

Sample List of Risks and Mitigation Efforts

Risks Identified through Record Review and/or Risk Evaluation	Methods and means by which the risk is being addressed	Control Hierarchy
<p>Identified Risk# 1</p> <p><b>Potential staff injury risk from conducting student restraints.</b></p>	<ul style="list-style-type: none"> <li>● TCIS, Handle With Care, etc. training. Confirm if TCIS, Handle with Care is current.</li> <li>● Individual Education Plan (IEPs) and 504 (student accommodation) plans</li> <li>● Administrative controls and work practices.</li> </ul>	<p>Engineering Controls</p> <ul style="list-style-type: none"> <li>● Camera security system</li> </ul> <p>Administrative</p> <ul style="list-style-type: none"> <li>● TCIS, Handle With Care, etc. training. Confirm if TCIS, Handle with Care is current.</li> <li>● Individual Education Plan (IEPs) and 504 (student accommodation) plans</li> <li>● Administrative controls and work practices.</li> </ul> <p>Personal Protective Equipment</p> <ul style="list-style-type: none"> <li>● Kevlar sleeves (bite prevention)</li> <li>● Spit shields</li> <li>● Gloves</li> </ul>
<p>Identified Risk# 2</p> <p><b>Staff injured from deterring students from unsafe behaviors or involvement in de-escalation activities. Review risk trends associated with grade levels (Elementary, Middle, High School)</b></p> <p>Ex. elopement, harm to self</p>	<ul style="list-style-type: none"> <li>● TCIS, Handle With Care, etc. training.</li> <li>● Individual Education Plan (IEPs) and 504 (student accommodation) plans. Confirm if TCIS, Handle with Care is current.</li> <li>● Administrative controls and work practices.</li> <li>● Sensory rooms</li> </ul>	<p>Engineering Controls</p> <ul style="list-style-type: none"> <li>● Sensory Room</li> </ul> <p>Administrative</p> <ul style="list-style-type: none"> <li>● TCIS, Handle With Care, etc. training. Confirm if TCIS, Handle with Care is current.</li> <li>● Individual Education Plan (IEPs) and 504 (student accommodation) plans</li> <li>● Administrative controls and work practices.</li> </ul> <p>Personal Protective Equipment</p> <ul style="list-style-type: none"> <li>● Kevlar sleeves (bite</li> </ul>

		<ul style="list-style-type: none"> <li>prevention)</li> <li>● Spit shields</li> <li>● Gloves</li> </ul>
<p>Identified Risk# 3</p> <p><b>Peaceful student protests with risk of counter protesting and violence.</b></p>	<ul style="list-style-type: none"> <li>● Code of Conduct</li> <li>● Security perimeter, additional police presence</li> <li>● Use of controlled location on school grounds</li> </ul>	<p>Engineering control</p> <ul style="list-style-type: none"> <li>● Controlled location</li> <li>● Security perimeter</li> <li>● Camera security system</li> </ul> <p>Administrative control</p> <ul style="list-style-type: none"> <li>● Code of conduct</li> <li>● Police presence</li> </ul> <p>PPE</p> <ul style="list-style-type: none"> <li>●</li> </ul>
<p>Identified Risk# 4</p> <p><b>Staff injured from breaking up students fights or preventing students from fighting</b></p>	<ul style="list-style-type: none"> <li>● De-escalation training.</li> <li>● Training in how best to engage when two students begin physical altercation.</li> <li>● Identification of employees/staff who will engage in fights.</li> <li>●</li> </ul>	<p>Engineering control</p> <ul style="list-style-type: none"> <li>● Camera security system</li> </ul> <p>Administrative control</p> <ul style="list-style-type: none"> <li>● training</li> <li>● identification of employees/staff</li> </ul> <p>PPE</p>
<p>Identified Risk# 5</p> <p><b>Personal relationship issues, employee using threatening behavior that can become physical or employee being threatened while on school property or while working at a school event (i.e. assaults, verbal and non-verbal threats).</b></p> <ol style="list-style-type: none"> <li>1. <b>Outside factors that bleed over into school life. Ex. custody issues, domestic abuse</b></li> <li>2. <b>Staff conflicts</b></li> </ol>	<ul style="list-style-type: none"> <li>● Reporting and notification of threats training.</li> <li>● Notification of SRO</li> <li>● If imminent situation-use Standard Response protocols (Lock-out) to prevent disruption during the school day</li> </ul>	<p>Engineering control</p> <ul style="list-style-type: none"> <li>● Access control systems</li> <li>● Visitor management system (e.g. Raptor)</li> <li>● Camera security system</li> </ul> <p>Administrative control</p> <ul style="list-style-type: none"> <li>● Employee handbook</li> <li>● Code of Conduct</li> <li>● Visitor policy</li> <li>● Reporting/notification of threats training</li> <li>● Notification work practices</li> </ul> <p>PPE</p> <ul style="list-style-type: none"> <li>●</li> </ul>
<p>Identified Risk# 6</p> <p><b>Disgruntled workers or former employees involved in contract negotiations, disciplinary procedures, performance reviews and or</b></p>	<ul style="list-style-type: none"> <li>●</li> </ul>	<p>Engineering control</p> <ul style="list-style-type: none"> <li>● Access control systems</li> <li>● Visitor management system (e.g. Raptor)</li> <li>● Camera security system</li> </ul> <p>Administrative control</p>

