



## ZOOM RISK ASSESSMENT:

**Date of Assessment: 11.6.20**

**Assessed by: Kate Slatcher and Stewart McSmythurs**

**Section: Holymead Primary School**

**Review date: 12.9.20 (3 months)**

### Section 1

What is the <b>Task/Activity</b> or <b>Environment</b> You Are Assessing?	What <b>Hazards</b> Are Present or May Be Generated?	Who is <b>affected</b> or <b>exposed</b> to hazards	What <b>Degree of Injury</b> Can Reasonably be Expected (Risk Rating Matrix Table 1)?	What <b>Precautions</b> are Already in Place to Either Eliminate or Reduce The Risk of an Accident Happening (Existing Controls)?	What <b>Likelihood/Probability</b> is there of an Accident occurring? (Risk Rating Matrix Table 1)?	What is The <b>Risk Rating</b> (See Note Below & Risk Rating Matrix Table 2)?
<b>Content</b>						
Zoom	Inappropriate or Sensitive content	Staff and pupils	Low	School code of conduct and teacher standards followed  Pre-planned content and topic discussions  Any disclosures from pupils shared immediately with Designated Safeguarding lead.	Low	Low
Zoom	Personal information shared via Screen Sharing	Staff	Low	Close emails, minimise windows and ensure screen sharing is only used when other formats e.g. Loom, website, or blog are deemed unsuitable (e.g. screen sharing during a staff Zoom meeting)	Low	Low



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Zoom	Access to inappropriate content	Pupils and staff	Medium	School computer equipment used for Zoom meetings with pupils.  All other content to be closed, or emails minimised if needed to communicate with School Business Manager, before commencing Zoom meeting.	Low	Low
Zoom	Attendees can annotate during meeting (potential inappropriate use)	Pupils and staff	Low	Switch off in account settings	Low	Low

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<i>Conduct</i>						
Zoom	<p>Risk of inappropriate online contact/grooming or allegations</p> <p>Inappropriate use of Zoom platform or contact on other electronic platforms</p> <p>There is a facility to private message during a meeting.</p>	<b>Staff and pupils</b>	Medium	<p>All meetings are group ones rather than 1:1.</p> <p>No join before host setting enabled.</p> <p>All parties will be made aware that 1 to 1 session are prohibited.</p> <p>The 'host' of the meeting is an adult who has undergone DBS clearance</p> <p>In the unlikely event that the host is called away from the session, the session cease early.</p> <p>There must be two adults present and visible within the session at all times.</p> <p>Ensure Screen sharing is restricted to host. Chat is turned off.</p>	Low	Low

	Lack of parental presence/consent	<b>Pupils</b>	Low	<p>Obtain email consent from parents prior to commence of the meetings .</p> <p>Ensure an adult is present in the room with the child during the session.</p>	Low	Low
	Inappropriate sharing of personal information/contact details	<b>Staff and pupils</b>	Low	<p>Scripted starter to the meeting advising against oversharing of personal information and appropriate behaviour.</p> <p>Adults should ensure that they are in a neutral space without personal information visible.</p> <p>Adult leaders to visually scan each screen shot at earliest opportunity to seek to establish any inappropriate / sensitive background etc</p> <p>Parents to ensure that the background area is free from personal items like family photos, links to address etc.</p>	Low	Low
	Inappropriate clothing / setting for sessions	Staff and pupils	Low	<p>Participation in meeting while wearing inappropriate clothing or in inappropriate location eg bedroom.</p> <p>Clear guidelines to all students on wearing suitable clothing and suitable location for accessing meeting</p>	Low	Low

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<i>Contact</i>						
Zoom	Security/privacy issues related to use of Zoom software.	Staff and Pupils	Medium	<p>Avoid publishing links on social media, school website, school blog or in public forums</p> <p>Date and time, together with link to meeting to be shared only in secure email</p> <p>Both parents and participants to be directed not to pass on link details to other persons, regardless as to how well they know them.</p>	Low	Low
Zoom	Uninvited / unknown person gaining access to the meeting	Staff and pupils	Medium	<p>Use of waiting room to control access.</p> <p>The organiser with the list of participants within the Zoom platform against these list of those expected to be in attendance at the start of every meeting. Any discrepancy must be resolved before the meeting can progress.</p> <p>There is a ribbon running along the bottom of the screen when you're in to see who has entered the meeting.</p>	Low	Low



