



CASS Group- Disability Services

PARTICIPANT RISK MANAGEMENT

Policy Code: 1114	PARTICIPANT RISK MANAGEMENT
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Policy Statement

CASS Disability Services management are committed to providing a safe work environment and to developing a staff culture of commitment to safe practices and risk management. Risk assessment is an important stage in risk management. Risk assessment is a process for deciding the level of risk associated with a hazard in order to plan what to do about it. Risk assessment should be done in consultation with the staff and volunteers working in a particular area. In estimating the level of risk associated with a hazard it is important to consider how likely it is that an injury or illness is likely to occur and how severe the injury or illness could be.

Risk treatment

Risk treatment planning consists of the identification of feasible but cost effective risk treatments. Options include:

1. **Avoiding the risk** – Where the level of risk is unacceptable and the means of risk control are either not viable or not worthwhile or not actionable, risk could be eliminated by not proceeding with the activity that could generate the risk. For example, changing the program and activity, process or objective so as to avoid the risk.
2. **Changing the risk likelihood** – Undertake actions aimed at reducing the probability of the risk occurring. For example, using hoist, wheelchair or walk frame etc.
3. **Changing the risk consequence** – undertake actions aimed at reducing the impact of the risk. For example, using soft material to carpet the floor.
4. **Retaining or accepting the risk** – Accept the risk as it is. This is appropriate where the rating of a risk is sufficient to justify other potential risk treatment options, or when it is not possible or uneconomic to treat the risk, or when the risk level is within your risk tolerance. For example carrying out daily activities, such as showering, attending day programs, shopping, as usual.
5. **Sharing the risk** – Responsibility for treating the risk can be transferred or allocated to parties best able to manage it. For example, working in collaboration with other service providers, such as: medical professional, allied health professional, special schools etc to mitigate risks.

Procedure for CASS Disability Services

1. All staff will receive training in risk assessment.



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2. A Risk Management Assessment will be completed before staff working at any workplace.
3. Risks will be identified, assessed and controlled.
4. Once a hazard has been identified and assessed as presenting a risk, action must be taken to eliminate the hazard or reduce the risk.
5. The best option is to eliminate the hazard but where this is not possible the risk must be reduced by: substituting the hazard with something of a lesser risk, using engineering controls (redesigning the situation), using administrative controls (written safe work practices), or using personal protective clothing and equipment.
6. All Risk Management Plans (RMP) are kept in participant's personal file which is easily accessible by staff members.

Documents related to this policy	
Related Policies	Need Assessment
Forms, record keeping or other organisational documents	<ul style="list-style-type: none"> • Participant Risk Profile • Participant Risk Management Plan • WHS inspection

Reviewing and approving this policy		
Frequency	Person responsible	Approval
3 years	Unit Head	HAS & DS Committee

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review due
Version 1	1 June 2014	HAS & DS Committee	31 May 2017
Version 2	29 May 2017	HAS & DS Committee	28 May 2020
Version 3	November 2020	HAS & DS Committee	November 2023