Workplace Violence Risk Assessment Form

LOYALIST COLLEGE Of Applied Arts & Technology

Location: _____   **Building:** _____

Completed by: _____   **Date:** _____

Part A: BUILDING, GROUNDS & COMMON AREAS

Questions	Yes	No	Comments
1. Parking Lot			
Are the entrances and exits well marked?	☐	☐	
Does the lot have signs with security reminders (e.g? lock your car, security patrolled /CCTV)?	☐	☐	
Is there enough lighting?	☐	☐	
Have vehicles been stolen from the parking lot?	☐	☐	
Have vehicles been broken into?	☐	☐	
2. Building Location, Perimeter & Entrances			
Is your workplace near any buildings or businesses that are at risk from violent crime? (e.g., bars, banks)	☐	☐	
Do violent, criminal, drunk, or drugged persons ever come into your building?	☐	☐	
Is your building located in a high-crime area?	☐	☐	
Are there signs of vandalism?	☐	☐	
Are you located in a dense manufacturing area?	☐	☐	
Are you isolated from other buildings?	☐	☐	
Is there graffiti on the building walls?	☐	☐	
Is the building entrance well lit?	☐	☐	
Do outside lights come on before dark?	☐	☐	
Are garbage areas, external buildings, or equipment that employees use: • In an area with good visibility/on CCTV? • Close to the building with no hiding places?	☐ ☐	☐ ☐	
Is your building shared with other businesses?	☐	☐	
If yes, is entry to your area(s) controlled?	☐	☐	
Is there a system to alert employees if intruders enter?	☐	☐	
Are there hiding places or visibility barriers (shrubbery, fences, etc) along any of the regular walkways or near entrances?	☐	☐	
Do you use coded cards or keys to control access to the building or to certain areas within the building?	☐	☐	
Is there controlled access, after regular working hours?	☐	☐	

Questions	Yes	No	Comments
Is there a system in place to limit the number of keys/entry cards given out?	☐	☐	
Do you change locks/codes immediately if keys/cards are lost or misplaced?	☐	☐	
3. Security System			
Do you have a security system at your location?	☐	☐	
If yes, is the system tested on a regular basis? (e.g., monthly)	☐	☐	
Is the security system adequate?	☐	☐	
Are there security guards/safety walking services available at your location?	☐	☐	
Are signs posted indicating that there is a security system/CCTV in use?	☐	☐	
Are security cameras and mirrors placed in locations that would deter potential intruders?	☐	☐	
4. Reception/ Visitor Access			
Is your main reception area easily seen and easy to get to?	☐	☐	
Can the receptionist clearly see incoming visitors?	☐	☐	
Is the reception area visible to fellow employees or members of the public?	☐	☐	
Is your reception area staffed at all times?	☐	☐	
Can outsiders enter the building when there is no receptionist present?	☐	☐	
Is the reception area the first stop for visitors?	☐	☐	
Do you have a policy for receiving, escorting, and identifying visitors?	☐	☐	
Does the reception area function as a security screening area for unwanted visitors?	☐	☐	
If yes, have response procedures been developed?	☐	☐	
Are there objects/tools/equipment in this area that someone could use as a weapon?	☐	☐	
5. Signs			
When you enter the building, are there signs to identify where you are?	☐	☐	

Questions	Yes	No	Comments
Are there signs inside the building showing you where to get emergency assistance if needed? If no, what signs are needed and where?	☐	☐	
Are there areas where exit signs are not present, but are needed? If yes, where?	☐	☐	
What other signs should be added?			

6. Stairwells, Exits & Hallways

Questions	Yes	No	Comments
Do exit doors identify the exit location?	☐	☐	
Could someone easily hide at the bottom of the stairwell? If yes, where?	☐	☐	
Is the lighting bright enough in stairwells and halls?	☐	☐	
Can lighting be turned off by the public: • in stairwells? • in hallways? • in common/public access areas?	☐ ☐ ☐	☐ ☐ ☐	
Is there more than one exit route out of the building?	☐	☐	
Are there any exit routes which prevent you from getting away? If yes, where?	☐	☐	
Do stairwell exit doors lock behind you?	☐	☐	
Are there unoccupied rooms (storage room, janitor's closet, etc) in public access areas that should be locked? If yes, where?	☐	☐	

7. Elevators

Questions	Yes	No	Comments
Are you able to see if the elevator is occupied before entering?	☐	☐	
Is there an emergency phone or emergency call button in each elevator?	☐	☐	
Is there a response procedure for elevator emergencies?	☐	☐	

8. Washrooms

Questions	Yes	No	Comments
Can the public use the same washrooms as staff?	☐	☐	
Can the lights in the washroom be turned off?	☐	☐	

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Questions	Yes	No	Comments
Are any washrooms lockable from the inside?	☐	☐	
Are washrooms checked before building is vacated?	☐	☐	

9. Areas of Improvement – Action Plan		Priority
What improvements are recommended to prevent or reduce the risk of violence?	1.	
	2.	
	3.	
	4.	
	5.	
What training is recommended?	1.	
	2.	
	3.	

Instructions for Completing the Risk Assessment Form:

1. If responsible for a campus or site location other than the main campus, complete Part A&B.
2. **If only responsible for a department, complete Part B only**.
3. If a department operates in more than one building or in significantly different areas within one building, a separate risk assessment must be completed for each area/building.
4. If a question is not applicable to your area, indicate N/A in the "comment" field.
5. Check boxes shaded in light green indicate the low risk response.
6. For higher risk responses, indicate precautions currently taken to mitigate risk in the "comment" field.
7. If concerns are flagged on the risk assessment, the area supervisor will identify and prioritize opportunities to reduce the risk of workplace violence in the "Areas of Improvement/Action Plan", considering workplace design and practices, environmental conditions and training.
8. Send a copy of the completed Risk Assessment to the Occupational Health & Safety Coordinator