

## Risk Assessment Template

		Severity				
		1	2	3	4	5
Likelihood	1					
	2					
	3					
	4					
	5					

**Activity Description:**

Coventry Museums virtual schools membership – consisting of pre-recorded workshops for streaming in classrooms, pre-recorded assembly content, live CPD events via Zoom.

Assessment Conducted By: Lisa Ford

Location: Virtual streaming to classroom


Date: November 2020

Hazards	Who & How Might People Be Harmed?	Existing Control Measures in Place	Current Risk			Additional Control Measures	Residual Risk After additional control measures		
			S	L	RRN		S	L	RN
<b>Covid-19 / General hygiene</b>									
Safeguarding of participants – pre-recorded content	All participants	<p>All pre-recorded content has been thoroughly checked and carefully scripted to ensure it is suitable for viewing audiences.</p> <p>Each pre-recorded virtual workshop has it's own unique risk assessment, which can be found in the supporting teachers notes the selected workshop.</p>	2	1	3	Teachers to view the virtual content ahead of showing to pupils in order to check for suitability and to raise an concerns over content.	1	1	2

Hazards	Who & How Might People Be Harmed?	Existing Control Measures in Place	Current Risk			Additional Control Measures	Residual Risk After additional control measures		
			S	L	RRN		S	L	RRN
Safeguarding of participants personal information.	All participants	<p>Any live zoom sessions will be booked in advance, directly by the school/teachers with Culture Coventry Trust.</p> <p>For CPD events, teachers can share their full name if they wish too &amp; their school name, but no other personal information is to be shared on screen.</p> <p>If any live events take place involving pupils, no more than their first names should ever be shared.</p>	2	2	4	Any further personal information shared by the teacher, will be held with the strictest confidence for booking purposes only.	1	1	2
Safeguarding of participants – live streaming and recording	All participants	<p>Live zoom session to be recorded for monitoring purposes, but will not be used or shared in any other way.</p> <p>The recording will be deleted within 2 weeks of the event taking place.</p> <p>Screenshots/photos will not be taken of the sessions taking place without advance notice to the school, and only if photo consent is captured and recorded beforehand.</p>	2	1	3		2	1	3

Hazards	Who & How Might People Be Harmed?	Existing Control Measures in Place	Current Risk			Additional Control Measures	Residual Risk After additional control measures		
			S	L	RRN		S	L	RRN
Safeguarding of museum staff – live streaming and recording	Museum staff	<p>Live zoom session to be recorded for monitoring purposes, but will not be used or shared in any other way.</p> <p>The recording will be deleted within 2 weeks of the event taking place.</p>	2	1	3	Screenshots/photos by schools staff of the session taking place are acceptable, and can be shared.	1	1	2
Safeguarding of participants and museum staff – zoom hackers	All participants	<p>The zoom invitation link to be sent out an hour before the session is due to take place. This is to reduce the risk of any zoom hackers retrieving the link and entering the meeting.</p> <p>Link for the zoom meeting is not to be shared with anyone and only to be used by the teachers from the school who are due to take part in the live session.</p> <p>Link not to be shared with families/children who are staying home from school due to illness/isolation.</p>	3	2	5	<p>Cameras to remain on during the session by the museum staff.</p> <p>We recommend teachers leave their cameras on too during live sessions, but this is not compulsory.</p>	2	1	3

Hazards	Who & How Might People Be Harmed?	Existing Control Measures in Place	Current Risk			Additional Control Measures	Residual Risk After additional control measures		
			S	L	RRN		S	L	RRN
Safeguarding of participants and museum staff – inappropriate behaviour	All participants	All participants and museum staff to use appropriate language and be respectful of each other.  Zoom session to be recorded for monitoring purposes, but will not be shared, and will be deleted within 2 weeks of the event taking place – unless previously agreed that the session can be shared for CPD purposes.	1	1	2	In the event of poor behaviour/verbal abuse the responsible participant will be removed from the call with immediate effect.	1	1	2

Submission		
I accept that this risk assessment is adequate and appropriate and that this activity will be conducted in accordance with this risk assessment, implementing the control measures outlined above. Changes will be made to the activity, if required, to manage any emerging risks to ensure safety.		
Assessor Lisa Ford	Signature 	Date November 2020
Line / Event Manager F.Ranford	Signature <i>F.Ranford</i>	Date November 2020
Indicate others involved in the preparation of this risk assessment.		

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<b>Monitor and Review Controls</b>			
Complete during and / or after the activity.		Yes	No
Are the planned control measures sufficient and effective in minimising the level of risk?			
Have there been any changes to the planned control measures?			
Are further control measures required in future?			
Details			
Review completed by - Name	Signature	Date	