



The Lee Wiggins Childcare VIOLENCE RISK ASSESSMENT

This Violence Risk Assessment can be used to assess the potential for violence at the Lee Wiggins Childcare Centre (LWCC). An assessment should be completed for each facility of the organization.

A Violence Risk Assessment must be redone:

- If a new or different type of violence occurs in your workplace;
- If a new or different type of violence occurs in similar workplaces;
- If there is a significant change in either the work, the way employees interact with the public or the physical location;
- If a new facility is opened or an existing facility is renovated;
- If ordered to do so by a Ministry of Labour Inspector;
- At least annually.

Part One: Basic Information

Name of Organization: _____

Location Name: _____

Assessment Date: _____

Assessors: _____



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Part Two: Predictors of Violence

Question	Yes	No
1. Have similar workplaces experienced violence?		
2. Have similar work-related tasks experienced violence?		
3. Is the playground and premises secured against unauthorized entry?		
4. Do your employees have to collect late fees?		
5. When you are open to the public, are there times when only one or two employees are present?		
6. Do employees work early hours in the morning?		
7. Do employees provide a service to clients/families dealing with divorce, separation, custody disputes and/or domestic violence?		
8. Do employees supervise others?		
9. Do employees have to assess parental/custodial competence before releasing a child?		
10. Do your employees have to share sensitive and possibly upsetting information with clients/parents?		
11. Has this workplace experienced workplace violence in the past?		
12. Is the location near buildings or businesses that are at risk of violent crimes?		
13. Is the location a standalone building or isolated from other buildings?		
14. Does your location have a parking lot?		
15. Do you have visitors attending your location?		
16. Does your organization have a code of conduct for its clients/parents?		
17. Is the code of conduct provided to clients/parents and reviewed on a regular basis?		
18. Is your location near a high risk or a more violence-prone community?		
19. Do parents try to discipline children other than their own at the Centre?		
20. Do parents fight with each other at the Centre when picking up or dropping off their children?		
21. Are you required to take children on field trips or walk them to and from school?		
22. Do you have employees who deposit large sums of money (cash) at the bank?		
23. Do you have to deal with parents who learn that the Centre has reported to Children's Aid Society (CAS)?		
24. Are your staff ever required to work late at night for Centre-related activities (fundraisers, board meetings, seminars, etc) and are they required?		
25. Does the Centre work with special needs children who may be prone to violent physical outbursts?		
26. Does the Centre send staff out to home-based daycares for evaluations, assessments, etc.?		



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Part Three: Extent of the Potential for Violence

For each "Yes" answer in Part Two, above, please answer the below questions to determine the extent of the potential risk for violence. This assessment should be in enough detail in order to create an action plan. Copy and paste this section (a. – d.) below to show the corresponding number of "Yes" responses.

Violence Risk – Question Number from Above: _____

a) What activity or task at the workplace may trigger violence?

b) Describe how frequently the activities occurs (i.e. daily, weekly, etc. – be as specific as possible).

c) Describe the size of the activity that creates the violence risk (i.e. amount of money handled per day on average, number of disgruntled customers per day on average, etc.).



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d) Who is at risk from this violence (preferably using job titles and include customers/clients in this assessment)?

e) What type of violence could occur (i.e. threats, robbery, attack, etc.) and estimated probability?

Type of Violence	Probability of Violence to Occur Type of with Explanation Violence		
	High – Likely to Occur (3)	Medium – Potential to Occur (2)	Low – Unlikely to Occur (1)

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f) What is the probable impact of the violence?

Type of Violence	Type of Probable Impact Violence			
	Catastrophic – loss of life/coma (A)	Severe Injury – loss or use of limbs, hospitalization (B)	Minor Injury (C)	No Potential for Injury (D)

g) Review section e and f above to determine the risk and how it should be addressed by the chart below:

Type of Violence	Assessment	Risk	Action Plan