

## Risk Assessment for Virtual/Online Activities Workshops & demonstrations only

**Assess the following hazards & determine the risk level.  
Then take all the necessary actions to minimise these risks.**

Hazard Identified	Who is at risk?	Risk level <i>Low/medium/high or not applicable</i>	Action to minimise risk
Showing participant names on-screen <i>(is there is a reason why they should NOT be shown?)</i>	Participants, tutors & organisers		<ul style="list-style-type: none"> <li>Consider if participant names need to be on-screen</li> <li>Setting by Host at the outset of the meeting to prevent participant names appearing on-screen if appropriate.</li> </ul>
Face to Face Visibility <i>(is there is a reason why they should NOT be shown?)</i>	Participants, tutors & organisers		<ul style="list-style-type: none"> <li>Setting by Host at the outset of the meeting to prevent audience face-to-face visibility if appropriate.</li> <li>The audience will be able to see the host</li> </ul>
Non-Encrypted Data	Participants, tutors & organisers		<ul style="list-style-type: none"> <li>Zoom meetings are encrypted by Zoom.</li> <li>Sessions should be set up for no recording, except by the host and by previous arrangement</li> </ul>
Insecure Meetings Imposters Zoom Bombing	Participants, tutors & organisers		Settings by host should be as follows: <ul style="list-style-type: none"> <li>The sessions should be private and require a password or private link to enter.</li> <li>ID or Password should not be shared on social media.</li> <li>Switch off the ability for people to attend the session before the host.</li> <li>Activate 'waiting room' feature and allow only those invited into the session.</li> <li>If appropriate, the meeting should be locked once those invited arrive or after 10 minutes.</li> <li>Do a role call by checking off from list to ensure all those invited are present.</li> <li>Ensure screen sharing is controlled by the media host.</li> <li>If appropriate. mute participants on entry. Private chat set to Off</li> <li>Only those booked onto the session and pre-registered with the organiser will be allowed to attend.</li> </ul>
Accident caused by lack of concentration due to distraction	Participants, tutors & organisers		<ul style="list-style-type: none"> <li>Tutor to make clear at start of session that participants should observe whilst demonstration is taking place, and only do activity when tutor stops or instructs to start.</li> </ul>
Accident caused by trips, slips & falls	Participants, tutors & organisers		<ul style="list-style-type: none"> <li>Tutor to make clear at start of session that participants must ensure their working environment is clutter free and that cables are not trailing. Any spillages to be cleaned up immediately.</li> <li>Tutor should ensure their working environment does not pose any such risks</li> </ul>
Electrical equipment – electric shock	Participants, tutors & organisers		<ul style="list-style-type: none"> <li>Tutor to make clear at start of session that all electrical equipment used should be in good working condition</li> <li>Tutor should ensure that their own equipment is fit for purpose</li> </ul>
Use of hot glue guns & soldering irons	Participants, tutors & organisers		<ul style="list-style-type: none"> <li>The Guild's insurer has specified a specific approach to a risk assessment to cover the storage &amp; use of these, therefore Forms IN14 &amp;/or IN15 must also be completed &amp; submitted if these are to be used</li> </ul>

Risk Assessment completed by \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_