

RISK ASSESSMENT FORM

Risk Classification
 Likelihood (L): remote = 1 possible = 2 probable = 3
 Severity (S): minor = 1 serious = 2 severe/fatal = 3
 Risk Rating (LxS): low = 1-2 medium = 3-5 high = 6-9

Person making assessment: M Jackson		Date 5.5.20			Review date: Ongoing		
Location or Activity Element	Potential Hazard Description	Risk Classification			Action taken to reduce or control risk	Residual risk and further action req'd	Action (initial)
		Likelihood	Severity	Rating			
Video conference session between a pupil and a member of staff	Pupils sharing inappropriate content	2	2	4	<p>Parents permission requested and received.</p> <p>Parents can monitor session</p> <p>All meetings scheduled by Sulby staff will use the waiting room feature that prevents users from entering the meeting without first being admitted by the host.</p> <p>Unique meeting ID used</p> <p>Once everyone has joined the meeting or after 5 minutes of the session starting, we can 'Lock' the meeting so that nobody else can join.</p> <p>Each meeting hosted by a member of staff will be password protected. This password will be issued by email 15 minutes before each scheduled meeting.</p> <p>First name of the child participating is correct before joining a session</p>	<p>If anything inappropriate occurs during a meeting, the meeting will be stopped immediately.</p> <p>Chat feature closed by host - this needs to be set on the app not desktop</p> <p>No screen sharing allowed</p>	

					<p>All microphones can be muted on entry to the meeting.</p> <p>Pupils not to unmute unless asked to do so or the host does it for them.</p> <p>Each meeting will be scheduled for a specific time and will usually last no more than 30 minutes.</p>	<p>Check once sessions starts that an adult is present in the room</p>	
<p>Video conference sessions other than with a member of staff</p>	<p>Pupils accepting conference invitations at other times with people purporting to be a member of staff</p>	2	2	4	<p>Routine & protocol established with parents and children.</p> <p>Meetings scheduled will be advised in advance with set dates and times. Passwords also set and shared 30 minutes before session.</p> <p>Parents & children advised not accept any invitations to sessions at other times from people purporting to be a member of staff from Sulby.</p>		
<p>Video conference session with pupils whose parents have not given permission</p>	<p>Leaked link to conference to children whose parents have not given permission for joining sessions</p>	2	2	4	<p>Date and time of chat only shared in secure email to parents who have expressed permission</p> <p>Link to chat only shared in secure email to parents who have given permission</p> <p>Staff set up meeting Staff to set up Zoom accounts using their professional email address</p>		
<p>Video conference session between staff only</p>	<p>Confidential discussion about pupils or staff issues</p>	2	2	4	<p>Staff to join conference in a private space out of ear shot of non-Sulby staff</p>		

Video conference session between staff only	Leaked link to conference to others	2	2	4	<p>All meetings scheduled by Sulby headteacher or staff will use the waiting room feature that prevents users from entering the meeting without first being admitted by the host.</p> <p>Unique meeting ID used Password issued to staff only & sent in advance</p> <p>All microphones will be muted on entry to the meeting.</p>		
Video conference session between staff only	Staff accepting conference invitations at other times with people purporting to be a member of staff	2	2	4	<p>Routine & protocol established with staff.</p> <p>Meetings scheduled will be advised in advance with set dates and times. Passwords also set and shared before session.</p> <p>Staff advised not accept any invitations to sessions at other times from people purporting to be a member of staff from Sulby.</p>	<p>If anything inappropriate occurs during a meeting, the meeting will be stopped immediately.</p> <p>Chat feature closed by host - this needs to be set on the app not desktop</p>	