

PROJECT/ACTIVITY RISK ASSESSMENT FORM (RA2)

School/Service/Department:	UMASCS
Assessment Reference No.	OnlineSch
Assessment date:	February 2023
Activity assessed: <i>Please make sure this adequately describes the activity that you are assessing, including the location</i>	Online Schools Sessions
Person(s) at risk	Staff and external visitors

Task/Activity	Hazard	Existing control	Additional controls required	Action by whom	By when
	Security of platform used (i.e. Zoom/ Teams).	All events are invitation only on a platform organised by the external school Use of the external school's registered account, personal or UoR accounts will not be used.			
	Inappropriate location used for session delivery	A neutral area to be used, with nothing personal or inappropriate that can be seen or heard, All staff, volunteers and session leaders are reminded to be aware of their background and ensure other family members are also aware that the session is taking place and be mindful of anything that can be seen or heard.	Remote learning sessions to be conducted on site at MERL	PH	

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	Child Protection and Safeguarding for vulnerable adults	Oversight and management of all participants within any session will be the responsibility of the external school, following their guidelines and rules. For any work with Children and vulnerable adults, the school or organisation's platform will be used. If any serious occurrence is witnessed by UoR staff during a session, appropriate follow up discussions will be conducted between UoR staff and the external school and the UMASCS Safeguarding Officer will be informed.			
	Recording of Event/ Workshop	School sessions are not to be recorded by UoR			
	External hazards: e.g. power cut, loss of WIFI	Delivery of sessions on site at UoR, to ensure a consistent power/ WiFi usage			
	Unforeseen technical issues	To test platform and connection prior to session			

Name of Assessor(s):	Phillippa Heath and Mathew Binks	Number of continuation sheets used:
Department:	UMASCS	
Review Date: (maximum 12 months from date of assessment)	Feb 2024	