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Contact						
Zoom	Using Personal Meeting ID to host public events: This creates a continuous meeting – anyone can access, switch off in account settings	Staff and pupils	Low	Stream sessions using a professional link rather than personal using work email addresses. Staff not to use any personal zoom access via personal email.	Low	Low

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Zoom	Allowing access to your computer	Staff	Low	<p>Never give access to or request access from the meeting and their respective computer through the Remote Desktop Control function</p> <p>Screen sharing of resources – we are using Loom for this, therefore screen sharing during Zoom not required. Use alternative platform.</p> <p><i>Pupils are not allowed to screen share.</i></p>	Low	Low
Zoom	Inadvertently providing access to personal information	Staff and pupils	Low	<p>Parents to ensure they have set up the zoom account via their email address not Facebook. Sign in through email account</p> <p>Staff ensure they have set up the zoom account via their work email address.</p>	Low	Low
Zoom	Unauthorised recoding of meeting	Staff and pupils	Medium	<p>No consent for data to be recorded, switch off in account settings. All leaders are aware and will raise with participants.</p> <p>Ensure all participants are aware that the session must not be recorded by any person.</p>	Low	Low

## ZOOM Risk Assessment

### Section 2 - ACTION PLAN

What is the <b>Hazard</b> You Need to Control ?	What <b>Additional Precautions</b> do You Need to Either Eliminate or Reduce the Risk to an acceptable level.	Who is <b>Responsible</b> For Implementing These Controls	<b>When</b> Are These Controls to be Implemented (Date)?	When <b>Were</b> These Controls Implemented (Date)?
Zoom	School account registered to Judith Buckley (SBM) to host meetings.	SBM	10 <sup>th</sup> June 2020	10 <sup>th</sup> June 2020
Zoom	-Teacher training on using Zoom and following E-safety policy -Parent/Carer agreement to be present, appropriate setting and clothing, and appropriate conduct.	Computing Leader Computing Leader Class teachers Class teachers E-safety leader	June 2020	
Professional emails only used for Zoom	Staff to register emails with Zoom (temporary Educational status for COVID19)	Class teacher	June 2020	
<p>The school has a direct point of contact with these companies for technical support out of hours where possible:</p> <ul style="list-style-type: none"> <li>• Integra Carole Brown. <a href="mailto:GDPR@integra.co.uk">GDPR@integra.co.uk</a> / 01454 863950</li> <li>• GBM (IT systems support): 07867 120 950 (Nigel Sluman), Office: 0161 605 3838</li> <li>• Bill Crocker: Delegated Services. M: 07795 190 130; <a href="mailto:bill.crocker@delegatedservices.org">bill.crocker@delegatedservices.org</a></li> </ul>				

## RISK RATING MATRIX

(Notes to aid completion of the risk assessment form)

Table 1

Potential Severity of Harm	Meaning	Likelihood of Harm	Meaning
Fatal/Major Injury	Death, major injuries or ill health causing long-term disability/absence from work.	High (Frequent)	Occurs repeatedly / event only to be expected
Serious Injury	Injuries or ill health causing short-term disability/absence from work (over three days absence)	Medium (Possible)	Moderate chance/could occur sometimes



Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work	Low (Unlikely)	Not likely to occur.
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Table 2

Risk Rating - Degree of Injury by Likelihood/Probability			
	High (Likely)	Medium (Possible)	Low (Improbable)
Fatal/Major Injury	Very High Risk	High Risk	Medium Risk
Serious Injury	High Risk	Medium Risk	Low Risk
Minor Injury	Medium Risk	Low Risk	No Significant Risk

Table 3

Action Required : Key To Ranking	
High or Very High Risk	<b>STOP ACTIVITY!</b> Action MUST be taken as soon as possible to reduce the risks and before activity is allowed to continue.
Medium Risk	<b>Proceed with Caution!</b> Implement all additional precautions that are not unreasonably costly or troublesome.
Low Risk	<b>Proceed with Caution!</b> Implement any additional precautions that are not unreasonably costly or troublesome.
No Significant Risk	No further action required. The risk is no more than is to be encountered in normal every day life & is, therefore, regarded as being acceptable.