

Cedric Dean Holdings, Inc.

Peer Support NC Program Environmental Risk Assessment Policy

1. Policy Title

Environmental Risk Assessment and Safety Policy

2. Effective Date

Effective: January 21, 2026

Review Cycle: Annual or as required by regulatory or operational changes

3. Policy Statement

Cedric Dean Holdings, Inc. (CDH), through its Peer Support NC Program, is committed to providing a **safe, supportive, trauma-informed, and risk-aware environment** for all participants, staff, contractors, visitors, and community partners.

This policy establishes a formal process for **identifying, assessing, mitigating, and monitoring environmental risks** that may impact the health, safety, dignity, and well-being of individuals receiving peer support services, as well as staff delivering those services in community, residential, office-based, and field settings.

CDH recognizes that environmental safety is a critical component of **ethical care delivery, regulatory compliance, and organizational accountability**.

4. Scope

This policy applies to:

- All CDH employees, independent contractors, volunteers, and leadership
- All Peer Support NC Program service locations, including:
 - Office-based settings

- Community-based service locations
 - Residential and supported living environments (where applicable)
 - Mobile, outreach, and field service settings
 - All participants, guests, and community partners interacting with CDH services
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5. Definitions

Environmental Risk:

Any physical, structural, social, or situational condition that may pose a threat to health, safety, emotional well-being, or operational continuity.

Risk Assessment:

A systematic process of identifying hazards, evaluating the likelihood and severity of harm, and determining appropriate control measures.

Mitigation:

Actions taken to eliminate, reduce, or control identified risks.

Incident:

Any event that results in or has the potential to result in injury, harm, property damage, service disruption, or regulatory noncompliance.

6. Guiding Principles

CDH's environmental risk framework is grounded in:

- **Safety First:** Protecting life, dignity, and well-being is non-negotiable
 - **Trauma-Informed Care:** Environments must promote emotional and psychological safety
 - **Proactive Prevention:** Risks are best managed before harm occurs
 - **Transparency:** Open reporting without fear of retaliation
 - **Accountability:** Clear roles and responsibilities at every level
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7. Categories of Environmental Risk

7.1 Physical and Structural Risks

- Unsafe building conditions (e.g., poor lighting, broken handrails, damaged flooring)
- Fire hazards (blocked exits, faulty alarms, improper storage of flammable materials)

- Electrical and mechanical hazards
- Accessibility barriers (ADA noncompliance, unsafe entry/exit points)

7.2 Health and Sanitation Risks

- Unsanitary conditions
- Exposure to biohazards or bodily fluids
- Poor ventilation or air quality
- Infestation or mold concerns

7.3 Community and Field-Based Risks

- Unsafe neighborhoods or service locations
- Environmental exposure (weather, heat, cold, flooding)
- Transportation risks
- Lack of cell service or emergency access

7.4 Behavioral and Social Risks

- Aggressive or threatening behavior
- Substance use activity in service environments
- Unauthorized individuals on premises
- Escalation triggers in trauma-sensitive spaces

7.5 Data and Privacy Risks

- Exposure of confidential or protected health information (PHI)
- Unsecured workstations or documents
- Inappropriate conversations in public or shared spaces

8. Risk Assessment Process

8.1 Initial Assessment

Environmental risk assessments shall be conducted:

- Prior to opening any new service location
- Before initiating services in a new community setting
- Following any serious incident or safety concern

8.2 Routine Assessments

- Monthly informal walkthroughs by designated staff

- Quarterly formal documented assessments
- Annual organizational-wide environmental risk review

8.3 Assessment Elements

Each assessment must evaluate:

- Physical safety conditions
 - Emergency readiness
 - Accessibility and mobility safety
 - Staff visibility and communication access
 - Privacy and confidentiality protections
 - Emotional and psychological safety factors
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9. Risk Rating System

Risks shall be classified as:

- **Low Risk:** Minimal likelihood of harm; monitor
 - **Moderate Risk:** Potential for harm; mitigation required
 - **High Risk:** Likely or imminent harm; immediate action required
 - **Critical Risk:** Severe or life-threatening; services must be suspended until resolved
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10. Mitigation and Control Measures

CDH shall implement appropriate controls, including but not limited to:

- Environmental repairs or modifications
 - Staff training and de-escalation protocols
 - Safety signage and lighting improvements
 - Emergency supply kits and communication tools
 - Revised service plans or relocation of services
 - Coordination with emergency services or property management
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11. Staff Responsibilities

11.1 All Staff and Contractors

- Remain alert to environmental hazards
- Report risks or incidents immediately
- Follow all safety and emergency procedures
- Protect participant dignity and confidentiality

11.2 Supervisors and Program Leadership

- Ensure assessments are conducted and documented
- Approve mitigation plans
- Ensure corrective actions are completed
- Provide training and compliance oversight

11.3 Compliance Officer / Program Director

- Maintain risk assessment records
 - Conduct annual policy review
 - Report systemic risks to executive leadership
 - Ensure regulatory alignment with Medicaid, MCO, and state standards
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12. Incident Reporting

All incidents must be:

- Reported within **24 hours** to program leadership
 - Documented using CDH Incident Report Forms
 - Reviewed for root cause and prevention strategies
 - Escalated to regulatory bodies when required
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13. Emergency Preparedness

Each service location must maintain:

- Posted emergency contact numbers
 - Evacuation and shelter-in-place plans
 - Fire safety procedures
 - Medical emergency protocols
 - Staff training in crisis response and situational awareness
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14. Training Requirements

All Peer Support NC Program staff must receive:

- Environmental safety orientation upon onboarding
 - Annual refresher training
 - De-escalation and situational awareness training
 - Confidentiality and HIPAA/PHI protection training
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15. Documentation and Records

CDH shall maintain:

- Environmental Risk Assessment Forms
- Incident Reports
- Training Logs
- Mitigation Action Plans
- Annual Review Reports

Records must be retained in accordance with **state, federal, and Medicaid compliance requirements**.

16. Policy Review and Updates

This policy shall be reviewed:

- Annually
 - Upon regulatory changes
 - Following any critical incident
 - When service scope or locations change
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17. Non-Compliance

Failure to adhere to this policy may result in:

- Corrective action
 - Retraining
 - Contract termination
 - Regulatory reporting, when required
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18. Approval and Authorization

Approved By:

Cedric Dean, Chief Executive Officer
Cedric Dean Holdings, Inc.

Signature: _____

Date: _____

19. Organizational Commitment Statement

Cedric Dean Holdings, Inc. is committed to maintaining **safe, ethical, and empowering environments** that support recovery, dignity, and community reintegration. Environmental safety is not merely a compliance requirement—it is a reflection of our mission to protect, empower, and serve.