

Workplace Violence Risk Assessment

A TEMPLATE FOR K-12 PUBLIC EDUCATION -
COMPLIANCE

The implementation of this tool is not mandatory. The tool contains recommendations to support workplace violence prevention and regulatory compliance. The information presented can be adopted in whole, in part, or not at all.

REVISION: 1.0, DATE: 2021-06-02

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Introduction

The following Workplace Violence Risk Assessment (WVRA) has been reviewed by the site joint health and safety committee or worker representative. The WVRA includes locations and circumstances at the school district location identified in the table below. The WVRA is made available for review to all workers and must be maintained to reflect any changes to the workplace. The purpose of the risk assessment is to ensure that the employer has evaluated the risk of workplace violence. When necessary, procedures, policies, and work arrangements, are implemented to eliminate the hazard of workplace violence or when elimination is not possible minimize the risk to workers.

Background

As required by section 4.28 of the Occupational Health and Safety Regulation of British Columbia, any workplace where there is a potential for risk of injury to workers from violence arising out of their employment must conduct a workplace violence risk assessment. The risk assessment must take into consideration: the previous workplace violence experiences in that workplace, occupational experience in similar workplaces, and the location and circumstances where work takes place. School districts must ensure that a risk assessment is completed for each individual work location, and considers the entire work location as well as the work circumstances for all workers of that location, including casual workers. For the K-12 public education sector, site based risk assessments should include but not be limited to schools, district offices, trade shops, bus depots, mobile workforce, working alone, home visits, working with the public, and working with students.

Site Description

Site Name:		
Address:		
Hours of operation and number of workers at each time:	Monday-Friday <input type="checkbox"/> Yes, <input type="checkbox"/> No	Weekends <input type="checkbox"/> Yes, <input type="checkbox"/> No
	<input type="checkbox"/> Days 6AM-5PM, # of emp.	<input type="checkbox"/> Days 6AM-5PM, # of emp.
	<input type="checkbox"/> Evenings 5PM-12AM, # of emp.	<input type="checkbox"/> Evenings 5PM-12AM, # of emp.
	<input type="checkbox"/> Overnight 12AM-6AM, #of emp.	<input type="checkbox"/> Overnight 12AM-6AM, #of emp.
Site purpose(check the appropriate box):	<input type="checkbox"/> Elementary School <input type="checkbox"/> Middle School <input type="checkbox"/> Secondary School <input type="checkbox"/> Office Building <input type="checkbox"/> Trade shop <input type="checkbox"/> Other:	
Site Description (<i>setting location, type of building, other buildings on property, parking, access</i>):		
Last significant operational or structural changes at the site (list most recent significant changes):		Date:
		Date:
		Date:
Full names and roles of team members involved in this risk assessment:		
Initial Risk Assessment Date:		
Last Review Date		

Last Revision Date	
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Consideration for Experiences

Quantitative Site Based Experiences [4.28(2)a]

The table below includes data on the site specific frequency of the experiences related to workplace violence over the last three (3) years based upon workplace violence incident reports.

Option 1 (total incidents grouped together – delete this line and table if not used)

Workplace Violence Type	20XX/20XX[most recent]	20XX/20XX	20XX/20XX
Total Incidents			
All incidents of workplace violence			

Option 2 (incidents broken down into type – delete this line and table if not used)

Workplace Violence Type	20XX/20XX[most recent]	20XX/20XX	20XX/20XX
Type I - Criminal No legitimate relationship to the school district or its workers			
Type II – Customer/Client (total) Parents and family members, students, or contractor/visitors, Type IIa – Parents/Guardians Type IIb - Students Type IIc – contractors/visitors			
Type III - Worker on Worker Worker of the organization who attacks or threatens other worker(s)*	N/A	N/A	N/A
Type IV - Personal Relationship Personal relationship with the intended victim, no association with work – domestic violence.			

