



School District No. 54 (Bulkley Valley) Workplace Violence Risk Assessment (WVRA)

Where a student initiates a violent incident, this form is to be used by Principals/Vice Principals, in consultation with the affected staff members, to determine if a Safety Plan or review of the Safety Plan for that student or worker is required. In the event a staff member suffers and injury, the staff member must also report to First Aid and complete a SD54/WSBC 6A report to be submitted to their supervisor.

Where the potential of an act or threat of violence is possible, workers must be informed. More information on Violence in the Workplace may be found in Board Policy 6.410 and in the SD54 Safety Program Section 3.7.7.

4.27 "violence" means the attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker, and includes any threatening statement or behaviour which gives a worker reasonable cause to believe that he or she is at risk of injury.



School:			
Date:		Date of incident:	
Name of person reporting a concern:			
Name of student involved in concern/incident:			
D.O.B:	Grade:	Attach Copy of WVIR <input type="checkbox"/>	
Persons conducting the investigation:			
<i>The following chart is meant to assess violent incidents directed toward staff only</i>			
INTENSITY		FREQUENCY	
<i>If an incident has occurred, how severe was the injury? Injury includes both physical and psychological.</i>		<i>How often are incident(s) likely to occur?</i>	
High	A severe injury requiring hospitalization	High	At least once a week up to once or more a day
Medium	Moderate injury such as a sprain or fracture	Medium	At least once a month up to once a week
Low	A minor injury such as a bruise or scratch	Low	At least once a year up to once a month
None	Not applicable	None	Not applicable
<i>The intensity of the incident(s)</i>		<i>The frequency of the incidents is</i>	
<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> None	Please check (v) the box that best describes the risk at school	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> None	Please check (v) the box that best describes the risk at school
RISK ASSEMENT EVALUTATED AT		<input type="checkbox"/> HIGH	<input type="checkbox"/> MEDIUM <input type="checkbox"/> LOW

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<input type="checkbox"/>	<p>1. A Safety Plan is presently in place for this student,</p> <ul style="list-style-type: none"> ➤ If a safety plan is in place for this student, do not proceed to question 2 or 3 unless a recommendation to review the plan is recommended. Please refer to Workplace Violence Risk Assessment Matrix on Page 3 and 4 to evaluate the need for review.
<input type="checkbox"/>	<p>2. This student presents a risk of violence toward staff (see chart above)</p> <ul style="list-style-type: none"> ➤ A safety plan must be written when” (1) the intensity indicator exceeds “low”; or (2) the frequency indicator exceeds “low” while the intensity indicator exceeds none. ➤ If a safety plan is in place, s review of the safety plan must be done if the risk assessment is evaluated at moderate or over. ➤ The principal or designate signature is required on this form and forwarded to the District Safety Officer with your regular monthly meetings. ➤ If the risk assessment indicates a Safety Plan is required, the Principal or designate will schedule a Safety Plan meeting with adults involved in the incident and/or with student. If required assistance can be requested from the District Principal of Learner Support.
<input type="checkbox"/>	<p>3. This student does not present a risk of violence toward staff</p> <ul style="list-style-type: none"> ➤ As per the threshold instructions above (see chart above)

Principal (or designate Signature)

Date the form is completed

Names of others who contributed to the risk assessment:

File in a risk assessment file

- Site Committee
- School Board Office
- District Safety Officer

	ATTACHED	PG.
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MATRIX

The following risk analysis matrix and definitions were used to determine both the probability and impact of various forms of violence and aggression. The analysis is qualitative in nature and recognizes that individual incidents may occur that are higher or lower than determined risk levels.

Instructions:

1. Identify or consider the hazard/job task to be assessed in the Hazard/RiskSummary.
2. On the next page, determine the likelihood / probability of an incident occurring over time by considering the timeframe descriptions in the left-hand columns (**1. Certain, 2. Likely, 3. Possible, 4. Remote Possibility**).
3. Determine the consequences of the incident by considering the top 2 rows (**1. Negligible, 2. Minor, 3. Serious, 4. Critical**).
4. Determine the risk level (Low, Moderate or High) using the Workplace Violence Risk Matrix (see page 2) by navigating to the intersecting box left to right for **Consequences** and up and down for **Likelihood** with no safety controls in place.
5. Determine the outcome of the risk level: low, medium or high and the required risk controls based on level of risk:

Risk Assessment Action Levels

Required Action Levels	
1) Low	2) Moderate
<p align="center">No action may be required.</p> <p>Examples of potential action,</p> <ul style="list-style-type: none"> • Maintain existing controls • Review if Safety Plan is needed • Review if education/ training, is needed • Provide supervision • Review assessment if situation changes or every 1 year 	<p align="center">Monitor current controls and identify any required actions.</p> <p>Examples of potential action,</p> <ul style="list-style-type: none"> • Monitor/maintain existing controls • Plan future precautions • Create/review Safety Plan • Provide education/training • Review assessment if situation changes or every 1 year
3) High	
<p align="center">Take action as soon as possible.</p> <p>Examples of potential action,</p> <ul style="list-style-type: none"> • Implement immediate short-term controls • Manager level plan for long-term controls • Begin implementation of long-term controls • Create/review Safety Plan • Review of education/training • Re-assess controls 	



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If you are uncertain about the risks, or about the degree of exposure:

1. Get more information.
2. Apply good practice to minimize exposure until more information is available.
3. Arrive at conclusion 1, 2, 3 or 4 and take the appropriate actions.

