

All Saints Church, Guildford Activity Risk Assessment

Risk assessment for:

Creating online church services

Brief Description:

Creating online church services that are hosted on YouTube and viewed via the website.

Date(s) of activity: Weekly

Activity Times: Varied

Date risk assessment completed: 29th March 2020

Any relevant information further to the table attached e.g. guidance and procedures followed.

Assessment prepared by: Eve Gunn

Position/ Role: Safeguarding Team member

Date: 29th March 2020

Activity Coordinator / supervisor: Activity Leader

Signature:

Date:

Risk assessment approved by: Beverly Watson (please sign)

Position/ Role: Incumbent

Date of approval:

Risk assessment approved by:

Position/ Role: Churchwarden

Date of approval:

Purpose of form:

This document is designed to assess actual and potential risk to participants of non-standard on or off site trips and activities undertaken by, or on the premises of, All Saints Church. The assessment should be undertaken and document completed and approved by the All Saints PCC or its named representative before the activity takes place.

Under no circumstances predate approval. This is an official safeguarding document that will be used in the case of emergencies by All Saints Church to show what actions are planned to minimise risk.

A copy of the risk assessment is to be kept by an appropriate adult on the activity and one copy filed in the risk assessment folder in the office at All Saints Church.

Risk Ratings:

A risk rating of low, medium or high should be applied to each aspect of the activity.

Approval of a proposed activity will take all controlling measures into account. If the overall risk is considered to be insufficiently controlled the activity will not be approved.

All Saints Church– ACTIVITY RISK ASSESSMENT FORM

Think about: Supervision; behaviour management; health; safety; first aid; emergency contacts; food preparation; parental permissions; travel; venue/environment; cost and financial implications; insurance; legal aspects; impact on All Saints Church reputation.

	Activity	Risk factors	Risk Level without controls & measures	Controls & measures	Risk Level with controls & measures	Named person responsible
1.	Creation of the Online Service	Activity Leader is not an appropriate person to produce church videos.	High	<ul style="list-style-type: none"> The Activity Leader must be safely recruited. Anyone editing the videos on behalf of the church must be safely recruited. Videos may only be posted to YouTube by the Parish Administrator or as delegated to by the Vicar 	Low	Vicar Vicar Vicar
2.	Gaining permission from parent/carer for inclusion of minors in video.	Risk of a minor taking part without parental/carer's knowledge	High	<ul style="list-style-type: none"> Activity leader to contact parent/carer prior to any activities requesting written consent for the minor to take part in the activity. Activity leader to ascertain what permissions have already been obtained from the Church Administrator. Ensure that the parent/carer is aware of the end use of the video and the platform on which it will be published (normally YouTube). Consent should be given by emailing the church office. 	Low	Activity leader Church Administrator Activity Leader
3.	Gaining permission from any minors to partake in the activity.	Risk of a minor being made to take part unwillingly.	Medium	<ul style="list-style-type: none"> Parent of a minor under 13 to complete the Online Child and Photo and Video Consent Form. (if not already completed). 	Low	Activity leader

	Activity	Risk factors	Risk Level without controls & measures	Controls & measures	Risk Level with controls & measures	Named person responsible
				<p>Consent should be given by emailing the church office for the video to go on YouTube.</p> <ul style="list-style-type: none"> • Parent of a minor over 13 to complete the Online Child and Photo and Video Consent Form with the minor filling in the last question on the form giving their own consent. 		Activity Leader
4.	Gaining permission from any adults taking part in the activity.	Risk of an adult being unwittingly included in the activity without their permission.	Low	<ul style="list-style-type: none"> • Adult to complete the Online Adult Photo and Video Consent Form (if not already completed). Consent should be given by emailing the church office for the video to go on YouTube. 	Low	Activity leader
5.	Gaining permission from parent/carer for any conference/video call required as part of setting up the activity.	Activity leader and minor conduct a one to one contact meeting without parental consent.	Medium	<ul style="list-style-type: none"> • Activity leader to obtain a confirmation email from the parent/carer for their child to take part. • If an online meeting does take place, then safeguarding procedures regarding ratios, DBS checks, etc. must be adhered to 	Low	Activity leader Activity Leader
6.	Gaining approval from parent/carer of the section of video that includes their minor prior to publication online.	Parent/carer not approving of outcome.	Low	<ul style="list-style-type: none"> • Activity leader to have email confirmation that the parent/carer is happy with the content of the video. 	Low	Activity leader
7.	Recording files for inclusion in the online service.	Inappropriate venues and/or dress are included.	Low	<ul style="list-style-type: none"> • Activity leader to inform anyone taking part in the filming that filming must not take place in an unsuitable place such as a bedroom and that members taking part are suitably dressed. 	Low	Activity leader

	Activity	Risk factors	Risk Level without controls & measures	Controls & measures	Risk Level with controls & measures	Named person responsible
				<ul style="list-style-type: none"> Content that is not deemed suitable will not be published. 		Activity Leader
8.	Transferring video/photos to the producers of the final video.	Files remain in the control of All Saints Church and are transferred and secured in a safe way.	High	<ul style="list-style-type: none"> All files for use in this online service must be transferred to the church OneDrive account, using the upload procedure as per instructions. Activity leader to ensure that contributors have these instructions. Parish Administrator to ensure that all Activity Leaders are given full instructions for safely accessing the files. 	Low	Activity Leader Activity Leader Parish Administrator
9.	Editing Files.	During production of the video files may need to be downloaded to the producer's personal device for editing. This may not be a secure environment.	High	<ul style="list-style-type: none"> On completion of the final video and upload to OneDrive, the producer must delete the constituent video clips received from contributors. 	Low	Activity Leader.