*Worker to Worker violence occurrences are not currently covered by the definition of Workplace Violence under section 4.27. Inappropriate Worker to Worker behaviour is covered under OHSR section 4.25.

Qualitative Site Based Experiences [4.28(2)a]

The table below includes a summary of the data on the worker experience at the site gained through the latest workplace violence experience surveys.

Question	20XX/20XX [most recent]	20XX/20XX	20XX/20XX
Have you experienced workplace violence (contact or non-contact) in the last year?	Yes No	Yes No	Yes No
Have you submitted a report for a workplace violence incident in the last year?	Yes No	Yes No	Yes No
Have you personally been involved in the workplace violence process at the site? (This could include: risk assessment participation, reviewing reports, part of a review team, acknowledging Individual Safe Work Instructions, supporting during a response, reviewing procedures. Excludes incident reporting or being injured during an incident.)	Yes No	Yes No	Yes No

I believe that internal processes and approaches on managing workplace violence are; Improving? Staying the same? Declining?	Improving Staying the same Declining	Improving Staying the same Declining	Improving Staying the same Declining
When was the last time you participated in training/awareness initiatives related to improving your knowledge and understanding of workplace violence prevention? Less than 2 years ago? Between 2-3 years ago? More than 3 years ago?			
Overall summary of comments on workplace violence (highlight themes or comments).			

Similar Workplaces and Sector Based Experiences [4.28(2)b]

The table below outlines the consideration of experiences from a similar workplace

Similar Site Name:		
Address:		
Hours of operation and number of workers at each time:	Monday-Friday <input type="checkbox"/> Yes, <input type="checkbox"/> No	Weekends <input type="checkbox"/> Yes, <input type="checkbox"/> No
	<input type="checkbox"/> Days 6AM-5PM, # of emp.	<input type="checkbox"/> Days 6AM-5PM, # of emp.
	<input type="checkbox"/> Evenings 5PM-12AM, # of emp.	<input type="checkbox"/> Evenings 5PM-12AM, # of emp.
	<input type="checkbox"/> Overnight 12AM-6AM, #of emp.	<input type="checkbox"/> Overnight 12AM-6AM, #of emp.
Site purpose(check the appropriate box):	<input type="checkbox"/> Elementary School <input type="checkbox"/> Middle School <input type="checkbox"/> Secondary School <input type="checkbox"/> Office Building <input type="checkbox"/> Trade shop <input type="checkbox"/> Other:	
Site Description (<i>setting location, type of building, other buildings on property, parking, access</i>):		
Has the similar site identified risks that were not previously considered at your site?	<input type="checkbox"/> Yes, <input type="checkbox"/> No, Comments:	
How does the summary of quantitative and qualitative experiences at the similar site compare to your site?		
Is there anything you will plan to change based on this comparison to the similar site?	<input type="checkbox"/> Yes, <input type="checkbox"/> No, Comments:	

School districts operate in very similar formats across the province of British Columbia. Although the buildings, geographic locations and the number of students or workers may be different at each site, the

experiences of the sector as a whole can be representative of each district and for the most part each site. The figures below are available through WorkSafeBC and give a provincial level view on the numbers of workplace violence cases resulting in claims and is representative to the sector over a period of time [during the review of the risk assessment sites should look to ensure they have the latest information from WorkSafeBC]. Workers and Managers should use this information to recognize the issue of workplace violence exists in the K-12 education sector even if they as an individual site, or as a district are not experiencing the same specific issues at the time of their site risk assessment.