		CONSEQUENCES			
		Negligible - no physical injury - felt no impact	Minor - resulted in a minor injury such as a bruise or scratch, site first aid administered - felt uncomfortable/unsafe	Serious - resulted in moderate injury that required medical aid or time loss <5 days - felt ongoing impact	Critical - resulted in hospitalization or lost time >5 days - felt imminent threat/risk of violence resulted in lost time
Likelihood	Certain -at least once a week up to once or more per day	Moderate	High	High	High
	Likely -at least once a month up to once a week	Moderate	Moderate	High	High
	Possible -at least once a year up to once a month	Low	Moderate	High	High
	Remote Possibility - no previous incidents known	Low	Moderate	Moderate	High

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Workplace Violence Incident Report (WVIR):

The WVIR is found on the School District 54 website under the Health and Safety → School District Procedures and Forms.



Workplace Violence Incident Report and Review Form

K-12 PUBLIC EDUCATION - COMPLIANCE



INDIVIDUAL SAFE WORK INSTRUCTION (ISWI):

The ISWI is found on the School District 54 website under the Health and Safety → School District Procedures and Forms.

The Individual Safe Work Instruction is developed either following known incidents of violence towards workers or based on known documented past behaviour indicating the potential for violence towards workers. Principal / Vice Principal is responsible for the creation of the Individual Safe Work Instruction with input from the Learner Support Team. The Individual Safe Work Instruction needs to be reviewed with the worker prior to working with the student to ensure safety. The ISWI works in conjunction with the Student Safety Plan, if a Student Safety Plan is in place.



Individual Safe Work Instruction

K-12 EDUCATION - COMPLIANCE

The following tool is to be used for the communication of hazards and control measures to a worker. The form should identify the hazard related to the tasks and should include clear concise information about control measures to be taken. It can be used for any work where there is a risk of injury when working

Individual Safe Work Instruction is not intended to replace the Safety Plan for Students.



SAMPLE STUDENT SAFETY PLAN ~ WVRA

Student's name _____ D.O.B. _____

Date	
School	
Grade	

Case Manager	
Administrator	
Teacher	
SEA	
SEA	
Legal Guardian	

Objective: To ensure that staff working with [name] are aware of responses and safety procedures in place to maintain a safe, productive learning environment.

Safety Issue:

- **Planning Information**

All staff working with [name] will read and sign this safety plan

KEY UNDERSTANDINGS ABOUT STUDENT

Brief positive profile:

Medical/diagnosis:

Other information related to purpose of plan:

- **Prior Events** (Problem behaviours are more likely in the presence of certain early warning signs)

Prior Events (predictive of a more difficult day e.g., missing breakfast, illness, medication effects, negative interactions with siblings, sleep issues)	Strategies (immediate actions to take when student presents as anxious, unwell or upset in order to prevent escalation e.g., offer breakfast, Plan B day)
<ul style="list-style-type: none"> • • • • 	<ul style="list-style-type: none"> • • • •



- **Immediate Triggers** (Problem behaviours more likely in the presence of certain early warning signs)

Prior Events (actions or events that often occur immediately before problem behaviour e.g., verbal overload, noisy, unpredicted change)	Strategies (immediate actions to prevent escalation e.g., pre-warnings, allow processing time, break). Focus on actions that anyone can use immediately.
<ul style="list-style-type: none"> • • • • 	<ul style="list-style-type: none"> • • • •

- **Crisis Response Plan** (Designated staff will implement the following crisis management plan when necessary)

Precursor Behaviour (what you see)	Staff Responses (what you do)
Anxiety (noticeable change) <ul style="list-style-type: none"> • • • • • • • 	Be Supportive (empathetic, non-judgmental) <ul style="list-style-type: none"> • • • • • • •
Defensive (cues student is beginning to lose the ability to think or process information) <ul style="list-style-type: none"> • • • • • • • 	Be Directive (set simple, clear, enforceable limits) <ul style="list-style-type: none"> • • • • •
Acting Out Person (risk to self and others) <ul style="list-style-type: none"> • • • • • 	Crisis Intervention Plan (injury prevention) <ul style="list-style-type: none"> • • • •



Tension Reduction (cues that student is calm)	Therapeutic Rapport (re-establish communication)
• • •	• • •

- **Other means to minimize risk** (Consider any environmental factors that may affect risk such as clothing, jewellery, positioning of furniture, etc.)
 - Available room for [name], minimally furnished; safe space that is theirs'
 - two regular SEAs
- **Post incident debriefing** (Ensure all involved employees are included)
 - Staff involved in incident to create written account before meeting
- **Criteria for calling home**
 - We need a CLEAR description of what this looks like
- **This plan will be reviewed**
 - Regularly by the Principal or Designate
 - If any changes in behaviour occur such that the risk is different and/or an incidence of violence occurs.
 - At school health and safety meetings
- **A safety plan meeting will be convened**
 - The Principal or Designate will call a review meeting if new information indicates that the safety plan needs to be reviewed and updated



- **Next Steps** *(under review for updated language)*

A behaviour plan is in place Yes No

Actions	Person Responsible
Actions	Person Responsible

I have read this plan and am aware of safety procedures to be followed when working with [name]:

Name and Role	Signature	Date	NVCI trained?



