

**Niagara Catholic District School Board  
School/Worksite Risk Assessment**

<b>School/Site:</b>	
<b>Date:</b>	
<b>Supervisor:</b>	
<b>Joint Health &amp; Safety Committee (JHSC) Representative</b>	

Questions:	Yes	No	L	M	H	Description & Current Controls
<b>GEOGRAPHIC LOCATION &amp; HOURS</b>						
Location of School						
• Urban setting						
• Rural setting						
• High crime area						
• Isolated area						
• Close to emergency services						
What are the school hours?						
<b>HISTORY</b>						
Have there been any incidences in the past 3-5 years of strangers approaching staff at the school (resulting in staff feeling unsafe?), vandalism putting staff at risk, conflicts with community members on school property?						
Do violent, criminal, drunk, drugged persons, or other persons of concern ever come into your building?						
Has the school ever been vandalized?						
<b>ACCESSIBILITY &amp; SECURITY MEASURES</b>						
Are all doors, except main entrance kept locked at all times?						
• If not, are non-locked doors monitored?						
Is there a sign-in & out book for parents or visitors?						
• If so, is it used/enforced?						
• Does office staff regularly check and follow up with sign in/out sheet?						
Are there posters/signs at the main doors/entrances asking visitors to report to the main office when they arrive at the school?						

Questions:	Yes	No	L	M	H	Description & Current Controls
Does main office staff have a clear vision line to the main entrance?						
Is the main office staffed at all times during school hours?						
What is the emergency protocol for main office staff should someone undesirable enter the school?						
Do all guests (parents, visitors, service providers, etc) wear special visitor passes?						
Can staff access the school after hours? What are the guidelines for this?						
Is there a communication procedure for staff accessing the schools after hours? (tracking?)						
Are there any safety and security measures in place for entrance into the school after hours for staff? ( <i>i.e. key/code sign out, notifying supervisor, etc</i> )						
Is there evening custodial staff at this school who work alone?						
<ul style="list-style-type: none"> <li>• What are their hours of work?</li> </ul>						
<ul style="list-style-type: none"> <li>• What safety and security measures are in place for these staff persons?</li> </ul>						
Is the school connected to a security company through an alarm system?						
Is the security system regularly checked?						
Are there signs stating a security system is in use?						
Is there a system for tracking staff keys?						
<ul style="list-style-type: none"> <li>• If so, is it enforced?</li> </ul>						
Is there a camera system <u>inside</u> the school?						
Is there a camera system <u>outside</u> the school?						
Can the main doors be locked from a remote location?						
Are there any security perimeters of the building after hours?						
Can staff lock classroom doors quickly in an emergency?						
Are garbage bins, equipment that staff regularly use outside well lit?						

Questions:	Yes	No	L	M	H	Description & Current Controls
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**PORTABLES**

Are there portables at the school?						
• How do students/staff enter into the school from the portables?						
• Are there any security measures followed for staff/students entering the school from the portables/yard during the day (i.e. buddy system with key?)						
• Can the portable doors be locked from the inside and outside?						
• Is there a notification system to the portables should a crisis occur?						

**LIGHTING OUTSIDE & INSIDE**

Is the school well lit outside at night (specifically entrances)?						
Are there zones around the school where someone may hide?						
Is the school well lit inside when staff are accessing the building after hours or on weekends?						
Are stairwells lit appropriately?						
Are washrooms lit appropriately?						
Are there any areas requiring more light?						

**PARKING LOTS**

Do staff park in designated parking lots?						
Are parking lots well lit at night?						
Are parking lots monitored at all?						
Are there any security reminders in the parking lot? (i.e. "Lock Your Car", "Security Patrolled", "Parking Lot Monitored")						
Have cars been broken into while in the parking lot?						

**POTENTIAL HIDING SPOTS AROUND GROUNDS**

Is there any overgrown vegetation that could be a potential hiding place for strangers around the parking lot, walking paths, play areas, field, on school property? (note: this vegetation should be cut back or removed if so)						
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**DAYCARES**

Is there a daycare in or attached to the school?						
Does the daycare have its own entrance door?						
Does the daycare have access to the school?						
Does the daycare have security measures in place for intruders?						

Questions:	Yes	No	L	M	H	Description & Current Controls
Are the daycare staff familiar with the schools emergency plan?						
Does the daycare staff control access to the school for parents who come to pick up their children after school hours?						
<b>AFTERSCHOOL &amp; COMMUNITY USE ACTIVITIES</b>						
Are there after school or community use activities in the school after hours?						
<ul style="list-style-type: none"> <li>If so, when and where in the school?</li> </ul>						
Is there a room use occupancy permit system/agreement for use after hours?						
Are there fundraising activities at the school?						
Where are the profits from fundraising kept?						
Is there a program for special needs children at this school?						
Is there a safe room for special needs children?						
<ul style="list-style-type: none"> <li>Has the safe room had a safety review?</li> </ul>						
Are there any low windows at the school that can be opened?						
<b>CLASSROOMS</b>						
Do all classrooms have operating communication systems to the main office?						
<ul style="list-style-type: none"> <li>Where are they located?</li> </ul>						
<ul style="list-style-type: none"> <li>What is the emergency contact number in an emergency? Is it posted?</li> </ul>						
Is furniture arranged in classrooms to allow for a quick exit?						
<b>PROCEDURES</b>						
Have staff been trained on the Lock Down procedure? When does this happen?						
Are student codes of conduct communicated to students?						
Are codes of conduct communicated to staff?						
Are staff trained on how to report incidents of conflict (with peers, parents, community members, etc) to their supervisor?						

Questions:	Yes	No	L	M	H	Description & Current Controls
What are the current response measures in place for when a conflict or violent incident is reported?						
Is there a process in place for having parent-teacher meetings in common areas instead of portable structures?						
<b>OTHER:</b>						
What improvements would you like to see at your school in terms of security and safety related to conflict or violence?						
Other:						

- review history of incidents
- perform a worksite parameter check

**L - Low:** One or more potential risks which rarely place a worker at risk of workplace violence, and/or the risk of workplace violence is minimal. The risk of workplace violence is not related to a normal part of the work routine, and/or there is minimal potential for intervention or first aid to be required.

**M - Moderate:** One or more potential risks of workplace violence which may occasionally place a worker at risk of workplace violence, and/or the risk of workplace violence is possible. The risk of workplace violence may be related to a normal part of the work routine on an infrequent basis, and/or there is moderate potential for intervention, or first aid or medical aid to be required.

**H - High:** One or more potential risks of workplace violence which may regularly place a worker at risk of workplace violence, and/or the risk of workplace violence is related to a normal part of the work routine on a regular basis, and/or there is a high potential for intervention(s), or medical aid to be required.