



Student Support Services

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.

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

When a concern is raised:

- Report all concerns immediately to the principal.
- If there is an incident, file the SD No. 42 Threat/Violence Report located in the school office or on the School District web site. The completed form must be forwarded to the Occupational Health and Safety Officer and Student Support Services.

Risk Assessment

- As soon as a concern is raised, the principal, in consultation with the person with a concern and a worker member of the health safety committee will conduct a risk assessment. (See sample form and flow chart). 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.
- If the risk assessment indicates that a risk is presented through uttered threats against a staff member, contact Laurie Smith, SSS for the names of personnel who can provide 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 there 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. Contact Laurie Smith, SSS for assistance in writing a safety plan.

Note: Implement *either* a safety plan or threat assessment process – not both.

Concern raised through an incident or file

Report immediately to the principal.
Complete an incident report and send to the Occupational Health and Safety Officer and SSS

The Principal will work with the person indicating the concern and initiate an investigation, including a **risk assessment**, which will investigate the nature of the concern, any prior history of such behaviour, the frequency and intensity of any incidents, using information from student files and staff who work with the student. The risk assessment will determine the level of risk of a future incident/injury. (See attached form).

Is there a reasonable risk of injury to staff?

No, or risk is low

Document and file risk assessment

Yes

What is the nature of the risk?

Threat Uttered (i.e. student indicates they will bring weapon to school)

Risk of injury to staff (i.e. explosive student may hurt SEA or teacher in a tantrum)

Contact Laurie Smith for counsellor or other assistance in coordinating a **threat assessment** team

Contact Laurie Smith Principal, SSS for assistance in coordinating a safety plan meeting



RISK ASSESSMENT

Risk Assessment Questions (Please complete in consultation with the person who has a concern and a member of the school health and safety committee who is not an administrator).

Date: _____ School: _____

Name of person reporting a concern: _____

Name of student involved in concern/incident: _____

Persons investigating risk: _____

If there was an incident, date of incident: _____

Nature of the concern/incident:

Do staff members familiar with student or a file review indicate any previous incidents of a similar nature? If yes, please explain and indicate the names of staff members who have contributed to this risk assessment:

If there have been prior similar concerns/incidents, how frequently do they occur? (e.g. daily, monthly, yearly).

If there have been prior similar concerns/incidents, what was the intensity (e.g injury requiring medical attention, hospitalization, a bruise or scratch, or no injury reported).

Does the staff member reporting the concern/incident have any suggested steps that could be taken to reduce the risk when working with the student?

Date the appropriate incident report was filed with the Occupational Health and Safety Officer:

Are there written procedures in place (e.g. as outlined in a threat assessment or a safety plan) that would mitigate or eliminate the risk? Yes No Do these need to be updated? Yes No

Other factors that should be considered (e.g., cognitive, psychosocial, etc.)

Risk Assessment (please print and complete)

We have conducted a risk assessment based on the concern/incident of (date) _____. This has been in consultation with the staff member reporting the concern and other staff members who have worked with the student and/or through a file review. This assessment has considered previous experience, the environment and location of the workplace and the frequency and intensity of this and any previous incidents. At this time,

- There is no risk or a low risk of injury to a staff member**
 - While it is not necessary to write a safety plan, it is recommended that a behaviour plan or other interventions be developed
- There is a risk of injury to a staff member:**
 - Refer to flow chart – implement either a threat assessment or safety plan to develop written steps to eliminate or mitigate the risk.
 - If a threat assessment or safety plan exists, recall the team for a review.

*** Please refer to appendix in the back for further information about assigning risk level

Principal _____

Others who contributed to the risk assessment: _____

School: _____ Date: _____

File in a risk assessment file in the school office and forward a copy to the Occupational Health and Safety Officer

Appendix/Notes

(These terms of reference were collaboratively accepted by a committee including the Occupational Health and Safety Officer, SSS personnel and MRTA representatives).

1. Worksafe BC 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 of risk, Worksafe BC language considers general workplace situations and the frequency and intensity of the incidents. In that language,

Low Frequency indicates that the frequency of incidents 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 or more a day

When assessing the level of intensity for Worksafe BC 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 a fracture

High Intensity would usually indicate that hospitalization is necessary (usually occurring more often in industrial situations)

If the intensity or 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.

Note: Threat Assessment is *separate* from risk assessment and is used to determine the seriousness of uttered threats or threatening behaviour. A risk assessment will determine whether a threat assessment is necessary.