

## Risk Assessment for Virtual/Online Activities

### Talks, lectures & social gatherings only (no demonstrations or practical activity)

**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</li> <li>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 trips, slips & falls	Participants, tutors & organisers		<ul style="list-style-type: none"> <li>Tutor to ensure their presenting environment is clutter free and that there are no trailing cables. Any spillages to be cleaned up immediately.</li> <li>Participants to ensure that there are no trip or slip potential hazards</li> </ul>
Electrical equipment – electric shock	Tutor		<ul style="list-style-type: none"> <li>Tutor to ensure that their own equipment is in good working order and fit for purpose</li> </ul>

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