

# Organizational Risk Assessment for Long-Term Care and Retirement Homes

## Worksheet / Fillable Form

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### Instructions

This form may be used to help you list identified risks for transmission of infections in the long-term care and retirement home, analyze them, and develop a plan to manage those risks for each area of your health care setting.

For guidance on how to conduct an organizational risk assessment (ORA) and a sample, please refer to the [Best Practice Infection Prevention and Control Organizational Risk Assessment \(ORA\) for LTCH/RH](#).

Use Steps 1 through 5 to note your risks and provide details of your ORA plan. Use these steps to note all your organizational risks.

Area / Department:

Date ORA was conducted:

#### Person(s) conducting ORA:

1. First name:

Last name:

Position:

2. First name:

Last name:

Position:

3. First name:

Last name:

Position:

Comments / additional information:

Objectives and scope of ORA:

## Step 1. Identify Risks

Who could be exposed and how can they be exposed?

## Step 2. Analyze the Risk

What could increase this risk of transmission and are there any control measures in place to prevent this transmission?

Contributing factor(s):

Control measure(s) in place:

### Step 3. Assess the Risk

What is the likelihood and severity of this risk and the impact of transmission?

Risk Level Definitions:

**High (H):**

High likelihood and high severity

Associated action:

**IMMEDIATE ACTION  
REQUIRED**

**Medium (M):**

Either likelihood or severity is high

Associated action:

**Make efforts to further reduce  
the risk**

**Low (L):**

Low likelihood and low severity

Associated action:

**Monitor and reduce the risk  
when feasible**

### Step 4. Manage the Risk

Can the risk be mitigated or reduced?

What additional control measures are needed?

## Step 5: Develop an Implementation Plan

Complete this section for each risk identified above in Step 1.

### Identify the Risk

(fill in one of the risks noted from Step 1)

### Level of Risk:

(from Step 3)

### Strategies / Control Measures

List all strategies / control measures required to mitigate the risk.

### Who is responsible and key decisions makers

Note positions and roles that will be required for approvals and implementation.

### Measure of Compliance

For each control measure, define measurable criteria to ensure control measures are implemented as it should be (e.g., Hand hygiene audits completed monthly, other audits of practice).

### Resources

List the resources needed to complete the strategies / control measures identified.

### Timelines

Indicate milestones and schedule for implementation.

### Evaluation Plan

Identify how control measures will be monitored to ensure they achieve the intended outcomes.

## Step 5: Develop an Implementation Plan

Complete this section for each risk identified above in Step 1.

### Identify the Risk

(fill in one of the risks noted from Step 1)

### Level of Risk:

(from Step 3)

### Strategies / Control Measures

List all strategies / control measures required to mitigate the risk.

### Who is responsible and key decisions makers

Note positions and roles that will be required for approvals and implementation.

### Measure of Compliance

For each control measure, define measurable criteria to ensure control measures are implemented as it should be (e.g., Hand hygiene audits completed monthly, other audits of practice).

### Resources

List the resources needed to complete the strategies / control measures identified.

### Timelines

Indicate milestones and schedule for implementation.

### Evaluation Plan

Identify how control measures will be monitored to ensure they achieve the intended outcomes.

## Step 5: Develop an Implementation Plan

Complete this section for each risk identified above in Step 1.

### Identify the Risk

(fill in one of the risks noted from Step 1)

### Level of Risk:

(from Step 3)

### Strategies / Control Measures

List all strategies / control measures required to mitigate the risk.

### Who is responsible and key decisions makers

Note positions and roles that will be required for approvals and implementation.

### Measure of Compliance

For each control measure, define measurable criteria to ensure control measures are implemented as it should be (e.g., Hand hygiene audits completed monthly, other audits of practice).

### Resources

List the resources needed to complete the strategies / control measures identified.

### Timelines

Indicate milestones and schedule for implementation.

### Evaluation Plan

Identify how control measures will be monitored to ensure they achieve the intended outcomes.

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