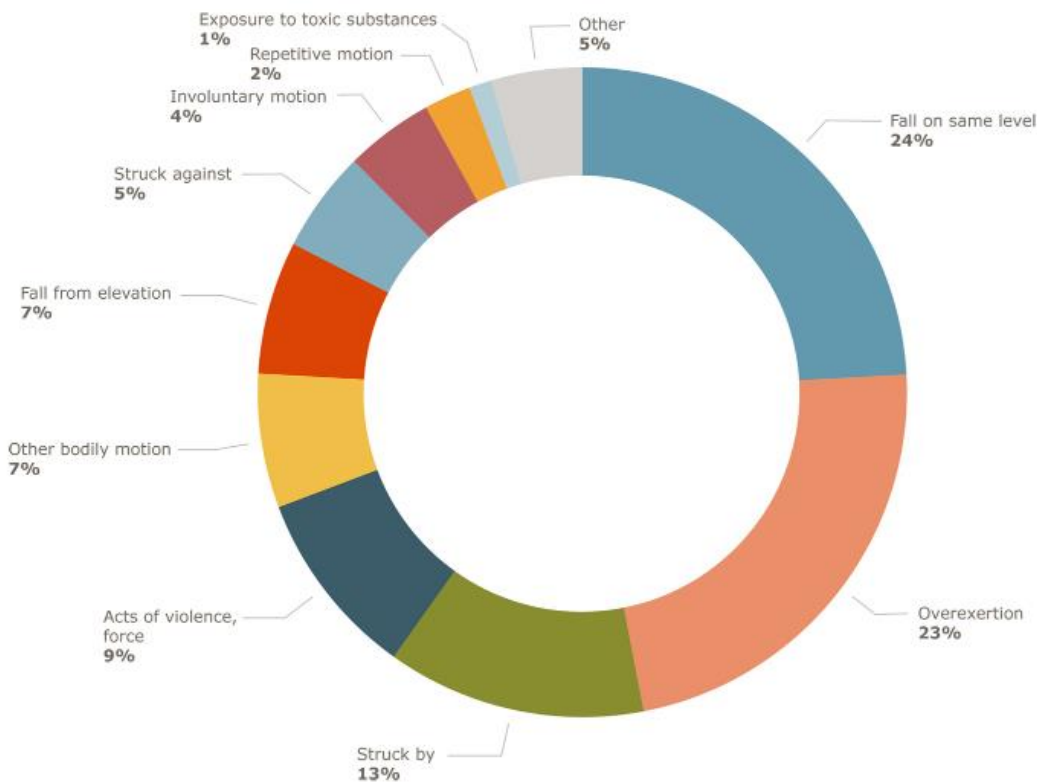
The following information, pulled from the WSBC website in the spring of 2021, represents all workplaces in the education sector for the five-year period between 2015 and 2020.

- Violence incidents are the 4th largest claim incident type.
- There were 1324 time-loss incidents related to workplace violence in the education sector over that period.

Incident type

The following charts illustrate the leading causes of injuries in the industry over a five-year period. Incident types that represent a high percentage of claims in an industry are potential focus areas for health and safety programs.

Claim count by incident type



Source: <https://www.worksafebc.com/en/health-safety/industries/education/statistics>

Industry claims analysis: Time-loss claims in B.C.