A Quick Guide for Staff Responding to Safety Incidents or Concerns

From time to time, staff members may have concerns about their safety when working with a specific student. These concerns may arise from a review of a file of a student new to the district or school or from an actual incident involving a physical or verbal threat or interaction with a student

Section 115 of the WCA requires that employers inform their workers about **all** known or reasonably foreseeable health and safety hazards including workplace violence. Section 33.2 (e) of FIPPA allows for disclosure of student information by one public body to another “if the information is necessary for the protection of the health or safety of the employee”. Consent is not required when information is being disclosed for workers safety.

First, it is important to recognize that all concerns are valid and must be taken seriously

When a worker has a concern:

- Report all concerns to the Principal
- If you have experienced violence, complete the Workplace Violence Incident Report (WVIR). If you have been injured, complete the SD54/WSBC 6A Report located in the rainbow file at all sites (Section 3 ~ Supplementary Instructions 3.7.7 Health and Safety Plan) or find it on the School District website.

Risk Assessment

- As soon as a concern is raised, the principal will conduct a risk assessment. The risk assessment will determine if there is a level of risk to staff safety, and whether the risk, if identified, involves concern of injury or involves threat making behaviour, and should involve consultation with the affected staff member.
- If the risk assessment indicates that a risk is presented through uttered threats against a staff member, contact the Safe School Coordinator for assistance in implementing a threat assessment. This process will include an identification of the risk and steps to eliminate or mitigate the risk.
- If the risk assessment indicates that there is a risk that a student may injure a staff member in the performance of their duties, a procedure needs to be in place to eliminate or mitigate the risk. If the school team requires assistance in writing a safety plan, contact the District Principal of Learner Support Services. Note: Implement either a safety plan or threat assessment process ~ not both.



Workplace Violence Risk Assessment

A NEED FOR WVRA IS IDENTIFIER BY:

- A VIOLENT INCIDENT
- COMPLETEING THE WORKPLACE VIOLENCE INCIDENT REPORT

SEE SECTION 4.27 OF THE WSBC ACT FOR THE DEFFINTION OF VIOLENCE

YES ~ INTENSITY AND FREQUENCY EXCEED "LOW" (WVRA)

NO ~ INTENSITY AND FREQUENCY INDICATE "LOW" OR "NONE" (WVRA)

WHAT IS THE NATURE OF THE RISK

THREAT UTTERED (I.E. STUDENT INDICATES THEY WILL BRING A WEAPON TO SCHOOL)

RISK OF INJURY TO STAFF (I.E. EXPLOSIVE STUDENT MAY HURT TEACHER OR SEA IN A TANTRUM)

FILE ALL REPORTS FOR FUTURE REFERENCE ON SITE WITH COPIES TO THE DISTRICT SAFETY OFFICER

CONTACT SAFE SCHOOL COORDINATOR FOR ASSISTANCE IN COORDINATING A **VIOLENT INCIDENT THREAT ASSESSMENT**

SCHEDULE A MEETING WITH APPROPRIATE STAFF TO COMPLETE/REVIEW SAFETY PLANS. CONTACT THE DISTRICT PRINCIPAL, LEARNER SUPPORT SERVICES IF ASSISTANCE IS REQUIRED TO COMPLETE A SAFETY PLAN.

April 13, 2017
Updated December 2019
Updated March 28, 2022
Updated March 05, 2024



Notes:

WorkSafeBC requires that:

- All concerns are followed up with a risk assessment
- Risk assessment needs to consider the frequency and intensity of past incidents

When assigning a level or risk, WorksafeBC language considers general workplace situations and the frequency and intensity of the incidents. In that language:	
Low Frequency	Indicates that the frequency of incident is low (less than once a month or not at all)
Medium Frequency	Indicates that the incidents occur at least once a month up to once a week
High Frequency	Indicates that the incidents occur at least once a week up to once a day or more
When assessing the level of intensity for WorkSafeBC purposes, the following language is used:	
Low intensity	Indicates that there was a minor injury such as a bruise or scratch
Medium Intensity	Would usually indicate that medical help was necessary, and would include such things as a sprain or fracture
High Intensity	Would usually indicate that hospitalization is necessary (usually occurring more often in industrial situations)
If the intensity of frequency is Medium or High, then a safety plan is necessary	
If the intensity or frequency is Low or None, but the presenting behaviour is a concern, then a behaviour plan should be written	

<https://www.worksafebc.com/en/health-safety/create-manage/managing-risk>

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

<https://www.worksafebc.com/en/health-safety/hazards-exposures/violence>

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