

WORKPLACE VIOLENCE RISK ASSESSMENT TOOL FEDERAL SCHOOLS

Name: _____

Date: _____

Site Name: _____

Section A – Violence Risk Assessment

An assessment of the risks of violence should be conducted at a minimum of once per school year, typically at the beginning of each school year, or whenever there are changes or events within a school, or the district, that may warrant reassessing the risks. The risk assessment is not to be confused with nor take the place of the Workplace Health and Safety Inspection usually held once per school year; typically in May or June.

PHYSICAL ASSESSMENT	Yes	N/A	FOLLOW-UP REQUIRED	
ENTRY POINTS: DOORS				
Does the worksite have controlled and secure entry points? -buzz entry -key card for staff				
Is the main entry door electronic surveillance in working order? -video -buzz entry				
Is the electronic surveillance at other doors in working order?				
Is the sign in/sign out book used effectively?				
OTHER ENTRY POINT CONCERNS				
WINDOWS				
Do all exterior windows have window coverings to block vision into rooms?				
Do all interior windows have window coverings to block vision into rooms?				
LIGHTING				
Hallways are appropriately illuminated?				
Classrooms are appropriately illuminated?				
Office spaces are properly illuminated?				
Emergency lighting is in all required areas and in working order?				

ASSIGNMENT AND ACTIVITIES ASSESSMENT	YES	N/A	FOLLOW-UP REQUIRED	
ARRIVAL TO SCHOOL				
Plan in place for monitoring of students before school?				
On inclement weather days?				
TRANSPORTATION				
Are staff safety plans in place? -arrival at school? -bus duty at end of the day?				
PPE AND SPECIFIC TRAINING				
How many staff work in conditions requiring PPE?				
Does the staff have the required PPE?				
Where is the PPE safely stored at night?				
How is the PPE regularly maintained and cleaned?				
Is the required PPE being worn?				
Is there training required for the effective use of PPE's?				
Has staff received training?				
LIFTS AND OTHER TRANSFER DEVICES				
Has staff been trained on safe lifting and transfer?				
Is training required on the effective use of lift and transfer equipment?				
Has required staff received lift and transfer equipment training?				
Maintenance plan in place?				
Properly and regularly cleaned and sterilized?				
SAFETY TRAINING				
How many staff are currently certified in first aid?				
How many staff are currently certified in CPR?				
Has staff received training or review on the use of defibrillators?				
Has the Emergency Response staff been identified and shared with staff?				
HANDLING CASH				
Is there a lockable safe storage area for cash/ cashbox?				
Is there a maximum amount for overnight storage?				
Is there a minimum float?				
Is there a cashbox for organization and storage of cash?				
SAFETY PLANS				
How many Student Safety Plans does the school have in place?				
Are the safety plans current: up for renewal? -due date established?				
Has communication between teachers been accommodated for Safety Plan discussions?				
Are Safety Plans accessible to required staff?				

Section C – Controls, Procedures and/or Measures

Controlling hazards in the workplace is where you decide what to do about the hazard – either eliminate it or reduce its risk to an acceptable level. When a hazard exists, action is required. Ideally controls should be designed to eliminate a person’s exposure to the hazard. If a hazard cannot be eliminated, then a combination of control methods may be required to reduce risk to an acceptable level. Ensure that the potential controls that are being identified will not create a new hazard.

Sample Interventions

Typically workplace violence leading practices categorize intervention controls into four main areas:

- 1) Physical environment
- 2) Work practices
- 3) Staffing/students
- 4) Training

Within these areas, experts recommend the following hierarchy of control measures:

- Eliminate/reduce or minimize workplace risk of violence
- Engineer solutions
- Reorganize and provide training
- Provide personal protective equipment

These are a few suggestions but not all-inclusive.

Physical Environment of Work

Create an environment that reduces risk, for example, good lighting, and removal of hazardous furniture, equipment and instruments that could be used as weapons, improve sightlines by removing vegetation

Add personal security measures on site such as external law enforcement, barriers at reception counters, “Sign-in/Sign-Out” procedures for all staff and visitors, electronic surveillance devices

Add security measures to the exterior, surrounding area(s) such as personal security equipment e.g. alarm systems, CCTV cameras, fencing and safety lighting

Provide a “quiet” (secure/safe) space