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?			

	Yes	N/A	Follow-up	
			Required	
EMERGENCY EXIT LIGHTS AND SIGNS				
Are visible at a distance?				
COMMUNICATION SYSTEM				
Is the communication/intercom system in working order?				
Does the system adequately service every classroom, office and				
hallway? (including the gymnasium and outside)				
Is the communication system adequately serviced and				
maintained?				
WASHROOMS				
Plan in place for monitoring?				
HALLWAYS				
Unobstructed?				
VESTIBULES				
Unobstructed?				
Do the doors equipped with accessibility/panic bars/buttons				
function properly?				
BUS ROUTE	1			
Signs clearly posted?				
Free from parked cars at required times?				
FIRE ROUTES	1		1	
Required signs posted?				
Free from parked cars at all times?				
Scheduled practice dates?				
Any concerns of traffic throughout the day?				
PARKING LOT	ı		1	
Adequate lighting to all areas?				
Security procedures in place when exiting after sunset?				
Adequately maintained in bad weather?				
Free from unevenness, holes and deterioration?				
SIDEWALKS	1		ı	
Adequately maintained in bad weather?				<u> </u>
Free from unevenness, holes and deterioration?				
OTHER ISSUES RELATED TO PHYSICAL ASSESSMENT OF RISK	1	1	T T	
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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?				L
Are the safety plans current: up for renewal?				
-due date established?				L
Has communication between teachers been				
accommodated for Safety Plan discussions?				
Are Safety Plans accessible to required staff?				

	YES	N/A	FOLLOW-UP REQUIRED	
Emergency Evacuation			REQUIRED	
Are the lockdown/hold/secure procedures up to date?				
-reviewed with staff				
-posted in each room				
Are emergency evacuation routes posted in each class and				
office?				
Has emergency evacuation practice dates been				
scheduled?				
Are emergency evacuation procedures in place?				
-discussed with staff?				
Are crisis response communication procedures in place?				
-staff and students				
-maintenance and janitorial -visitors and outside agency workers				
-visitors and outside agency workers				
Other Issues Related to Assignment and Activities Assessme	nt of Risk			
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Section B Identify High Priority Items for Immediate Action

CONCERN	ACTION REQUIRED	

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