

# Risk Assessment and Management Plan

*This assessment has been developed to provide best practice information for the prevention and management of COVID-19 if an outbreak occurs in the property identified in this plan.*

*Report to CEO any High and Extreme Risks and attach a copy of this to the CEO Monthly Report*

<b>Service Area:</b>	SIL	
<b>Address:</b>		
<b>Property Details</b>	<b>Number of Bedrooms:</b> <b>Number of Bathrooms:</b> <b>Are there share bathrooms: Yes / No</b>	
<b>Details of Washing Machine:</b>		
<b>Make:</b>	<b>Model:</b>	<b>Age of Machine if known:</b>
<b>Does the Machine allow for temperature control / heating of wash cycle:</b>		
<input type="checkbox"/> <b>Property (Layout Plan Attached)</b>		
<b>Number of Participants:</b>	<b>Staffing arrangements (including hours of support):</b>	
<b>Attachments required: <input type="checkbox"/> Participant Profile Summary for each Participant in the home</b>		
<b>Date:</b>		
<b>Completed by:</b>		<b>Email:</b>
<b>Team Leader:</b>		<b>Email:</b>
<b>Please provide any other details you consider relevant to the support of the Participants in the Property:</b> <i>For example: We have between 1-3 staff rostered on a day at a time. This depends on the number of participants present. Some participants require 1:1 support whilst some require 1:2 support.</i>		

No.	Description of Risk (brief)	Potential Causes, Risk Factors and Effects	Current Controls (what is in place to manage this risk – in order of priority)	Risk Rating Residual	Planned action to reduce risk (e.g. a strategy to Eliminate, Reduce, Sharing, Accept in order of priority)	Person (s) responsible	Timeframe	Risk Rating Residual
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*Residual risk- risk remaining after risk treatment*

*Inherent risk- this is the risk posed in the absence of all controls*

1	<p><b>COVID-19 is spreading in the community increasing the risk of transmission</b></p> <p><b>2.1 Inability to maintain social distancing</b></p>	<p>Participant may develop further health complications due to existing health condition.</p> <p>Contact with a person who is carrying the virus, but not symptomatic. Access to the community in group outings through Day Options</p>	<p>Family to be notified and request them to take Participants back home if they are displaying any flu like symptoms.</p> <p>Day options has been cancelled.</p> <p>Social group has been limited in numbers and regular Participants are using standard precautions</p> <p>Store, monitor and maintain medication stock levels</p>	High	<ul style="list-style-type: none"> <li>Staff are to continue to communicate the risks and provide education/ awareness of the situation to Participants.</li> <li>Contact Participant / Participant' families to ensure Participant is not displaying any symptoms before coming back home after period(s) away from the home.</li> <li>Limiting the outings to open space areas.</li> <li>Plan for in house activities</li> <li>Potential to keep Participants on site indoors until the risk has reduced</li> <li>Undertake stocktake of asthma medication and obtain and fill extra scripts for Participants.</li> <li>Restrictions on visitation and exclusion of visitors.</li> <li>Undertake stock take of medications to ensure adequate supply for next 2 months.</li> </ul> <p><b>Personal Participant hand hygiene and infection control after outings:</b></p> <ul style="list-style-type: none"> <li>Having hand sanitiser and wipes</li> <li>Encouraging hand washing</li> <li>Encourage showering and changing of clothes</li> </ul> <p><b>Social distancing:</b></p> <ul style="list-style-type: none"> <li>Limiting the outings to open space areas</li> <li>Plan for in house activities</li> <li>Communication to restrict visitation and exclusion of visitors</li> <li>Encourage 1.5m to be maintained with all person to person interactions</li> </ul>	<p>Mentors</p> <p>Senior Manager</p>	Implement immediately and ongoing	High
	<p><b>2.2 Inability to provide Staffing to support Participants</b></p>	<p>Staff, or Participants, may be carrying the virus, but not symptomatic</p>	<p>Standard precautions are in place in the house for both Participants and staff.</p> <p>Communication to staff</p>	High	<p><b>Education and Training:</b></p> <ul style="list-style-type: none"> <li>Staff and Participant education on hand hygiene, respiratory hygiene and cough etiquette</li> <li>Staff to reinforce education to Participants</li> </ul> <p><b>Staffing:</b></p>	<p>Mentors</p> <p>Senior Manager</p>	Implement immediately and ongoing	High

