

**Residential Care Licensing**

Risk Assessment Policy				
<b>Policy #:</b>	1	<b>Responsibility:</b>	Adult Disability Services	
<b>Effective Date:</b>	July 4, 2017	<b>Replacing #:</b>	New	Page 1 of 9

**Purpose:** This policy outlines the process for conducting risk assessments in shift staffed residential care facilities, operating under a letter of approval. It will be applied to host family homes as a best practice.

**Scope:** This policy confirms areas of responsibility for conducting risk assessments, including: roles and responsibilities of program and agency staff, relevant timeframes, review intervals, and response options based on assessment results.

**Policy:** This policy applies to: Residential Care Licensing, the Community Living disABILITY Service (CLDS) Program, the Mental Health Program, and service providers (including those that operate shift staffed homes and/or host family homes).

**Acts/Regs:** [The Social Services Administration Act](#)  
[The Residential Care Facilities Licensing Regulation](#)  
[The Vulnerable Persons Living a Mental Disability Act](#)  
[The Mental Health Act](#)  
[The Buildings and Mobile Homes Act](#)  
[The Fires Prevention and Emergency Response Act](#)  
[The Buildings and Mobile Homes Act](#)

**Definitions**

**Authority Having Jurisdiction** “Authority Having Jurisdiction” refers to the regulatory or legislative body that enforces the requirements that fall within their jurisdiction.

**Community Living disABILITY Services** “Community Living disABILITY Services (CLDS)” refers to the program delivered by the Department of Families that is responsible for the planning, development, maintenance, overall direction and management of programs and resources that support and enhance the quality of life for adults with a mental disability in the community.

**Community Mental Health Program** “Community Mental Health Program (CMHP)” refers to the program delivered by the Department of Health, Seniors and Active Living that is responsible for providing direction and supporting innovative, evidence-based practice and accountability in the mental health system and advance mental wellness.

**Department of Families** “Department of Families” refers to the Department responsible for licensing/approving all community based residential care facilities supporting individuals in the CLDS program, Community Mental Health

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Program, and those with frailty or cognitive impairment related to aging.

**Fire Safety Plan/Evacuation Plan**

**“Fire Safety Plan”** refers to an emergency procedure under the Manitoba Fire Code that is required in all Residential Care Facilities. This includes requirements to develop a fire safety plan in cooperation with the local fire department, carry out fire drills and train supervisory staff on emergency procedures.

**Fire Watch**

According to the National Fire Protection Association, the definition of a fire watch is the assignment of a person or persons to an area for the express purpose of notifying the fire department, the building occupants, or both, of an emergency, preventing a fire from occurring, extinguishing small fires, or protecting the public from fire or life safety dangers.

**Host Family Home**

**“Host Family Home”** refers to a one to four bed residential care facility that is the primary residence of the holder of the letter of approval. The residents who live in the home are not related to the holder of the letter of approval or his or her family. The holder of the letter of approval is referred to as ‘home share provider’.

**Office of the Fire Commissioner**

**“Office of the Fire Commissioner”** refers to the Special Operating Agency responsible for ensuring public safety through education, investigation, emergency response and code application.

**Residential Care**

**“Residential Care”** refers to the accommodation, care, and supervision provided to an adult who has a mental disability, a mental disorder, or due to frailty or cognitive impairment related to aging.

**Residential Care Facility**

**“Residential Care Facility”** refers to facilities where accommodation, care and supervision are provided to one or more adults who have a disability or disorder prescribed in the regulations, or require care because of frailty or cognitive impairment due to aging. It does not include facilities where an individual provides accommodation, care, and supervision to their family member(s) only, nor those facilities that are licensed under *The Public Health Act* or *The Health Services Insurance Act*.

Note: The definition of residential care facility applies to both shift-staffed homes and host family homes.

**Residential Care Licensing**

**“Residential Care Licensing (RCL)”** refers to the unit within CLDS that has been granted the authority, under *The Social Services*

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*Administration Act*, to license or approve facilities that provide residential services to adults with: a mental disability as defined under *The Vulnerable Persons Living with a Mental Disability Act*; a mental disorder as defined by *The Mental Health Act*, or, frailty or cognitive impairment related to aging.

**RCL Case Manager** “**RCL Case Manager**” refers to an individual that oversees licensing in their respective region and may include a program manager, a case worker or a case manager, along with the RCL representative.

