

# Risk Assessment

## For Independent Student-Learning Activities in the Community

This risk assessment is to be completed before students participate in independent community-based learning activities, and is kept on file for a period of six years from the completion of the placement as per the *Education Act* and *Government Records Act*.

Student: \_\_\_\_\_ School: \_\_\_\_\_

Grade: \_\_\_\_\_ Course: \_\_\_\_\_ Teacher: \_\_\_\_\_

Date of Placement: from 

D	D	M	M	Y	Y	Y	Y

 to 

D	D	M	M	Y	Y	Y	Y

Placement Site: \_\_\_\_\_ Host Name: \_\_\_\_\_

Host Telephone: \_\_\_\_\_ Host Email: \_\_\_\_\_

General function/work of placement site, and expected student activity while there:

Has the teacher delivered introductory health and safety information to the student?  Yes  No

**The following must be answered by a supervisor at the student's placement site.**  
**Will the student work with or be exposed to the following?**

Hazardous materials (e.g., chemical, biological) or WHMIS-controlled substances	<input type="checkbox"/> Yes <input type="checkbox"/> No
Typical office functions: prolonged sitting, standing, keyboarding, telephone use, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Patients/persons/children/youth requiring health services or day-programs	<input type="checkbox"/> Yes <input type="checkbox"/> No
Animals, insects, poisonous or irritant plants	<input type="checkbox"/> Yes <input type="checkbox"/> No
Working with the public: stores, office settings, hospitality, community events, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Working alone: retail, tutoring youth/adults, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No
General physical labour: lifting, moving, transporting materials	<input type="checkbox"/> Yes <input type="checkbox"/> No
Environmental extremes: hot, cold, dust, dirt in air, exposure to noise, hard terrain	<input type="checkbox"/> Yes <input type="checkbox"/> No
Working at height: interior or exterior	<input type="checkbox"/> Yes <input type="checkbox"/> No
Moving vehicles, mobile equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No
Power machinery/tools, and/or non-powered hand tools, including kitchen tools	<input type="checkbox"/> Yes <input type="checkbox"/> No
Environments requiring specialized supervision: e.g., bodies of water, confined spaces, working around firearms/explosives. Check with your board's community-based learning consultant.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Handling money: community events, store settings, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Placement site's health and safety measures for the student:

List clothing appropriate to the worksite and any required protective clothing (e.g., jeans, long sleeves) and footwear (e.g., steel toe footwear, sneakers).

List what the student may not wear at the placement.

**Orientation:** Placement sites are expected to provide an orientation that includes a walk-through of work area and exits, how to respond in an emergency (e.g., fire, security), how to access first aid, how to use telephone system, etc.

Date of placement site's orientation for student(s): 

D	D	M	M	Y	Y	Y	Y

 (typically the first day of placement)

### Acknowledgements (print and sign name)

Risk assessment completed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Teacher or designate approved by school)

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Completing the Risk Assessment for Independent Student-Learning Activities in the Community

The following information is intended to help guide the risk assessment process between the teacher and the placement site. Placement sites must be able to describe protective measures to support student health and safety. Key protective measures should include site orientation, safe-work training, use of safe-work procedures and appropriate safety measures, as well as proper supervision. To assess specialized environments, please contact your school board's community-based learning consultant for assistance.

The Acknowledgements section is required for completion of the risk assessment. If a teacher, student, or parent/guardian will not sign the form, the placement must not proceed.

## Risk Assessment Considerations

**Animals, insects, poisonous or irritant plants:** This may include indoor or outdoor work at farms, vet clinics, animal shelters, greenhouses, and laboratories. Safety measures to be expected are training, safe work procedure, proper supervision, appropriate protective clothing, PPE where required, emergency response, etc.

**Environmental extremes:** This may be indoor or outdoor work with regular or heavy exposures to hot, cold, dust, dirt in air, noise, and work on hard terrain. Safety measures to be expected are training, safe work procedure, supervision, proper protective clothing and personal safety equipment, access to potable water and rest areas, etc.

**General physical labour:** Work can include the lifting, moving, and transporting of materials. Almost all types of work have some component of general physical labour. Safety to be expected are include safe lift and move training and work procedures, assistive tools or equipment, proper supervision, etc.

**Handling money:** Handling money always has potential for risk and loss. The placement site must be very clear about the circumstances under which the student may handle money and must provide proper supervision to the student.

**Hazardous materials:** Hazardous materials and WHMIS-controlled substances are found in all workplaces. Safety measures to be expected are proper supervision of the student, some WHMIS training, availability of personal protective equipment (PPE) (e.g., gloves, mask, goggles), etc.

**Moving vehicles, mobile equipment:** This can include cars, trucks, propane-powered scissor lifts, and order pickers. Safety measures to be expected are proper supervision, permission and safety training for controlled access and use, establishment of restricted areas in the placement site, etc.

**Office functions:** Typical hazards include prolonged or awkward postures and repetitive actions. Safety measures to be expected are orientation to the site, safe work process (e.g., getting up and stretching), workspaces and chairs that are appropriate and safe for the student, etc.

**Patients/persons in health services or day-programs:** This may include work with persons (of any age) receiving physical, emotional, or mental health care in hospitals, nursing homes, group homes, child care, adult day programs, and private home-care services. Safety measures to be expected are training, close supervision, emergency response, appropriate PPE, etc.

**Power machinery/tools, non-powered hand tools:** Work can be with or around powered equipment, machines, and hand tools, or non-powered equipment and hand tools (e.g., kitchen implements/knives, hammers, shears). Safety measures to be expected are proper training, safe work procedures and proper supervision during use, restricted access, etc.

**Specialized environments:** Specialized environments can include working on or around bodies of water, in confined spaces, around firearms or explosives, with infectious, poisonous, or toxic substances, around radioactive materials, and in or around high-voltage settings. Contact your school board's community-based learning consultant for assistance.

**Working alone:** Solitary work may include one-on-one tutoring youth/adults, and door-to-door surveying. Safety measures to be expected are hazard awareness learning, safe set-up of work areas (e.g., access to easy exit), a dependable communication system (e.g., regular check-in by phone), safe work rules for engaging with clients, etc.

**Working at height:** This includes work occurring more than three metres off the surface of the ground or body of water, indoors or outdoors. Safety measures to be expected are stated adherence to Nova Scotia's Fall Protection Regulations, proper training and supervision, a clear statement of any at-height work that the student is not permitted to do, etc.

**Working with the public:** This may include work at stores, offices, hotels, restaurants, libraries, community events, and conferences. Safety measures to be expected are some form of hazard awareness training, safe work procedure, proper supervision by the placement site personnel, etc.