

Risk Assessment Checklist - Occupational Violence

Risk is a function of three factors. Duration of exposure to the unwanted event or circumstance (E), the probability or likelihood of the unwanted event or circumstance occurring (P) and the severity of the consequence of the of the unwanted event or circumstance occurring.

Risk Assessment Checklist – Occupational Violence

Key Risk		No	Yes	If Yes are adequate controls in place? Y/N
Policy and Procedures	<p>Are there documented policy and procedures for managing violent behaviour of students?</p> <p>Are there documented policy and procedures for minimising the likelihood for physical intervention from staff?</p> <p>Is the OHS risk from physical intervention controlled?</p> <p>Are there documented policy and procedures for managing violence from sources external to the school?</p>			
<p>Working Environment.</p> <p>Internal and external physical layout.</p>	<p>Are employees working alone in isolated areas of the school?</p> <p>Is it easy for a perpetrator of violence to get physical access to an employee?</p> <p>Is it difficult for employees to retreat to a secure area in the event of an emergency?</p> <p>Is it difficult for employees to communicate when threatened?</p> <p>Are there readily available items of plant and/or equipment that may be used as a weapon?</p> <p>Are there multiple routes of access and egress to the workplace, including classrooms, staff studies and interview rooms?</p> <p>Are external areas of the workplace adequately lit and maintained free of possible hiding places for aggressors?</p>			
<p>Systems of Work</p> <p>Consultation, hazard identification and control,</p>	<p>Would it be difficult for employees to seek assistance if threatened or attacked?</p> <p>Are security and emergency procedures regularly tested and reviewed?</p>			

incident reporting.	<p>Are all visitors to the school required to report to reception on arrival?</p> <p>Are all visitors to reception clearly visible by the receptionist?</p> <p>Have there been any previous incidents, near misses or WorkCover claims?</p>			
Systems of Work	<p>Is there a documented procedure for reporting near misses or incidents of violence.</p>			
Training and Induction	<p>Are there employees not aware of the policy on occupational violence?</p> <p>Have employees received training about managing challenging/aggressive or violent behaviour?</p>			
Individual Behaviour	<p>Is there a risk of injury to the aggressor resulting from their behaviour?</p> <p>Is there a risk of injury to employees?</p> <p>Is there a risk of injury to other students?</p>			