<p><b>termination.</b></p>		<ul style="list-style-type: none"> <li>● Employee handbook</li> <li>● Code of conduct</li> <li>● Key control policy</li> </ul> <p>PPE</p> <ul style="list-style-type: none"> <li>●</li> </ul>
<p>Identified Risk# 7</p> <p><b>Disgruntled students/former students or students with grievances - reprimands/disciplinary actions, grades, exam results, expulsion, perception of guilt</b></p>	<ul style="list-style-type: none"> <li>●</li> </ul>	<p>Engineering control</p> <ul style="list-style-type: none"> <li>● Access control systems</li> <li>● Visitor management system (e.g. Raptor)</li> <li>● Camera security system</li> </ul> <p>Administrative control</p> <ul style="list-style-type: none"> <li>● Student Handbook</li> <li>● Code of conduct</li> <li>● Student re-entry policy/procedure</li> <li>● SRO</li> </ul> <p>PPE</p> <ul style="list-style-type: none"> <li>●</li> </ul>
<p>Identified Risk# 8</p> <p><b>Disgruntled parents/school community – student reprimands, grades, exam results, district policies, political environment, due to disciplinary actions against staff member, Parent-teacher conferences</b></p>	<ul style="list-style-type: none"> <li>●</li> </ul>	<p>Engineering control</p> <ul style="list-style-type: none"> <li>● Access control systems</li> <li>● Visitor management system (e.g. Raptor)</li> <li>● Camera security system</li> </ul> <p>Administrative control</p> <ul style="list-style-type: none"> <li>● Visitor policy</li> <li>● Code of conduct</li> <li>● Persona non grata - Banned persons policy</li> <li>● SRO</li> </ul> <p>PPE</p>
<p>Identified Risk# 9</p> <p><b>Employees that have presented whistleblower, other complaints that may result in violence.</b></p>	<ul style="list-style-type: none"> <li>● Confidentiality</li> <li>●</li> </ul>	<p>Engineering control</p> <ul style="list-style-type: none"> <li>● Access control systems</li> <li>● Visitor management system (e.g. Raptor)</li> <li>● Camera security system</li> </ul> <p>Administrative control</p> <ul style="list-style-type: none"> <li>● Employee handbook</li> <li>● Code of conduct</li> <li>● Key control policy</li> <li>● Confidentiality policy</li> </ul> <p>PPE</p>