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		Absenteeism - A pandemic could affect as many as 40 percent of the workforce during periods of peak of the illness. Employees could be absent because they are sick, have to self-isolate due to exposure, must care for sick family members or for children if schools or day care centres are closed, are afraid to come to work.	Staff Education on Universal Precautions, use of PPE  Ensure staff training where online training can be completed such as Epilepsy Management Training		<ul style="list-style-type: none"> <li>Each staff member provided pack (gloves, mask and hand sanitizer)</li> <li>Where possible – limit the number of staff being rostered in the house</li> <li>Keep regular staff in place and limit them working across different houses</li> <li>Identify external agencies for staffing backfill if need arises</li> <li>Notify, family, transport providers, employment and day option providers of Participants who have been diagnosed with COVID-19</li> <li>Regular, scheduled cleaning of all resident care areas. Participant room/zone will be cleaned daily and frequently touched surfaces will be cleaned more often.</li> <li>Linen will be washed and sanitized using hot water (65 degrees or greater for 10 minutes and using standard laundry detergent. Linen will be dried in a dryer on a hot setting.</li> <li>Appropriate PPE will be used when handling soiled linen.</li> <li>A dedicated staff member will be assigned to plan, co-ordinate and manage logistics in an outbreak and will communicate information to the manager who will liaise with the health department.</li> </ul>			
	<b>2.3 Inability to access and provide appropriate supplies</b>	Interrupted supply/delivery - Shipments of items from those geographic areas severely affected by the pandemic may be delayed or cancelled.		High	Supplies: Maintain ordering of regular supplies of food, groceries, cleaning, laundry PPE etc. Escalate any shortages of any supplies to Senior Manager(s)	Mentors  Senior Manager	Implement immediately and ongoing	High

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	<b>2.4 Inability to maintain cleaning and laundry supports</b>	Demand for items related to infection control is likely to increase dramatically. Existing washing machines not equipped provide hot washing cycle required		High	<b>Cleaning and laundry:</b> <ul style="list-style-type: none"> <li>Regular, scheduled cleaning and wiping of frequently touched surfaces of all common areas 3 times per day</li> <li>Participant room/zone cleaned daily including floor mop or vac</li> <li>All linen will be washed and sanitized using hot water (65 degrees or greater) for 10 minutes and using standard laundry detergent.</li> <li>Appropriate PPE (gloves and apron) will be used when handling soiled linen.</li> </ul>	Mentors Senior Manager	Implement immediately and ongoing	High
3	<b>Participants have pre-existing health conditions that would be an added risk if they contract the virus</b>	Shortage of medication	<ul style="list-style-type: none"> <li>Medication supplies have been confirmed to be in stock for 2 months in advance.</li> <li>Current plans for supporting health care for high support needs for example asthma and epilepsy.</li> <li>Maintain regular source of medication.</li> </ul>	High	Monitor health conditions and liaise with General Practitioner / Medical Officer if any change particularly in respiratory condition.	Mentors Coordinator	Implement immediately and ongoing	Medium
4	<b>Participants displaying behaviours due to limiting familiar community access.</b>	Some displays of verbal aggression and possible physical aggression may be demonstrated.	<ul style="list-style-type: none"> <li>Staff are to refer to support plans such as Participant profiles and PBSP.</li> <li>Staff offer alternative activities to regular</li> </ul>	High	<ul style="list-style-type: none"> <li>Staff are to engage Participants in in-home activities and plan for any community access</li> <li>Staffs are to continue to communicate the risks and provide education to Participants.</li> <li>Review plan and identify if budget can be used flexibly/additional funding sourced to provide appropriate behaviour supports to meet changed Participant needs</li> <li>Staff are to engage Participants in in-home activities</li> </ul>	Mentors Senior Manager	24 hours	Low

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			<p>external activities e.g. Gardening</p> <ul style="list-style-type: none"> <li>• Use of de-escalation and redirection techniques</li> <li>• Ring emergency services depending on the severity of the situation.</li> </ul>		<ul style="list-style-type: none"> <li>• Staff are to provide support to Participants and facilitate contact with families, significant others</li> </ul>			
5	<b>A shortage of essential food items</b>	<p>Community members buying excess amount of food to stockpile. As a result, Participants' preferred food items may not be available – resulting them in possibly getting anxious.</p> <p>Shortage of preferred foods / drinks may cause anxiety.</p> <p>Shortage of yoghurt and similar items given along with medication.</p>	Staff are limiting the need to go to supermarkets unless Participant's insist on going to get personal items	High	<p>Using on line orders / use of available home delivery services,</p> <p>Buying from a variety of shops</p> <p>Shop at off-peak hours (allocated for vulnerable Participants) to reduce contact with other people.</p>	<p>Mentors</p> <p>Senior Manager</p>	Implement immediately and ongoing	Low

