

# SPECTRUM SOCIETY FOR COMMUNITY LIVING

## RISK ASSESSMENT

Spectrum Society operates in an environment that poses various potential risks. A "risk assessment" examines risks that may exist in a given situation or activity, and provides a framework for minimizing the risk. Risk assessment is one component of a comprehensive Risk Management Plan, which is outlined in our Policy and Procedures Manual.

### ***Goals of Risk Management:***

The overall goals of Risk Management are:

- Prevention of harmful events (eg. financial losses, increased insurance costs, cancellation of contracts)
- Protection of individuals served, employees, volunteers and sub-contractors (eg. injuries, protection of privacy, Board of Directors liability)
- Protection of Spectrum's reputation and assets (eg. loss of credibility, negative media coverage, property damage)
- Continuity of Spectrum's services (eg. technology systems failure, natural disasters)

### ***Strategies for Managing Risks:***

The annual Risk Management Plan summarizes strategies for minimizing risks throughout the organization. These strategies include:

- Insurance coverage
- Workers Compensation coverage for employees
- Signed contracts for all services provided
- External audit
- Staff training
- Written policies and procedures - financial, health & safety, human resources, technology, general operations
- Security systems

### ***When should a risk assessment be done?***

A risk assessment should be completed any time an individual, an employee, a volunteer, a sub-contractor, or the Society is faced with a situation or activity that presents real or potential hazards, for example:

- changes to an individual's living arrangement or care requirements
- changes to funding or staffing levels within a program
- introduction of an activity that is not normally part of Spectrum's regular operations
- legislative or contractual changes

### ***Risk Assessment Steps:***

1. Identify the reason for the risk assessment being completed (what is the issue?)
2. Identify contributors to the risk assessment (who is providing input to the risk assessment, and what is their relationship to the person or program?)
3. Identify the potential risk (who might be harmed, and how?). Use a separate form for each risk factor, if there's more than one risk to consider.
4. Assess the **PROBABILITY** of the risk occurring (how likely is it to happen?). Assign number 1, 2 or 3.
5. Assess the potential negative **IMPACT** of the risk occurring (how serious would it be if it did happen?). Assign number 1, 2 or 3.
6. Calculate the severity of the risk (multiply **PROBABILITY X IMPACT**). The higher the number, the more severe the risk. The severity of the risk will determine who should authorize the plan:  
1 or 2 = low risk (Manager can authorize) 3 or 4 = medium risk (Coordinator must authorize) 6 or 9 = high risk (Director must authorize)
7. Decide on the risk response action (eg. accept the risk, avoid or cancel the activity, take steps to mitigate the risk). Describe actions to be taken.
8. Assign responsibility and obtain authorization.
9. Set a target date to review the plan, if necessary.

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Program / Individual:	Date Completed:	
Why is this risk assessment being completed? (what is the issue?):		
Contributors (who is providing input to this assessment, and what is their relationship to the person or the program?):		
Describe potential risk (who might be harmed, and how?) – use a separate form for each risk factor, if there's more than one risk to consider:		
Probability of occurrence: 1 = low, 2 = medium, 3 = high	Potential negative impact: 1 = low, 2 = medium, 3 = high	Severity: Probability X Impact (see rating scale on reverse)
Describe risk response action (accept / avoid / cancel / mitigate), and actions to be taken:		
Person responsible:	Target date for review:	Authorized by (see reverse for authorization):

*Attach additional information or make copies of this page if more space is needed.  
Distribute copies to each contributor, a copy to the program site and copy to the Executive Director. Original to be filed at the office.*