<p>Identified Risk# 10</p> <p><b>Where hostile work environment has been identified.</b></p> <p><b>Ex. sexual harassment, other harassment,</b></p>	<ul style="list-style-type: none"> <li>•</li> </ul>	<p>Engineering control</p> <ul style="list-style-type: none"> <li>• Camera security system</li> </ul> <p>Administrative control</p> <ul style="list-style-type: none"> <li>• Employee handbook</li> <li>• Code of conduct</li> <li>• Sexual Harassment and Other Harassment policies/training</li> </ul> <p>PPE</p>
<p>Identified Risk# 11</p> <p><b>Adversarial confrontation during sporting events; (e.g. parents-coaches, parent-teacher parents-administration, student-coach)</b></p>	<ul style="list-style-type: none"> <li>• Announcement regarding sportsmanship conduct before athletic events</li> </ul>	<p>Engineering control</p> <ul style="list-style-type: none"> <li>• Gate control</li> <li>• Lighting</li> <li>• Camera security system</li> <li>• Communication systems (e.g. radios)</li> </ul> <p>Administrative control</p> <ul style="list-style-type: none"> <li>• Athletic handbook</li> <li>• Code of conduct</li> <li>• Crowd Management</li> <li>• Pre-game sportsmanship announcement and spectator rules</li> <li>• Police presence</li> </ul> <p>PPE</p>
<p>Identified Risk# 12</p> <p><b>Bullying and intimidating behavior to include verbal intimidation by making false statements that are rude, abusive, disparaging, and derogatory (e.g. student and staff situations)</b></p>	<ul style="list-style-type: none"> <li>• Training to disengage</li> <li>• Proper documentation of behavior</li> </ul>	<p>Engineering control</p> <ul style="list-style-type: none"> <li>• Camera security system</li> </ul> <p>Administrative control</p> <ul style="list-style-type: none"> <li>• Student handbook</li> <li>• Employee handbook</li> <li>• Code of conduct</li> <li>• DASA</li> <li>• School Climate Programs</li> </ul> <p>PPE</p>
<p>Identified Risk# 13</p> <p><b>Activities taking place at nights.</b></p> <p><b>Ex. Second or third shift employees, sporting events, concerts, community use, school dances, intruders/trespassers, open houses, parent-teacher conferences</b></p>	<ul style="list-style-type: none"> <li>• Training in notification on who to call</li> <li>• Outdoor lighting in parking lots, venues.</li> </ul>	<p>Engineering control</p> <ul style="list-style-type: none"> <li>• Access control systems</li> <li>• Lighting</li> <li>• Camera security system</li> <li>• Alarm systems</li> <li>• Panic alarms</li> <li>• Communication systems (e.g. radios)</li> </ul> <p>Administrative control</p> <ul style="list-style-type: none"> <li>• Athletic handbook</li> <li>• Code of conduct</li> <li>• Crowd Management</li> </ul>