**Risk Assessment Checklist** “**Risk Assessment Checklist**” refers to the Residential Care Occupancy Risk Assessment checklist that was developed by the Office of the Fire Commissioner in the Residential Care User Guide, to assess evacuation in one to four bed facilities.

**Shift Staffed Home** “**Shift Staffed Home**” refers to a facility that has a scheduled rotation of staff providing services to the residents in that facility. The holder of the letter of approval is referred to as a ‘service provider.’

**1. Policy**

The Manitoba Building and Fire Code amendments require automatic sprinkler systems in all one to four bed shift-staffed residential care facilities. However, this requirement does not apply when all residents can be safely evacuated from the facility within three minutes.

**A) When to conduct a risk assessment:**

A risk assessment identifies safety information in the residential care facility and assesses the ability of residents to evacuate the premises.

The service provider is responsible for completing a risk assessment. The service provider will engage RCL to review the risk assessment and provide a recommended response.

The service provider will complete the risk assessment and present it back to RCL and the Authority Having Jurisdiction, as may be required, in the following circumstances:

- When establishing a new shift-staffed residential care facility.
- When an individual’s health care needs have changed, impacting their ability to be evacuated within three minutes. The service provider must advise RCL and the case worker about changes in the health or mobility status of any residents that impact evacuation from the residential care facility. The fire safety/evacuation plan must be updated to reflect the current circumstances of all residents in the facility.
- When an existing facility is requesting an increase in bed occupancy.

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Additionally, a risk assessment must also be completed whenever the local municipality/Authority Having Jurisdiction requires it in order to obtain an occupancy permit. There are no limits to the number of risk assessments that can be conducted in a residential care facility.

Note: Host Family Homes are encouraged to follow these risk assessment guidelines as best practice.

**B) How to complete a risk assessment:**

The service provider uses the *Residential Care Occupancy Risk Assessment Form* (see [Appendix B](#)) to complete the risk assessment. This form may also be found in *The Residential Care User Guide*, developed by *The Office of the Fire Commissioner*.

The service provider must retain a copy of the risk assessment and present it to the RCL case manager who determines the appropriate course of action and makes recommendations based on results.

**C) Recommendations as a result of a risk assessment:**

RCL will provide the service provider with recommendations based on the results of a completed risk assessment. Possible recommendations may include:

1. Sprinkler System Exemption: RCL may exempt the facility from an automatic sprinkler system if residents in a residential care facility can be safely evacuated within three minutes.
2. Automatic Sprinkler System: If residents in a residential care facility evacuate in over three minutes, but under five minutes, RCL will recommend actions for the service provider to take in order to reduce evacuation times. If these actions do not reduce evacuation times to three minutes or less, then an automatic sprinkler system is required in the facility. RCL will communicate these assessment results to the case worker, who will determine whether residents who are impacting evacuation times can be relocated to an alternate residential care facility that contains an automatic sprinkler system.
3. 24h Fire Watch: If residents in a residential care facility can evacuate in over three, but under five minutes, RCL will require a 24 hour fire watch every 45 minutes (including sleep times). Please see glossary for a definition of "[fire watch](#)."

A log of the fire watch will be submitted to RCL for review, documenting that all smoke or fire hazards, including closets, have been checked. The log should also identify the date the watch was performed and the name of the person conducting the watch, as well as any action that may have been required as a result.

RCL may also require the residential care facility to undertake the following with the case

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worker's involvement:

- i. relocate resident(s) to another bedroom that is closer to an exit;
- ii. practice weekly fire drill evacuations until the total evacuation time is reduced to three minutes or less over a 90 day period and the results are recorded in a fire drill evacuation log that is submitted to RCL;
- iii. relocate resident(s) to another residential care facility with an automatic sprinkler system;
- iv. require the installation of an automatic sprinkler system in the residential care facility.

**D) Resolution:**

The risk assessment will be considered complete once RCL has determined that the recommendations in the actions log (see [Appendix A](#)) have been met. RCL will then communicate these outcomes back to the service provider.

The service provider must maintain the risk assessment in the facility file and ensure it is available for review, upon request by the Authority Having Jurisdiction, RCL, or the resident's case worker(s).

**E) Placement in residential care facilities:**

Adults with significant support or behavioural needs, that prevent evacuation within three minutes, should be accommodated in a residential care facility that has an automatic sprinkler system or that is suitably resourced to comply with evacuation requirements.

