

IDENTIFIED HAZARDS AND RISKS	RISK MITIGATION AND CONTROLS
Disgruntled students/former students or students with grievances	Engineering control
	• Access control systems (i.e. key-fab-keyless-entry) • Visitor management system (Single point of entry, door buzzer entry system) • Camera security system
	Administrative control
	• Student Handbook • Code of Conduct • Student re-entry policy/procedure • Building patrols
	Personal Protective Equipment
	• N/A
Disgruntled parents/ community members with grievances	Engineering control
	• Access control systems (i.e. key-fab-keyless-entry) • Visitor management system (Single point of entry, door buzzer entry system) • Camera security system
	Administrative control
	• Visitor policy (i.e. Buzz individuals into the building or greet the individual at the back door. Visitor Sign in at Front Door) • Board of Education policies • Code of Conduct • Building patrols
	Personal Protective Equipment
	• N/A
Activities where money is exchanged (i.e. tax collection)	Engineering control
	• Access control systems (i.e. key-fab-keyless-entry) • Visitor management system (Single point of entry, door buzzer entry system) • Camera security system • Drop box located at the Main Entrance for tax collection
	Administrative control
	• Board of Education policies • Code of Conduct • Visitor policy (i.e. Buzz individuals into the building or greet the individual at the back door. Visitor Sign in at Main Office) • Protocols for handling money

	Personal Protective Equipment
	N/A
Activities where money is exchanged (i.e. fundraising events, concessions)	Engineering control
	- Access control systems (i.e. key-fab-keyless-entry) - Visitor management system (Single point of entry, door buzzer entry system) - Camera security system
	Administrative control
	- Board of Education policies - Code of Conduct - Visitor policy (i.e. Buzz individuals into the building or greet the individual at the back door. Visitor Sign in at Main Office) - Appropriate lighting in location of fundraiser/concession money exchange - Multiple people working fundraising or sporting event (students, faculty members, Athletic Director, coaches) - Class Advisor(s) present at fundraising event - Chaperone(s) may be present
	Personal Protective Equipment
	N/A
School activities taking place in the evening.	Engineering control
	- Access control systems (i.e. key-fab-keyless-entry) - Camera security system - Appropriate lighting in the parking lot and in/around the school building
	Administrative control
	- Camera security system - Board of Education policies - Code of Conduct - Multiple staff members present at event (i.e. faculty, chaperones, Athletic Director/administration) - Statement about appropriate conduct read at the event - Communication systems for outside events (e.g. radios)
	Personal Protective Equipment
	N/A
Employees working alone in the building before or after hours/weekends.	Engineering control
	- Access control systems (i.e. key-fab-keyless-entry) - Camera security system - Appropriate lighting in the parking lot and school building
	Administrative control

	• Board of Education policies • Code of Conduct
	Personal Protective Equipment
	• N/A
Bus transportation - aides/drivers go out alone for activities such as student pickup, food drops.	Engineering control
	• Access control systems • Lighting • Camera security system • Panic alarms • Communication systems (e.g. radios) • Ensure vehicles are properly maintained
	Administrative control
	• Employee handbook • Code of conduct • Bus safety training
	Personal Protective Equipment
	• N/A
	• Communication systems (e.g. radios) • Panic alarm or personal alarm devices worn by employees • Establish areas for students to de-escalate • Ensure vehicles are properly maintained
	Administrative control
	• Traveling workers should have specific log-in and log-out procedures to be required to contact a supervisor after each visit and managers should have procedures to follow-up if workers fail to do so. • Update staff about violent history or incident • Advise staff to exercise extra care in unfamiliar residence • Workers should be given discretion to receive backup assistance by another worker • Workers should be given discretion as to whether or not they begin or continue a visit if they feel threatened or unsafe • Ensure workers determine how best to enter student homes • Have clear contracts on how home visits will be conducted, the presence of others in the home during visits and the refusal to provide services in clearly hazardous situations • Establish daily work plans to keep a designated contact person informed about employees' whereabouts throughout the workday; have a contact person follow up if an employee does not report in as expected. • Employee handbook • Code of conduct

	Personal Protective Equipment
	N/A
Community Use of School Buildings	Engineering control
	- Access control systems (i.e. doors accessible at specific times for entry and exit) - Lighting - Camera security system - Panic alarms - Communication systems (e.g. radios) - Signage for off-limit areas
	Administrative control
	- Employee staff member on site - Building checks - Sign-in protocols - Employee handbook - Code of Conduct
	Personal Protective Equipment
	N/A