

Risk Assessment Checklist - Appendix A

When assessing each of the following criteria, if the response is “yes,” then the risk ranking is considered “medium” or “high.” Consequently, the full screening procedure applies. For any of the criteria, when in doubt check “yes.” (Cf. *Procedure Before Selection and Recruitment a)*)

Criteria	Description	Yes	No
Degree of Isolation	The volunteer leader/volunteer may be alone with person being served.		
Degree of Supervision	The volunteer leader/volunteer has limited or no supervision in role.		
	The activities of volunteer leader/volunteer are in a <i>location</i> where activities are not observed or monitored.		
Access of Property	The volunteer leader/volunteer has access to personal property or money of persons served.		
	The volunteer leader/volunteer has access to confidential information related to the person served.		
Degree of Physical Contact	The position description includes touching the person served.		
Vulnerability of Persons Served	Persons served have language or literacy barriers.		
	Persons served are immobile.		
	Persons served have challenges that contribute to their vulnerability (e.g. age, physical, psychological, and situational).		
Degree of Physical or Emotional Demands	The activity involves potential danger to person served (e.g. rock climbing, using a stove).		
	Activity involves potential stress (e.g. children upset by visit to nursing homes, support group activities).		
Degree of Trust	The volunteer leader/volunteer develops close, personal relationships with persons served.		
	The position involves transportation of persons served.		
	The volunteer leader/volunteer contributes to making career or other important decisions of person served.		
Degree of Inherent Risk	The activity heightens potential for the volunteer leader/volunteer to be in contact with bodily fluids or disease of the person served.		
	The activity exposes the person served to operation or handling of potentially dangerous equipment (e.g. lawnmower).		
	The activity exposes the person served to handling toxic substances or results in exposure to poor air quality, noise.		

The nature of particular ministry and the level of risk involved will determine the intensity of the screening process employed.

<p>I) Procedure for low risk position:</p> <ul style="list-style-type: none"> ○ Ministry position description ○ Volunteer Information Form ○ Orientation and training ○ Supervision and evaluation 	<p>II) Procedure for medium and high risk position:</p> <ul style="list-style-type: none"> ○ Ministry position description ○ Recruitment and selection process ○ Volunteer Information Form ○ Discernment Meeting ○ Reference check ○ Police Information Check ○ Orientation and Training ○ Supervision and evaluation ○ Participant follow-up
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