**REFERENCE DOCUMENTS**

- [Residential Care User Guide – Residential Care Occupancy Risk Assessment](#) (Checklist)
- [Residential Care User Guide – Updates to Manitoba Building/Fire Code](#) (Appendix C)
- [Residential Care Facility Licensing Regulation](#)
- [The Social Services Administration Act](#)

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**Approved by:** Lisa Lacroix

**Date:** June 20, 2017

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**Appendix B: Residential Care Occupancy Risk Assessment  
(One to Four Bed Facility)**

**General Information:**

Name:	Date:
Address:	Phone No:
	Cell No:
Email:	

**Licensing Information about the Facility/Building:**

Type of housing (check one):	
<input type="checkbox"/>	Licensed as a Child Residential Care Facility (number of residents):
<input type="checkbox"/>	Licensed as an Adult Residential Care Facility (number of residents):
<input type="checkbox"/>	Apartment unit / location of unit:
Number of escape routes on each floor:	
Number of licensed Care Facilities in building:	
Total number of Residential Care residents in building:	

**Facility/Building Information:**

Type of housing (check one):	
<input type="checkbox"/>	Bungalow
<input type="checkbox"/>	Two-storey
<input type="checkbox"/>	Side-by-side
<input type="checkbox"/>	Row housing unit
<input type="checkbox"/>	Apartment unit
Number of escape routes on each floor:	
<input type="checkbox"/>	Main floor
<input type="checkbox"/>	Second floor
<input type="checkbox"/>	Basement
Basement occupancy: recreation or sleeping (circle one):	Yes   No
Early warning system (check all that apply):	
<input type="checkbox"/>	Interconnected smoke alarms
<input type="checkbox"/>	10-year lithium-ion battery operated smoke alarm (Tamper proof)
<input type="checkbox"/>	Monitored alarm system
Emergency lighting (circle one):	Yes   No
Travel distance to exits (measured):	
<input type="checkbox"/>	Primary exit
<input type="checkbox"/>	Secondary exit

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Other exits (describe)			
Does the facility have a place of refuge/rated stairway (circle one):			Yes   N o
If yes, where?			

**Residents:**

Total number of residents in facility:		
Staff ratio:		
	Day	
	Overnight	
	Number awake	
	Number asleep	
Number of residents who are independent with evacuation:		
Number of residents who require assistance with evacuation:		
Number of residents who require staff assistance to transfer:		
Are residents requiring assistance located on the main level or in closest proximity to the final exit?		

**Fire Drills & Evacuation Plans:**

(Check one)		Yes	N o
Is the monthly fire safety checklist complete?			
Is the fire drill log completed?			
Does the operator have an updated evacuation plan?			
Is the evacuation plan posted?			
Are all the staff familiar with the evacuation plan and their responsibility in an emergency evacuation?			
What is the average evacuation time (check one)?			
	Under three minutes		
	Under five minutes		
	Over five minutes (specify time)		
Fire department capability (check one):			
	Full time staffed		
	Volunteer		
Fire department response time to facility (minutes):			

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**RISK ASSESSMENT RESULTS AND LICENSING AUTHORITY RESPONSE OPTIONS**

<b>Residential Care Facility residents evacuate building in three minutes or less</b>	Licensing Authority may exempt the facility from the automatic sprinkler system requirements.
<b>Residential Care Facility residents evacuate building in over three minutes but under five minutes</b>	<p>Licensing Authority shall require the Residential Care Facility to implement a 24 hour fire watch every 45 minutes and submit logs to the Licensing Authority.</p> <p>Licensing Authority may require the Residential Care Facility to undertake the following:</p> <ol style="list-style-type: none"> <li>1. Relocate resident(s) to another room closer to an exit.</li> <li>2. Practice weekly fire drill evacuations until total evacuation time is reduced to three minutes or less over a 90 day period. Evacuation times must be demonstrated three consecutive times within the 90 day period and the results recorded in a fire drill evacuation log. Logs are to be submitted to the Licensing Authority.</li> <li>3. Increase staff levels.</li> <li>4. Relocate resident(s) to another Residential Care Facility with an automatic sprinkler system.</li> <li>5. Require the installation of an automatic sprinkler system in the Residential Care Facility.</li> </ol>
<b>Residential Care Facility residents evacuate building in over five minutes.</b>	<ol style="list-style-type: none"> <li>1. Licensing Authority shall relocate resident(s) to another Residential Care Facility with an automatic sprinkler system; and</li> <li>2. Require the installation of an automatic sprinkler system in the Residential Care Facility.</li> </ol>