**Sample Violence Risk Assessment**

**Name of Workplace:**

**Assessment Date:**

**Assessors:**

**Workplace or Tasks covered by this Assessment:**

|  |  |  |
| --- | --- | --- |
| **Questions** |  | |
| When you are open to the public,  are there times when only one employee is present? | yes | no |
| Do your employees handle cash or other valuables? | yes | no |
| Do your employees provide a service where they may deal with troubled persons? | yes | no |
| Do your employees care for others (i.e. health care or community workers)? | yes | no |
| Are your employees involved in disciplining others (i.e. teachers)? | yes | no |
| Do your employees deliver or collect items of value? | yes | no |
| Do your employees exercise control over others (i.e. enforcement officers)? | yes | no |
| Do your employees inspect other people’s private property (i.e. planning inspectors, assessment officers)? | yes | no |
| Do your employees exercise security functions (i.e. sheriffs)? | yes | no |
| Do your employees sell or dispense drugs or alcohol? | yes | no |
| Do your employees work in community-based settings (e.g. nurses, social workers and other home visitors)? | yes | no |
| Do your employees work during periods of intense organizational change (i.e. conciliators during strikes or lock-outs)? | yes | no |
| Do your employees deal with or handle firearms or similar weapons? | yes | no |
| Has this workplace or task experienced violence in the past? | yes | no |
| Have similar workplaces or tasks in other organizations experienced violence? | yes | no |

# Beyond the organizational factors listed in the table,

**the employer should consider the following factors which may increase the potential for violence:**

* late hours of the night or early hours of the morning
* tax return season
* overdue utility bill cut-off dates
* Christmas
* pay days
* report cards or parent interviews
* performance appraisals
* being located near to buildings or businesses that are at risk of violent crime (e.g. bars and banks)
* being located in areas isolated from other buildings or structures.

# If there is the potential for violence at this workplace or while doing this task, describe the violence:

What **activity or feature of the workplace** or task may trigger violence?

Describe the **predicted type** of violence (i.e. assault, robbery, threats, etc.)

Describe the **frequency** with which the predictors of violence occur (i.e. if the predictor of violence was “Taking gate receipts to the bank”, the frequency may be “Every Monday”; if the predictor of violence was “Doing inspections”, the frequency may be “5000 inspections done per year”)

Are there other ways the potential **violence could be described** in order to get a fuller picture?

State **who is at risk** from this violence, preferably using job titles as opposed to personal names.