

RISK ASSESSMENT FOR
Online sessions for schools

Directorate: DENS					Service/Location: Reading Museum and Town Hall				Task: Victorian Schoolroom			
Hazard		Before Controls			Risk Rating	Existing Controls	After controls		Risk Rating	Action Required	By Whom and When	
Activity/Equipment/Process	Possible Injury/Harm	To Whom	L'hood	Severity			L'hood	Severity				
Someone gains access to the online platform without permission during an online school session	Violation of privacy	Pupils, teachers and staff	2	4	8	<ul style="list-style-type: none"> Platform is accessed through a secure link whereby users must be authorised by class teacher/Museum staff Platform meeting tested in advance of meeting Pupils have password protected accounts to access the meeting platform where the video session is taking place Use a reputable platform for the call who are compliant with DPA (2018) and GDPR (2018) 	1	4	4	<ul style="list-style-type: none"> Refer to Safe Guarding Policy in planning Platform meeting test National Cyber Security Centre guidance reviewed prior to session For virtual sessions in schools, teachers are the sole receiver of the meeting link and will supervise the children in person. 	Learning Team	
Participant (child) sends or receives inappropriate verbal, visual or posted chat	Emotional and psychological harm	Child	3	4	12	<ul style="list-style-type: none"> All mics are switched off during main input of lesson Teachers present on call and will 	1	4	4	<ul style="list-style-type: none"> Behaviour management is the responsibility of teachers. If session is delivered on a museum-managed 	Session leaders and teachers	

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						<p>immediately remove any child acting inappropriately</p> <ul style="list-style-type: none"> • If the child is following the session from home, parents to confirm they are working with child or at least in ear-shot prior to lesson beginning • Behaviour expectations laid out clearly to children, teachers and parents prior to session 				<p>platform, teachers can be made co-host in order to remove a child from the meeting if behaviour becomes poor. This will ensure that the person delivering the session can carry on with the session without disruption.</p>	
Museum staff leading the session may be unknown to the school	Safeguarding policy not followed	Children	2	2	4	<ul style="list-style-type: none"> • All staff delivery virtual session must have DBS checks up to date 	1	2	2	<ul style="list-style-type: none"> • Reassure the school that we have current DBS checks 	learning team
Staff members bringing themselves or the museum into disrepute	Harm to Museum reputation and possible Emotional and psychological harm to children	Children and adults	2	4	8	<ul style="list-style-type: none"> • Blur background of camera if possible. Alternatively find a neutral space to conduct video from. • Staff to check whether webcam/microphone is active intermittently 	1	4	4	<ul style="list-style-type: none"> • Staff to have session briefing prior to the session beginning • Staff have training in how to set up their station for delivery of online sessions 	Session leaders and learning team

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						throughout session.					
Staff on call alone with a child	Emotional and psychological harm to children	Children	2	4	8	<ul style="list-style-type: none"> Teachers to remain on call until all children have left. Session to be ended by the teacher so that the possibility of a child being alone on a call with an adult is eliminated. 	0	4	0	<ul style="list-style-type: none"> Expectation made clear to teachers in booking correspondence. 	Session leaders and teachers

Name of Assessor: Guja Bandini

Date: 24/06/20

Position: Learning officer

Review Date: 24/06/21

READING BOROUGH COUNCIL

RISK FACTOR CALCULATION SHEET

Identify a HAZARD. Decide on the chance of it happening. Use scale below.

Likelihood		Risk band
1	A highly improbable occurrence (not known)	Low
2	A remotely possible (may have happened)	Low
3	An occasional occurrence (known)	Med
4	A frequent occurrence (happens)	Med
5	A frequent and regular occurrence	High
6	Almost a certainty (immediate ACTION to prevent a disaster)	High

Now decide how SEVERE the accident or illness could be. Use scale below.

Severity		Risk band
1	Negligible injuries/illness/damage	Low
2	Minor injury/illness/damage	Low
3	Major injury/illness/damage (RIDDOR?)	Med
4	Single fatality/serious illness/damage	Med
5	Multiple fatality/very serious illness	High
6	Multiple fatalities (including off site) Certain death from consequential illness	High

Likelihood x Severity = Risk Rating

e.g. 3 (an occasional occurrence) x 2 (minor injury/illness/damage) = 6

RISK ASSESSMENT CALCULATION TABLE

	1	2	3	4	5	6
1	1	2	3	4	5	6
2	2	4	6	8	10	12
3	3	6	9	12	15	18
4	4	8	12	16	20	24
5	5	10	15	20	25	30
6	6	12	18	24	30	36

RISK ASSESSMENT SCORE

1 - 6	LOW RISK	Keep assessment under review
8 - 12	MEDIUM RISK	Put in place effective control measures & monitor
15 - 36	HIGH RISK	Review procedure and ensure control measures are in place and are working effectively. Consider alternative methods of work