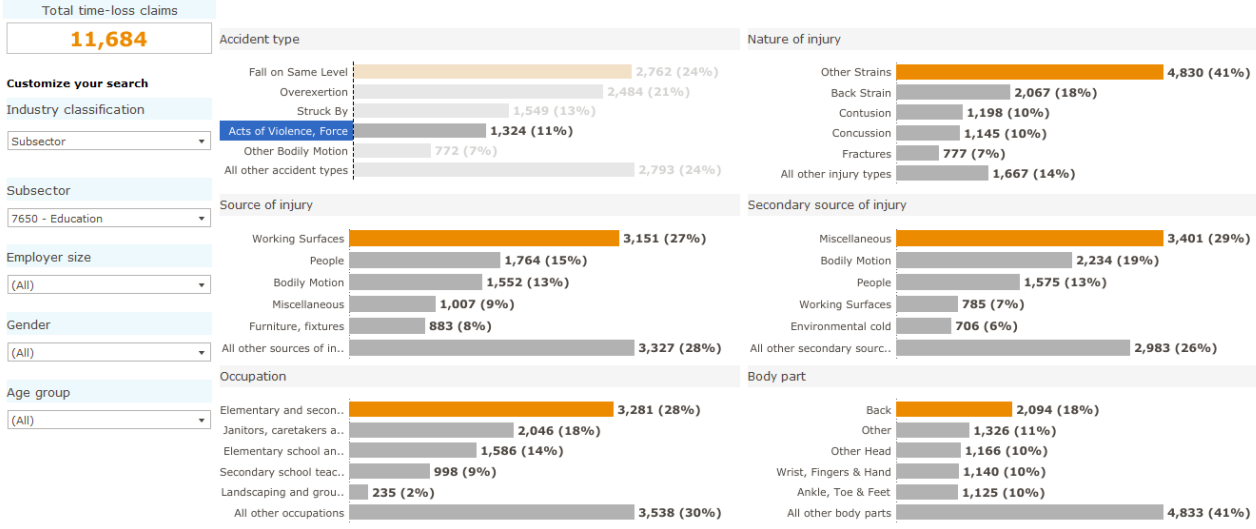


Claim count by accident type, source of injury, secondary source of injury, nature of injury, occupation, and body part for all sectors for 5 years 2015 to 2019

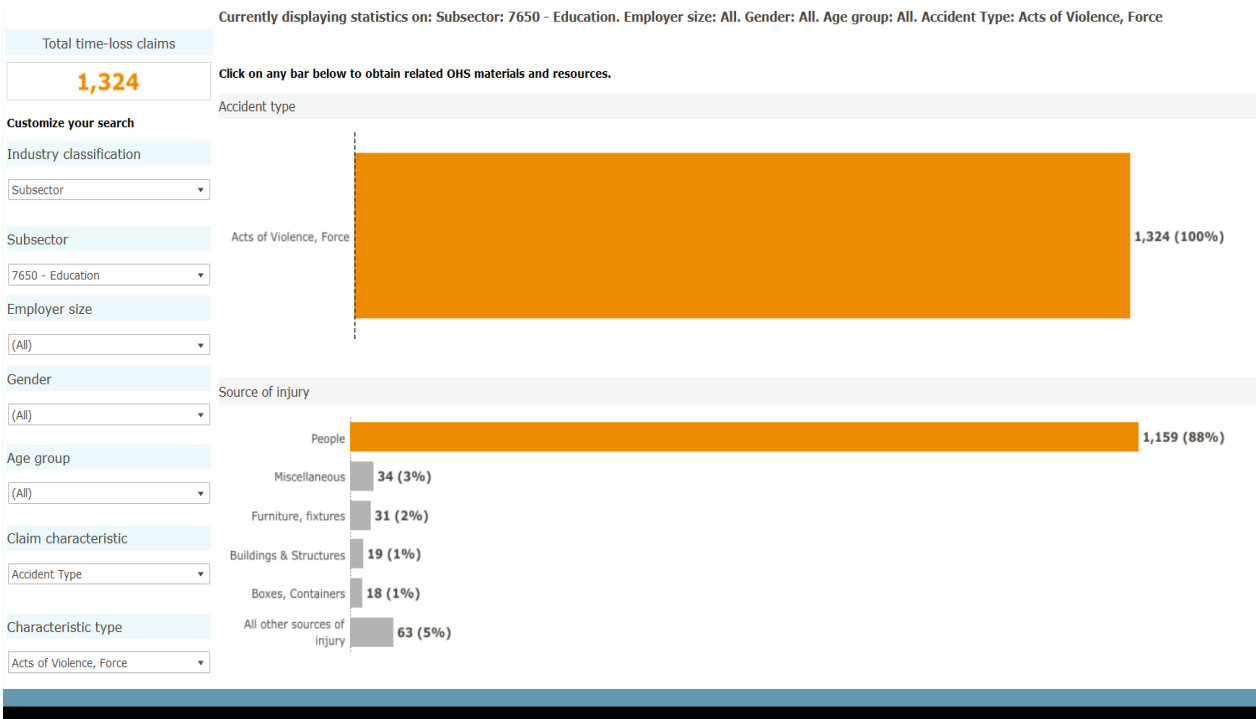
Click an industry tab. Click again to deselect.

