

Participant Risk Management Policy

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Policy Context

Relevant service standards: <ul style="list-style-type: none"> • NDIS Practice Standards: Privacy and Dignity • NDIS Practice Standards: Information Management 	Legislation/other requirements: <ul style="list-style-type: none"> • NDIS Act 2013 • Disability Act 2006 • Child Safe Standards
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Purpose

The purpose of the Participant Risk Management Policy is to assist staff to manage risks that may arise while providing support to participants whatever the situation or location so that adverse effects on staff and participant lifestyle, health, safety and wellbeing are minimised.

Formal assessment and management of risk as required under this policy will enable staff to support participants in a manner that fulfils their responsibilities under duty of care.

Scope

This Policy applies to all existing and potential participants of Distinctive Options, their family members and carers, and all employees and volunteers.

Policy Statement

Distinctive Options is committed to supporting adult participants, children and young people with a disability to pursue an individual lifestyle that will enable full, equal and safe participation as required under the Disability Act, NDIS Quality and Safeguarding Standards and the Child Safe Standards.

Dignity of risk recognises that people with a disability have a right to make their own decisions and are entitled to take reasonable risks in their everyday life. At the same time, services are required, as far as practicable, to ensure that all people are safe and not exposed to health and safety risks.

Policy Details

The Participant Risk Management Policy operates within a risk management framework that provides staff with a better understanding of the need to manage risks and a structured approach to prevent, minimise, or eliminate injuries or incidents to participants, staff and others before they occur.

Policy Principles

1. All participants receiving support:
 - Are assessed for risks to their lifestyle, health, safety and wellbeing
 - where medium or high risks are identified, will have a risk management plan developed
2. Distinctive Options is required to meet its occupational health and safety obligations
3. Occupational health and safety obligations are met in a manner that allows participants to take reasonable risks in their daily lives and without placing staff and others at risk of harm
4. Risks are identified, assessed, controlled and monitored to minimise risks to participants and staff as part of a risk management approach
5. Participant risk assessment and management are fundamental components of the individual planning process and the health care planning process
6. Participant Risk Management Plans are incorporated into individual plans and are subject to regular review as part of the individual planning review process
7. Risk management takes into account the specific cultural, linguistic and religious needs of Aboriginal and Torres Strait Islander participants and those from culturally and linguistically diverse backgrounds
8. Risks relating to vulnerable participant groups, particularly children, young people and aged participants, are identified and managed
9. Distinctive Options acknowledges that Participants Living Alone with Only One Disability Support Worker are at increased risk and vulnerability where they are dependent on one person/support worker for all of their supports (Sections 73L and 73G of the National Disability Insurance Scheme Act 2013 - 'Assistance with daily personal activities'). Additional Risk Management requirements apply to these participants – See CS PR 002 for additional requirements)
10. Information and documentation about risk management in relation to individual participants is made available to those persons who need to know because they are involved in supporting the participant, and provided in a language or format that suits their communication needs
11. Personal participant information is protected in compliance with the Privacy Act 1988 (Cth), Privacy and Data Protection Act 2014 (Vic) and Health Records Act 2001 (Vic).

Responsibilities

The relevant Coordinator is responsible for identifying the need for a Risk Management Plan for both participants and programs. They are ultimately responsible for ensuring that the required plans are completed, however may delegate this to another person who, in their opinion, is suitably qualified and/or experienced in risk management.

Procedures

The following procedures are related to this policy:

- [Participant Risk Management Procedure](#)