or someone to speak with.	
3	Have you any suicidal thoughts? Have these happened in the last two weeks?		Safeguarding procedure to follow. To ask question 4	
4	Are suicidal thoughts with you today with a plan to act on them?		Safeguarding procedure to put in place immediately.	
5	Do you have issues with substance misuse?		To ask question 6	
6	Have you had substances (alcohol, drugs) with excess in the last two weeks?		Check that seeking regular support, if not then ask them to contact local agency. Reduce risk by not supporting them at this time.	
7	Is there any current Domestic Violence concern, which would affect us supporting you and you meeting us?		To follow up with only offering office as a venue for appointments.	
8	Do you know to whom you would report any incidents of abuse ?		Report to your support worker or member of Motherwell in the first instance. They will report to safeguarding officer, Kate Blakemore	
9	Any other known factors? (Criminal history)		Action as appropriate for information.	

Have you any children that will be coming to meetings? Yes / No

Checks to be carried out prior to first contact (face to face).

Worker have you checked:	Y / N	Comments
Person's previous offending history		
Phone is charged and with you		
Any potential risk for the venue of first point meeting		
Manager is aware of times for first point meeting		
Location of parking is safe		
Check in and out of office		
Log visit in office diary		

Further details or comments:

Signed by worker:	
Signed by manager:	
Date signed by manager:	