All B.C.	Primary resources	Manufacturing	Construction	Transportation and warehousing	Trade	Public sector	Service sector
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Currently displaying statistics on: Subsector: 7650 - Education. Employer size: All. Gender: All. Age group: All



Source: https://public.tableau.com/profile/worksafebc#!/vizhome/IndustryclaimsanalysisTime-lossclaimsInB_C_/Didyouknow



Source: https://public.tableau.com/profile/worksafebc#!/vizhome/IndustryclaimsanalysisTime-lossclaimsInB_C_/Didyouknow

Locations and Circumstances [4.28(2)c]

Workplace Violence Risk Assessment Rating Tool

The following risk assessment rating tool is used to quantitatively evaluate the conditions or setting of the workplace so that the higher risk items can be easily identified. As much as reasonably practicable, the conditions and setting with the higher rating should be prioritized for actions to reduce the risk score.

Risk Assessment Rating Descriptions

	Low	Medium	High	Extreme
Severity Physical/psychological injury severity potential	(1 pt) Minor first aid treated at the site	(2 pts) Medical aid – healthcare professional required	(3 pts) Health care professional treatment and lost time >5 days	(4 pts) Health care professional treatment resulting in permanent disability
Probability Probability of an incident based on the current situation	(1 pt) Not possible or probable	(2 pts) Might happen in the future but not certain when	(3 pts) Will happen today or tomorrow if work proceeds as planned	(4 pts) Will happen immediately if work proceeds as directed
Control measures Existing control measures to support safe work	(1 pt) Controls in place, workers are aware, experienced, skilled, and have authority to address issue effectively	(2 pts) Limited controls in place, workers are aware, but with limited experience or skills, and cannot address the issue without additional support	(3 pts) No controls in place, limited worker hazard awareness, skills and experience are limited	(4 pts) No controls, no worker hazard awareness, no experience, young worker

Risk Score

Risk Score = S*P*C	<u>S</u> everity (pts)	*	<u>P</u> robability (pts)	*	<u>C</u> ontrols (pts)	=	Total Risk Score
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Risk Level	Risk Score Range	Expected actions
Low risk	1-7	Could proceed as planned; the issue is not likely to lead to increased risk of injury.
Med risk	8-16	Could proceed but need to reconsider the context and the controls to manage risk.
High risk	18-64	Must review the work as planned and reduce risk by implementing controls.

Location Based Risks

The following are this site's location-based risks. *[items in the table below can be found in the risk assessment excel workbook on the worksheet titled "Print or copy RA table" – filter that worksheet for "Locations" and paste the information into the table below]*

Work Condition or Setting	Area of Risk	Type of Violence (hazard source)	Those potentially affected	Severity Rating (1-4)	Probability Rating (1-4)	Controls Rating (1-4)	Total Risk Score	Types of Controls In Place	Description of Controls	Action Required	Last Review Date
Parking Lots	Location	All Types	All Workers	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Building Interior	Location	All Types	All Workers	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Surrounding Community	Location	Type I, Type II	All Workers	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Access points	Location	All Types	All Workers	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Members of the public known or unknown at reception	Location	Type I, Type II	Child and Youth Worker, Manager, Office Staff, Principal/Vice Principal	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Learning spaces	Location	Type I	Child and Youth Worker, Counselor/Specialist, Educational Assistant, Principal/Vice Principal, Teacher	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Portable Teaching Units	Location	Type I, Type II	Child and Youth Worker, Educational Assistant, Teacher	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Trade shops, Bus depots, Storage lots	Location	Type I, Type II	Custodians, Driver, Manager, Office Staff, Trades Persons	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD

TBD = to be determined by the school district and site.