		<ul style="list-style-type: none"> <li>● Pre-game sportsmanship</li> </ul>
<p>Identified Risk# 14</p> <p><b>Activities where money is exchanged.</b>  <b>Ex. tax collector, business office, cafeteria workers, school store, concession stands, teachers, coaches, main office.</b></p>	<ul style="list-style-type: none"> <li>● Workers should not be left alone with money.</li> <li>● when transferring money across locations and escort should be provided</li> </ul>	<p>Engineering control</p> <ul style="list-style-type: none"> <li>● Access control systems</li> <li>● Lighting</li> <li>● Camera security system</li> <li>● Alarm systems</li> <li>● Panic alarms</li> </ul> <p>Administrative control</p> <ul style="list-style-type: none"> <li>● Work practices</li> <li>● Code of conduct</li> <li>● Crowd Management</li> <li>● Visitor management</li> </ul>
<p>Identified Risk# 15</p> <p><b>Bus transportation.</b></p> <ol style="list-style-type: none"> <li>1. <b>Irate parents confronting the driver.</b></li> <li>2. <b>Student conflicts.</b></li> <li>3. <b>Student conflicts with driver, aide/monitor.</b></li> <li>4. <b>Road rage</b></li> </ol>		<p>Engineering control</p> <ul style="list-style-type: none"> <li>● Access control systems</li> <li>● Lighting</li> <li>● Camera security system</li> <li>● Panic alarms</li> <li>● Communication systems (e.g. radios)</li> </ul> <p>Administrative control</p> <ul style="list-style-type: none"> <li>● Employee handbook</li> <li>● Code of conduct</li> <li>● Bus safety training</li> <li>●</li> </ul> <p>PPE</p>
<p>Identified Risk# 16</p> <p><b>Nurses and Mental Health Professionals conflict/violence arising from interactions with irate parents, distressed/injured/mentally-altered students or employees, working alone</b></p>		<p>Engineering control</p> <ul style="list-style-type: none"> <li>● Access control systems</li> <li>● Lighting</li> <li>● Camera security system</li> <li>● Panic alarms</li> <li>● Communication systems (e.g. radios)</li> </ul> <p>Administrative control</p> <ul style="list-style-type: none"> <li>● Employee handbook</li> <li>● Code of conduct</li> <li>●</li> <li>●</li> </ul> <p>PPE</p>

<p>Identified Risk# 17</p> <p><b>Activities where employees work alone.</b>  <b>Ex. teacher prep, tutoring at school, custodial/maintenance activities, one-on-one student-teacher activities.</b></p>		<p>Engineering control</p> <ul style="list-style-type: none"> <li>● Access control systems</li> <li>● Lighting</li> <li>● Camera security system</li> <li>● Panic alarms</li> <li>● Communication systems (e.g. radios)</li> </ul> <p>Administrative control</p> <ul style="list-style-type: none"> <li>● Employee handbook</li> <li>● Code of conduct</li> <li>●</li> <li>●</li> </ul> <p>PPE</p>
<p>Identified Risk# 18</p> <p><b>At home tutoring/home visits/truancy officers (residency verification activities)</b></p>	<p>Staff should have calendar available so appointments are seen, Staff should check in with an administrator or authorized representative upon arrival and when leaving the location.</p>	<p>Engineering control</p> <ul style="list-style-type: none"> <li>● Communication systems (e.g. radios)</li> </ul> <p>Administrative control</p> <ul style="list-style-type: none"> <li>● Employee handbook</li> <li>● Code of conduct</li> <li>●</li> <li>●</li> </ul> <p>PPE</p>
<p>Identified Risk# 19</p> <p><b>Building location and environment</b>  <b>Ex. heavy pedestrian traffic, high community use of facilities, documented elevated levels of violence in the community.</b></p>		<p>Engineering control</p> <ul style="list-style-type: none"> <li>● Access control systems</li> <li>● Lighting</li> <li>● Camera security system</li> <li>● Panic alarms</li> <li>● Communication systems (e.g. radios)</li> </ul> <p>Administrative control</p> <ul style="list-style-type: none"> <li>● Employee handbook</li> <li>● Code of conduct</li> <li>●</li> <li>●</li> </ul> <p>PPE</p>
<p>Identified Risk # 20</p> <p><b>Staff off-site performing duties linked to the educational process (Field Trips) Road Rage, disruptive individuals threatening to cause harm</b></p>		<p>Engineering Control</p> <p>Administrative Control</p> <ul style="list-style-type: none"> <li>● Staff should always have another adult with them</li> <li>● trip should have a check out/check in procedure</li> </ul> <p>PPE</p>

<p>Identified RIsK # 21</p> <p><b>Board of Education Meeting with public disruption</b></p>	<p>BOE Policy Regarding Public Complaints</p>	<p>Engineering Control</p> <p>Administrative Control</p> <ul style="list-style-type: none"><li>● Request law enforcement Presence if there is a known issue of public discontent</li><li>● BOE members are escorted to parking lot after such meeting</li></ul> <p>PPE</p>
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