



**INTERNATIONAL INSTITUTE OF RURAL RECONSTRUCTION
(IIRR-ETHIOPIA)**

HIV/AIDS RISK ANALYSIS TOOL



1. INTRODUCTION

The HIV/AIDS Risk Analysis Tool is developed for your organization to be able to identify your organizational level of risk towards HIV/AIDS. The tool is adapted from IIRR's Community Managed Disaster Risk Reduction (CMDRR) tool.

This document provides a description of the HIV/AIDS risk analysis and its three variables; hazard, vulnerability and capacity. Also an explanation is provided on how to use the HIV/AIDS risk analysis tool. Three exercises related to hazard, vulnerability and capacity are included. After conducting the exercises, your organization will have the opportunity to identify action points that will be of use for HIV/AIDS Workplace Policy development and implementation.

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2. HIV/AIDS RISK ANALYSIS

The HIV/AIDS risk analysis is a process of gathering all relevant data about the organization and its staff members, to be able to investigate to what extent the organization is at risk regarding HIV/AIDS.

A risk analysis focuses on: identifying the characteristics of HIV and AIDS; how it affects the organization and staff; the degree of vulnerability; and the capacity of the organization to deal with HIV/AIDS. By doing a risk analysis, organizations can identify their risks towards HIV/AIDS and plan a strategy on overcoming these risks mainly by including those issues in the HIV and AIDS workplace policy development and implementation.

HIV/AIDS risk analysis could be conducted at organizational level by assessing three variables of disaster risks which are hazard, vulnerability and capacity.

The general formula for a risk analysis is shown in the box below.

An organization can identify its risk, by looking at the hazard (HIV/AIDS in this case), the vulnerability level of staff and the organization, and the capacity of staff and the organization to cope with HIV/AIDS. If the vulnerability is high, and the capacity is low, then the risk of an organization will also be high. An organization can reduce its risk, by reducing its vulnerability and increasing its capacity.

The general formula for risk analysis is:

$$\text{Risk} = \frac{\text{Hazard} \times \text{Vulnerability}}{\text{Capacity}}$$

2.1. HAZARD ASSESSMENT

Hazards are usually referred to by many people as disasters. A hazard, however, can only be called a disaster when it hits for example an organization that is unable to cope with its effects.

HIV/AIDS is a hazard and failure to manage it is what makes it progress into a disaster; the human body immune system is then completely damaged.

In general, when doing a hazard assessment, selection and sequencing will facilitate systematic assessment of the different hazards. In a hazard assessment the following steps need to be taken:

1. *Identification* - The assessment should begin with the identification of possible hazards in an organization. Many hazards interact and in some cases act as a trigger for another hazard.
2. *Prioritization* - After an organization has identified the possible hazards, then criteria should be developed to be used in comparing and ranking the various hazards. Based on the ranking, the most important ones are selected for further analysis.

Hazard background information

According to the Glossary of Terms of United Nations International Strategy for Disaster Reduction (UN-ISDR), a hazard is “a potential damaging physical event, phenomenon or human activity that may cause the loss of lives or injury, property damage, social and economic disruption or environmental degradation”.

Hazards are categorized into natural or man made on the basis of its origin.

Types of hazards are the following:

- Based on nature: earthquakes; droughts; floods; etc
- Based on violence: war; armed conflict; physical assault; etc
- Based on deterioration: declining health, educational and other social services; environmental degradation; etc.
- Based on the failings of industrialized society: technological failures; oil spillage; factory explosions; fires; gas leakages; transport collisions; etc.

3. *Characterizations* - The prioritized hazards are analyzed further to identify its characteristics, such as the causes, effects, warning signs and signals, forewarning, speed of onset, frequency, period of occurrence, and duration.

Examples on how HIV/AIDS affects the organization and its staff members

Absenteeism, medical expenses, loss of staff, inefficiency on work performance, replacement of staff, and inability to achieve the goal of the organization, are examples of how HIV/AIDS affects the organization. Some of the risky behaviors that might expose staff to HIV/AIDS are: unprotected sexual intercourse, utilization of medical equipments that are not sterilized, prostitution, multiple partners, polygamy, traditional rites and practices, road accidents, blood alliance and exchanging blood through putting fingers together, alcoholism, blood transfusion under unsafe conditions, sex tourism, and collective circumcision.

For the HIV/AIDS Risk Analysis there is no need to identify and prioritize the different hazards, since HIV/AIDS is the defined hazard. Identification of the behaviour and nature of HIV/AIDS, as characteristics of the hazard, will be the only step that needs to be taken fulfilled from the hazard assessment.

To further understand the behaviour and nature of HIV/AIDS as a hazard, it is necessary to identify the characteristics of HIV/AIDS. Answering the following questions will help to do so:

- § What is the root cause of HIV/AIDS as a hazard?
- § When will HIV/AIDS infect/affect me?
- § How do I know that HIV/AIDS infects/affects me?

