

## Risk Assessment for Zoom Web-chats and Webinars

Completed by:	Leigh Brothwell, owner of Historic Workshops	Date of Assessment:	09/10/2020
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No	Possible Hazard or Risk	People at Risk	Level of Risk now	Risk Control
1	Link to meeting leaked to person outside of the school	Children	Low	<ul style="list-style-type: none"> <li>- Date and time of meeting only communicated to the person who booked the workshop</li> <li>- Link to the meeting sent only to the person who booked the workshop (they can then distribute to others within school)</li> <li>- Staff should set up Zoom accounts, if needed, with their work email address</li> <li>- The 'waiting room' is to be enabled so that all classes/users have to be admitted to the meeting by the meeting facilitator</li> <li>- A password is to be used along with the unique link to the meeting</li> </ul>
2	Use of personal devices in school	Children	Low	<ul style="list-style-type: none"> <li>- School iPads, tablets, laptops, computers, smartboards are the only equipment that should be used to access the Zoom meetings (no mobile phones to be used)</li> </ul>
3	Children being identified in video	Children	Low	<ul style="list-style-type: none"> <li>- Staff to ensure that photos of children and their names are not visible in the background</li> <li>- Children should be briefed before the meeting that they should not disclose their surnames, only their first name.</li> </ul>
4	Children left unsupervised	Children	Low	<ul style="list-style-type: none"> <li>- No child(ren) should be left unsupervised whilst the Zoom meeting is in progress</li> <li>- An adult must be in the room and actively supervising the session by looking at the screen and listening to verbal communications being made by all parties</li> </ul>
5	Video being recorded	Children	Low	<ul style="list-style-type: none"> <li>- The meeting is NOT to be recorded under any circumstances</li> </ul>