Circumstance Based Risks

The following are this site's circumstance based risks. *[items in the table below can be found in the risk assessment excel workbook on the worksheet titled "Print or copy RA table" – filter that worksheet for "Circumstances" and paste the information into the table below]*

Work Condition or Setting	Area of Risk	Type of Violence (hazard source)	Those potentially affected	Severity Rating (1-4)	Probability Rating (1-4)	Controls Rating (1-4)	Total Risk Score	Types of Controls In Place	Description of Controls	Action Required	Last Review Date
Buses and Car Transportation	Circumstance	Type I, Type II	Child and Youth Worker, Driver, Educational Assistant	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Student dysregulation	Circumstance	Type II	Child and Youth Worker, Driver, Educational Assistant, Principal/Vice Principal, Teacher	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Home visits	Circumstance	Type II	Child and Youth Worker, Counselor/Specialist, Educational Assistant	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Transporting students	Circumstance	Type II	Child and Youth Worker, Driver, Educational Assistant	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Student worrisome behaviour	Circumstance	Type II	All Workers	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Contact with parents or guardians	Circumstance	Type II	Child and Youth Worker, Principal/Vice Principal, Reception, Teacher	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Contact with members of the public unknown	Circumstance	Type I	Child and Youth Worker, Educational Assistant, Executive, Office Staff, Principal/Vice Principal, Reception, Supervision Aid, Teacher	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Field trips	Circumstance	Type I, Type II	Child and Youth Worker, Educational Assistant, Teacher	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Facility Renters	Circumstance	Type II	Custodians, Manager	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD

Work Condition or Setting	Area of Risk	Type of Violence (hazard source)	Those potentially affected	Severity Rating (1-4)	Probability Rating (1-4)	Controls Rating (1-4)	Total Risk Score	Types of Controls In Place	Description of Controls	Action Required	Last Review Date
Contractors	Circumstance	Type II	Manager, Principal/Vice Principal, Trades Persons	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Working alone	Circumstance	Type II, Type IV	Child and Youth Worker, Custodians, Teacher, Trades Persons	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Intervening in student to student physical conflict	Circumstance	Type II	Educational Assistant, Principal/Vice Principal, Supervision Aid, Teacher	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Handling cash - during events, or routine transactions	Circumstance	Type I, Type II	Office Staff, Principal/Vice Principal, Reception	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Night school	Circumstance	Type I, Type II, Type IV	Custodians, Principal/Vice Principal, Teacher	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Public meetings	Circumstance	Type I, Type II, Type IV	Custodians, Executive, Manager, Office Staff, Principal/Vice Principal, Reception, Teacher	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Working from home	Circumstance	Type IV	Counselor/Specialist, Educational Assistant, Executive, Manager, Office Staff, Teacher	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Personal care - peri-care	Circumstance	Type II	Educational Assistant	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Off site community based learning	Circumstance	Type I, Type II	Child and Youth Worker, Educational Assistant, Teacher	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD

TBD = to be determined by the school district and site.

Action Plan to address the most significant risks for workplace violence

[items targeted for reduction must be added to this action plan list and reviewed periodically to ensure they are completed as planned – this information can be found in the risk assessment excel workbook – filter the Actions Table worksheet for “Action Required = Yes, and paste the information into the table below]

Work Condition or Setting	Total Risk Score	Action Required	Action Plan	Responsible Person	Action Plan Status Update	Target Date	Last Review Date
TBD	TBD	TBD		TBD		TBD	TBD
TBD	TBD	TBD		TBD		TBD	TBD
TBD	TBD	TBD		TBD		TBD	TBD
TBD	TBD	TBD		TBD		TBD	TBD

TBD = to be determined by the school district and site.

End of report