An explanation of different characteristics of hazards is stated in the table below:

Characteristics	Explanation of characteristics
Warning Signs and Signals	§ Scientific and indigenous indicators that a hazard is likely to happen.
Forewarning	§ Time between warning and impact.
Speed of onset	§ Rapidity of arrival and impact. Distinction can be made between hazards that occur without almost any warning (earthquake), a hazard that can be predicted three to four days in advance (typhoon), to a hazard with a very slow onset.
Frequency	§ How often does the hazard occur? E.g. does hazard occur seasonally, ones a year or every five years?
Period of occurrence	§ Does it occur in a particular time of the year? E.g. wet or dry season.
Duration	§ How long is a hazard felt? E.g. duration of an earthquake and the aftershocks; the days/weeks/months that an area is flooded; the length of military operations.

2.2. HIV/AIDS VULNERABILITY ASSESSMENT

As a hazard, HIV/AIDS affects both human (e.g. staff) and non-human (e.g. organizations) components of the environment. These are called elements at risk. The matrix below (see vulnerability exercise) can be used to capture the elements at risk and its vulnerability level. When assessing the risk of HIV/AIDS at organizational level, the level of risk may vary among different staff members depending on their age, sex, nature of work, level of awareness on the mode of transmission and prevention methods, etc. Potential risks of HIV/AIDS are loss of income due to lost working hours, and cost incurred in replacing staff lost through AIDS.

Elements that increase the vulnerability of people and organizations to HIV/AIDS are: poverty, taboo topics, migration and mobility, lack of access to information and education, gender inequality, weak health systems, widespread stigmatization, and missing visibility of the HIV/AIDS epidemic.

Generally, an HIV/AIDS vulnerability assessment is the process of estimating the vulnerability of “elements at risk” in the organization with regard to HIV/AIDS.

Definition of vulnerability

Vulnerability here is defined as “a set of prevailing or consequential conditions, which adversely affect the community’s ability to prevent, mitigate, prepare for or respond to hazard events” (Anderson and Woodrow, 1989).

Like the hazard assessment, the vulnerability assessment also needs to be done systematically. The following steps need to be taken:

1. Identify the elements at risk in relation to hazard. It is important to identify both human and non-human elements at risk.
2. Identify the various human and non-human elements at risk and identify its level of vulnerability.
3. Identify the main causes of vulnerability for different elements at risk.

2.3. HIV/AIDS CAPACITY ASSESSMENT

Capacity assessment is the third step in the HIV/AIDS risk analysis. It makes it easier for organizations to identify the gaps in coping with HIV/AIDS, that need to be addressed.

Capacity encompasses knowledge and skills related to particular hazards, resources and systems within the organization to provide support to individuals at risk.

Definition of capacity

Capacities refer to material, attitudinal, cultural and spiritual strengths that exist within the organization, which can be used to mitigate, prepare for and cope with damaging effects of hazards or recovery from disasters.

HIV/AIDS capacity assessment identifies the strengths and resources present at staff and organizational level to cope with, prevent, and prepare to mitigate or quickly recover from HIV and AIDS.

In the capacity assessment the following need to be taken:

1. Identify the existing capacities to cope with HIV/AIDS.
2. Identify the capacity needed by the organization to prevent and mitigate HIV/AIDS.
3. Identification of capacity gaps and action points.

Comparing the existing capacity at individual and organizational level to cope with HIV/AIDS and what is actually required to enhance individual survivability and organizational readiness will show you the gaps. The difference between the two is/are the gap(s) that need(s) to be addressed by concrete actions. Action points should be developed to target individual knowledge, skills and attitudes, as well as systems and policies that are responsive to HIV/AIDS at organizational level.

A progress tracking systems should be developed to monitor the impact of the HIV/AIDS risk reduction efforts.

3. HOW TO CONDUCT AN HIV/AIDS RISK ANALYSIS

The HIV/AIDS Risk Analysis Tool is developed so that your organization can identify the characteristics of HIV/AIDS, the vulnerability of staff and the organization, and the capacity to cope with HIV/AIDS. Finally, action points can be identified that will help your organization with HIV/AIDS workplace policy development and implementation.

The following steps are suggestions on how to conduct the HIV/AIDS risk analysis within your organization:

- § All staff or staff from different departments (e.g. higher management, technical staff, support staff) should participate in an HIV/AIDS risk analysis. This will create ownership and a 'we-feeling' for further development of an HIV/AIDS workplace policy and implementation of HIV/AIDS activities.
- § Explain staff members before conducting the different exercises about HIV/AIDS Risk Analysis and its three variables; hazard, vulnerability and capacity. The concept of the HIV/AIDS risk analysis and the words used in the exercises should be clear for all participants.
- § It is advisable to let participants conduct the three exercises in smaller groups (3-5 persons).
- § After each exercise, groups will present their results (filled table) and summary assessment with other groups, to receive feedback. The feedback should be incorporated.
- § By the end of the three exercises, based on the final results of all groups, all staff together are expected to develop action points that can be used for the HIV and AIDS workplace policy development and implementation.