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6	<b>Outbreak of COVID-19 within the house (suspected and confirmed cases)</b>	High probability of transmission if close contact maintained	Proactive Participant monitoring for symptoms <ul style="list-style-type: none"> <li>Staff monitoring themselves for symptoms, reporting and absence from work</li> <li>Contact and droplet based precautions in addition to standard precautions</li> <li>Order of outbreak PPE stock</li> </ul>	Medium	Participant <ul style="list-style-type: none"> <li>Participant isolated in room if symptomatic if compliant, if not then encourage wearing of mask</li> <li>No visitors</li> <li>Medical Officer (GP) review to test and confirm for COVID-19 and manage medical needs related to symptoms</li> <li>Access to clinical care and medical expertise as required</li> <li>Use of mobile device (phone) for Telehealth consultations</li> <li>Communicate with family/authorised representative as per usual practice</li> </ul> <b>Implement PPE</b> <ul style="list-style-type: none"> <li>Establish outbreak kit</li> <li>Staff training on suitable PPE for management of outbreak</li> <li>Direct contact requires mask, goggles, full length gown and gloves</li> <li>position a PPE stock station at the entrance for easy access</li> <li>Position a disposal receptacle near the exit to make it easy for discard of PPE</li> <li>Manage infectious linen</li> <li>Manage other infectious waste</li> </ul> <b>Logistics and Reporting</b> <ul style="list-style-type: none"> <li>Senior Manager to plan, co-ordinate and manage logistics and communicate with manager and other relevant staff, GPs, Communicable Disease Control Branch and others</li> <li>Support COVID-19 case line listing for suspected or confirmed cases of Participants and staff</li> <li>Maintain ordering and management of supplies – PPE, pharmacy, food, groceries, cleaning, linen, waste</li> <li>Liaise with relevant providers - transport, employment</li> </ul>		24 hours	Low
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Date submitted to CEO: / /

CEO Approval (signature)

Date: / /

CEO or delegate to:

1. Review the risk rating/s
2. Make a change to the risk rating/s as appropriate / needed
3. Feedback to relevant Senior Manager if any change made

## Risk Assessment Matrix

Assess the probability of the risk: Using the table below identify the level of probability that Access4U or Participant could be exposed to risk (including positive or negative consequences).

Level	Descriptor	Indicators (Choose one only)		
		Qualitative	Quantitative (choose from the scale that is most relevant to the risk)	
5	Almost Certain	The event is expected to occur in most circumstances	Daily to weekly	90-99% probability of occurrence
4	Likely	The event will probably occur in most circumstances	Monthly to 6 monthly	70-89% probability of occurrence
3	Possible	The event could occur at some time	Annually	30-69% probability of occurrence
2	Unlikely	The event is unlikely to occur in the foreseeable future	Once in 5 Years	10-29% probability of occurrence
1	Rare	Occurrence of the event requires exceptional circumstances	Once in 10 years	1-9% probability of occurrence

**Identify the risk rating: Identify the risk rating by:** Locating the column that corresponds to the Impact rating of the risk. Then locate the row that corresponds to the Probability/Likelihood rating of the risk. The point at which these converge identifies the risk rating.

Risk Assessment Matrix	Impact				
	Insignificant	Minor	Moderate	Major	Catastrophic
Probability / Likelihood	1	2	3	4	5
Almost Certain 5	Medium	Medium	High	Extreme	Extreme
Likely 4	Low	Medium	High	High	Extreme
Possible 3	Low	Medium	High	High	Extreme
Unlikely 2	Low	Low	Medium	High	Extreme
Rare 1	Low	Low	Low	Medium	Extreme

Use the table below to identify the impact/consequences of risk to Access4U or the Participants.

Rating	Title	Description
1	Insignificant	<ul style="list-style-type: none"> <li>No increase in care</li> <li>Non-essential item affected not likely to result in injury or medical treatment being required</li> <li>No disruption to service delivery</li> </ul>
2	Minor	<ul style="list-style-type: none"> <li>Increased level of care/monitoring</li> <li>Some manageable disruption to specific services or programs</li> <li>Essential equipment affected may result in minor injury or need for medical treatment</li> <li>Minor emotional trauma</li> <li>Minor damage to property</li> </ul>
3	Moderate	<ul style="list-style-type: none"> <li>Permanent decline of physical ability or increased dependence</li> <li>Some services delayed or not delivered to customers</li> <li>Moderate emotional trauma</li> <li>Moderate damage to property</li> </ul>
4	Major	<ul style="list-style-type: none"> <li>Death unrelated to natural course of life</li> <li>Increased long term dependency</li> <li>Some major services to Participants cease</li> <li>Major psychological trauma</li> <li>Major damage to property</li> <li>Missing Participant</li> </ul>
5	Catastrophic	<ul style="list-style-type: none"> <li>Multiple deaths unrelated to natural course of life</li> <li>All services to Participants cease</li> <li>Exposure to immediate threat that may result in multiple deaths</li> <li>Long term loss of ability</li> <li>Severe psychological trauma</li> <li>Extensive or total damage to property</li> </ul>