**Niagara Catholic District School Board**

 **School/Worksite Risk Assessment**

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| **School/Site:** |  |
| **Date:** |  |
| **Supervisor:** |  |
| **Joint Health & Safety Committee (JHSC) Representative** |  |

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| **Questions:** | **Yes** | **No** | **L** | **M** | **H** | **Description & Current Controls** |
| **GEOGRAPHIC LOCATION & HOURS** |
| Location of School |  |  |  |  |  |  |
| * Urban setting
 |  |  |  |  |  |  |
| * Rural setting
 |  |  |  |  |  |  |
| * High crime area
 |  |  |  |  |  |  |
| * Isolated area
 |  |  |  |  |  |  |
| * Close to emergency services
 |  |  |  |  |  |  |
| What are the school hours? |  |  |  |  |  |  |
| **HISTORY** |
| 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? |  |  |  |  |  |  |
| **ACCESSIBILITY & SECURITY MEASURES** |
| 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? |  |  |  |  |  |  |
| 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.e. key/code sign out, notifying supervisor, etc)*  |  |  |  |  |  |  |
| Is there evening custodial staff at this school who work alone? |  |  |  |  |  |  |
| * What are their hours of work?
 |  |  |  |  |  |  |
| * What safety and security measures are in place for these staff persons?
 |  |  |  |  |  |  |
| 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? |  |  |  |  |  |  |
| * If so, is it enforced?
 |  |  |  |  |  |  |
| Is there a camera system inside the school? |  |  |  |  |  |  |
| Is there a camera system outside 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? |  |  |  |  |  |  |

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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)* |  |  |  |  |  |  |
| **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? |  |  |  |  |  |  |
| 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? |  |  |  |  |  |  |
| **AFTERSCHOOL & COMMUNITY USE ACTIVITIES** |
| Are there after school or community use activities in the school after hours? |  |  |  |  |  |  |
| * If so, when and where in the school?
 |  |  |  |  |  |  |
| 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? |  |  |  |  |  |  |
| * Has the safe room had a safety review?
 |  |  |  |  |  |  |
| Are there any low windows at the school that can be opened? |  |  |  |  |  |  |
| **CLASSROOMS** |
| Do all classrooms have operating communication systems to the main office? |  |  |  |  |  |  |
| * Where are they located?
 |  |  |  |  |  |  |
| * What is the emergency contact number in an emergency? Is it posted?
 |  |  |  |  |  |  |
| Is furniture arranged in classrooms to allow for a quick exit? |  |  |  |  |  |  |
| **PROCEDURES** |
| 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? |  |  |  |  |  |  |

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| 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? |  |  |  |  |  |  |
| **OTHER:** |
| 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.