4. EXERCISES ON HAZRD, VULNERABILITY AND CAPACITY

Exercise: How does HIV/AIDS affect my organization and me?

Purpose: This exercise aims to enable the participants or the organization to identify and analyze the characteristics of HIV/AIDS. In the end participants will understand the reality of HIV/AIDS in their workplace.

Application: Participants can identify the nature and extent of risk by analyzing the characteristics of HIV and AIDS, how it affects their organization and themselves. After group discussion, participants will fill the table, analyze and summarize their group discussion.

Group discussion questions:

- § Do you think HIV/AIDS has impact on your organization?
- § How does your organization disseminate HIV/AIDS related information to its staff members?
- § How would you measure (high, medium, low) the level of HIV/AIDS knowledge and awareness among the staff members in your organization?

Characteristics of HIV/AIDS	Elements of HIV/AIDS
Description of HIV/AIDS	
Warning signs and signal	
Forewarning	
Speed of onset	
Frequency	
Period of occurrence	
Duration	
How will it affect me?	
How will it affect my organization?	

Summary Assessment:

Characteristics of HIV/AIDS and its impact in the workplace

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Exercise: What is the vulnerability level of staff and the organization and why?

Purpose: This exercise aims to enable the participants or the organization to estimate the vulnerability of staff and the organization to HIV/AIDS. The causes identified by this exercise will be considered by organizations when developing the HIV/AIDS workplace policy.

Application: Participants can identify the staff and organizational elements at risks, the level of vulnerability, and the main causes of vulnerability to HIV/AIDS of different elements. After group discussion, participants will fill the table, analyze and summarize their group discussion.

Group discussion questions:

- § Which staff members are particularly at risk, vulnerable and/or affected within your organization?
- § Why are women and men vulnerable to an HIV-infection in your organization?
- § What factors make women and girls in particular more vulnerable to an HIV-infection? (Take into account e.g. legal issues concerning women, gender based violence, socio economic status, cultural norms and values; women's access to information, treatment and protective measures, etc.).
- § Has the level of absenteeism increased within your organization? Could it be HIV/AIDS related?
- § How much is the total health cost coverage annually per individual?
- § What does the organization do to support an employee who falls ill of HIV/AIDS?

Elements at risk	Vulnerability level			Causes
	High	Medium	Low	
Who is at risk?				
What is at risk?				

Summary Assessment: <i>HIV/AIDS vulnerability level of staff and the organization and its main causes</i>

Exercise: Identification of the capacity of staff and the organization to cope with HIV/AIDS

Purpose: This exercise aims to enable the participants or the organization to identify the existing and needed capacity, as well as the gaps and required actions points, to cope with HIV/AIDS. The action points will be an input for the HIV/AIDS workplace policy development and implementation plan.

Application: Participants can identify and analyze the existing capacity, and needed capacities to prevent and mitigate HIV/AIDS at individual and organizational level. The group discussion will provide participants with input to fill the table, and analyze and summarize the results. By comparing the existing and needed capacity, gaps can be identified. Based on the capacity gaps action points can be developed.

Group discussion questions:***What do staff members understand about HIV/AIDS?***

- § Are staff members aware of the mode of transmission of HIV?
- § Do staff members know how to prevent themselves from HIV/AIDS?
- § What is the attitude of staff members towards colleagues with HIV/AIDS?
- § Is speaking about sexuality, HIV/AIDS and condoms considered as taboo among staff members?
- § How is stigma and discrimination at the workplace handled by staff members?

What is the organizational capacity to cope with HIV/AIDS?

- § How is the organizational commitment to address HIV/AIDS in the workplace?
- § Is there an HIV/AIDS workplace policy?
- § Does the organization implement HIV/AIDS workplace policy activities?
- § Do the existing policies contribute to reducing stigma and discrimination?
- § Does the HIV/AIDS workplace policy and its activities take the needs of both men and women into account?
- § Is there financial support available that can be used to support the HIV/AIDS mainstreaming activities continuously?
- § Are condoms available at the workplace?
- § Does your organization have a focal person?
- § Does the organization use HIV/AIDS IEC (Information, Education and Communication) materials?
- § Does the organization have access to national and international information on HIV and AIDS?

Elements at risk	Existing capacity	Needed capacity
Staff “Consider Age and Gender”		
Organization		

Summary Assessment: Capacity gaps based on comparison between existing and needed capacity

4. ACTION POINTS FOR WORKPLACE POLICY DEVELOPMENT AND IMPLEMENTATION

Based on the results of the hazard, vulnerability and capacity exercises, action points should be developed that can be used as an input for HIV and AIDS workplace policy development and implementation. The table below can be used as a guide to develop action points.

	Action points
Basic information on HIV/AIDS	
Vulnerability to HIV/AIDS	
Capacity to cope with HIV/AIDS	