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| Security Risk Assessment | **Last Revision:** | April 2016 |
| **Last Reviewed:** | March 2017 |
| **Applies to the following THA Group of Companies:** | * Island Health Care * Island Hospice * Independent Life at Home * RightHealth * THA Services |
| **Included in the following THA Manual:** | Administrative Policy & Procedure Manual  Environmental Safety & Equipment |

#### POLICY

The Company conducts a proactive Security Risk Assessment at least annually to evaluate the potential adverse impact of the external environment and the services provided on the security of staff, patients, visitors and others coming into any of the branch offices or performing home visits.

# PROCEDURE

1. Perform inspection of office/branch premises both inside and outside.

2. Determine what assets are present, and what possible threats to those assets exist such as:

a) Assaults

b) Upset Visitors, Patients

c) Hostile Visitors, Patients

d) Theft, Vandalism, Robbery

c) Other

3. Assign a Risk Code to each asset threat by evaluating the impact of the threat.

4. Determine a cost factor for those assets should a threat occur (cost of replacement, financial impact to the organization, etc.)

5. Identify possible measure to be- taken to minimize security risk to assets such as:

a) Key control

b) Identification measures

c) Egress control for sensitive areas

d) Security Patrol

e) Lighting

f) Panic Alarm

g) Closed circuit television

h) Locked storage

i) Protocols for dealing with security incidents or failures

6. Determine possible measures to be implemented at a later time after planning occurs.

7. Calculate a security priority for each threat identified (Risk Code X Cost Factor = Security Priority).

8. Note any additional information or comments.

SECURITY RISK ASSESSMENT

OFFICE/BRANCH \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| THREAT RISK CODES  1. Some Impact 2. Significant Impact 3. Potential Life-Threatening Impact 4. Actual Life-Threatening Impact | | | **COST FACTORS** 2 Easily replaced, low cost4 Significant Impact in Financial Terms or Damaging to THA 6 Very Valuable Financially, but Considered a Higher Priority than Cost #4  8 Very Damaging to THA if Lost, Damaged, or Injured, Extremely Damaging if There is Loss of Life | | | | | |
| **\*\*\*\*\*Risk Code X Cost Factor = Security Priority\*\*\*\*\*** | | | | | | | | |
| **ASSETS** | **THREATS** | **Risk Code** | | **Cost** | **MEASURES TAKEN** | **MEASURES PLANNED** | **Security Priority** | **COMMENTS** |
| Staff |  |  | |  |  |  |  |  |
| Visitors |  |  | |  |  |  |  |  |
| Patients |  |  | |  |  |  |  |  |
| Supplies:  Medical-  Office-  Food- |  |  | |  |  |  |  |  |
| Medications,  Narcotics |  |  | |  |  |  |  |  |

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| **ASSETS** | **THREATS** | **Risk Code** | **Cost** | **MEASURES TAKEN** | **MEASURES PLANNED** | **Security Priority** | **COMMENTS** |
| Equipment:  General-  Computer-  Mechanical-  Tools - |  |  |  |  |  |  |  |
| Confidential Documents:  Patient Records- HR Records -  Other - |  |  |  |  |  |  |  |
| Building access: Doors-  Stairs-  Elevator- |  |  |  |  |  |  |  |
| Vehicles |  |  |  |  |  |  |  |
| Parking Lot |  |  |  |  |  |  |  |

Assessment Conducted By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# GUIDELINES FOR COMPLETING SECURITY RISK ASSESSMENT

Clinical Director or designee conducts a proactive Security Risk Assessment annually to evaluate the potential adverse impact of the external environment and the services provided on the security of staff, patients, visitors, and others coming into any of the branch offices or performing home visits:

1. Perform inspection of office/branch premises both inside and outside.
2. Determine what assets are present, and what possible threats to those assets exist.

Types of Possible Threats:

* Assaults
* Upset Visitors, Patients
* Hostile Visitors, Patients
* Theft, Vandalism, Robbery
* Other

1. Assign a Risk Code to each asset threat by evaluating the impact of the threat.
2. Determine a Cost factor for those assets should a threat occur (cost of replacement, financial impact to the organizations, etc.)
3. Identify possible measures to be taken to minimize security risk to the assets.

Types of Possible Controls:

* Key control
* Identification measures
* Egress control for sensitive areas
* Security Patrol
* Lighting
* Panic Alarm
* CC television
* Locked storage
* Protocols for dealing with security incidents or failures

1. Determine possible measures to be implemented at a later time after planning occurs.
2. Calculate a Security Priority for each threat identified ( Risk Code X Cost Factor = Security Priority)
3. Note any additional information or comments.
4. Submit Assessment to Coordinating Council (CC.)