

All Saints Church, Guildford Activity Risk Assessment

Risk assessment for:

Using Zoom for online Toddler Group meeting

Brief Description:

Using Zoom for an online Toddler Group meeting.

The Appendix describes how to apply the risk mitigation measures.

Date(s) of activity: As and when required

Activity Times: Varied

Date risk assessment completed: 23rd April 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: 23rd April 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.	Using Zoom for online Toddler Group meetings	Unwanted attendees at the meeting	High	<ol style="list-style-type: none"> 1. The meeting host must not share the meeting link or meeting ID on social media, website or any public platform. Meeting invitations must be by email only. 2. The meeting host must password protect the meeting. <i>(See Appendix section A)</i> 3. Where possible the meeting host should enable the 'waiting room' to control participant entry to the meeting. <i>(See Appendix section B and C)</i> 4. Where possible, the meeting host should 'lock the meeting' when the expected participants are present. <i>(See Appendix section D)</i> 	Low	<p>Meeting host</p> <p>Meeting host</p> <p>Meeting host</p> <p>Meeting host</p>
2.	Young people	Under 18s are in a Zoom room unaccompanied by an adult	High	<ul style="list-style-type: none"> • Any under 18s should be accompanied by an adult at all times. That adult will be responsible for supervising that child/children. 	Low	Quiz Zoom Co-ordinator
3.	Using Zoom for online church meetings	Software bugs or viruses allowing hackers to access the meeting.	High	<ul style="list-style-type: none"> • Any Zoom user must keep their installation of the Zoom software up to date (by accepting all prompts for 	Low	All Zoom users

				software update as soon as they are offered.)		
4.	Using Zoom for online church meetings	Inappropriate or offensive behaviour by attendees causing distress or harm to the other attendees of the meeting	High	<p>5. Where possible screen sharing should be set to 'host only'. (See Appendix section E)</p> <ul style="list-style-type: none"> It is the responsibility of the meeting host to remove any participant from the meeting who may be causing disruption. Or to mute their sound or stop their video. If you haven't already locked the meeting, lock it now. (See Appendix section F) 	Low	<p>Meeting host</p> <p>Meeting host</p>
5.	Safeguarding concerns must be reported immediately to Julie or Beverly.	A safeguarding incident occurs without the Safeguarding Officer and Vicar being aware.	Medium	<ul style="list-style-type: none"> It is everyone's responsibility to report any safeguarding concerns to Julie (01483 568857) and Beverly (07547 416721) as soon as possible. 	Low	All Zoom users
6.	Environment	Participants inadvertently disclose potentially sensitive information to others by nature of what is visible in their background.	Medium	<ul style="list-style-type: none"> Make sure that there is nothing personal in your background, for example photographs of children, etc 	Low	All Zoon users.
7.	Recording of meetings	Data protection regulations are breached in the act of recording a Zoom meeting	High	<ul style="list-style-type: none"> Although Zoom meetings can be recorded by the host, this should not be done. If there is a strong case to record, the permission of the Vicar must be obtained, in addition to written permission from each of the meeting participants prior to the start of the meeting. 	Low	Meeting host.

Appendix: How to apply the risk mitigation measures

A. Password Protecting the meeting

When you schedule the meeting, ensure that the 'Require meeting password' check box is ticked

Schedule Meeting

Topic
All Saints' Important Meeting

Start: Thu April 30, 2020 14:00

Duration: 0 hour 30 minutes

Recurring meeting Time Zone: Lond...

Meeting ID
 Generate Automatically Personal Meeting ID 471-965-3673

Password
 Require meeting password 013247

Video
Host: On Off Participants: On Off

Audio
 Telephone Computer Audio Telephone and Computer Audio
Dial in from [Edit](#)

Calendar
 Outlook Google Calendar Other Calendars

Advanced Options ▾

Enable waiting room
 Enable join before host
 Mute participants on entry
 Automatically record meeting on the local computer

Schedule **Cancel**

B. Enable the waiting room

The waiting rooms means that participants do not directly join the meeting, they need to be 'let in' by the host. The waiting room is enabled in the 'Advanced Options' section when scheduling the meeting.

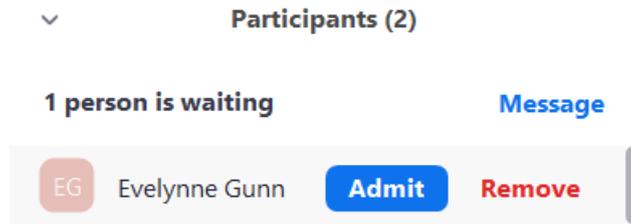
Advanced Options ▾

Enable waiting room
 Enable join before host
 Mute participants on entry
 Automatically record meeting on the local computer

Schedule **Cancel**

C. Allow people entry from the waiting room

As the host of the meeting, you let participants into the meeting. Click on 'Participants' to see people in the waiting room and in the meeting. You can then click to admit those waiting.



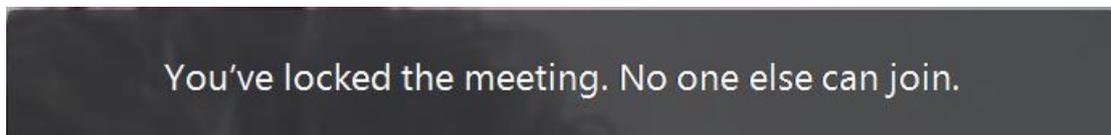
D. Lock the meeting

When all expected participants are in the meeting, the host can lock the meeting so that nobody else can join (it can be unlocked again!)

This option is available when you click on 'Participants'. At the bottom of the list is a button with 3 dots. Click on this to see additional options, including 'Lock meeting'



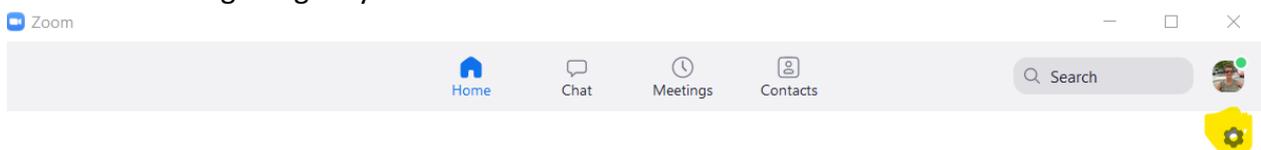
You'll see a message that you have successfully locked the meeting:



E. Screen sharing set to 'host only'

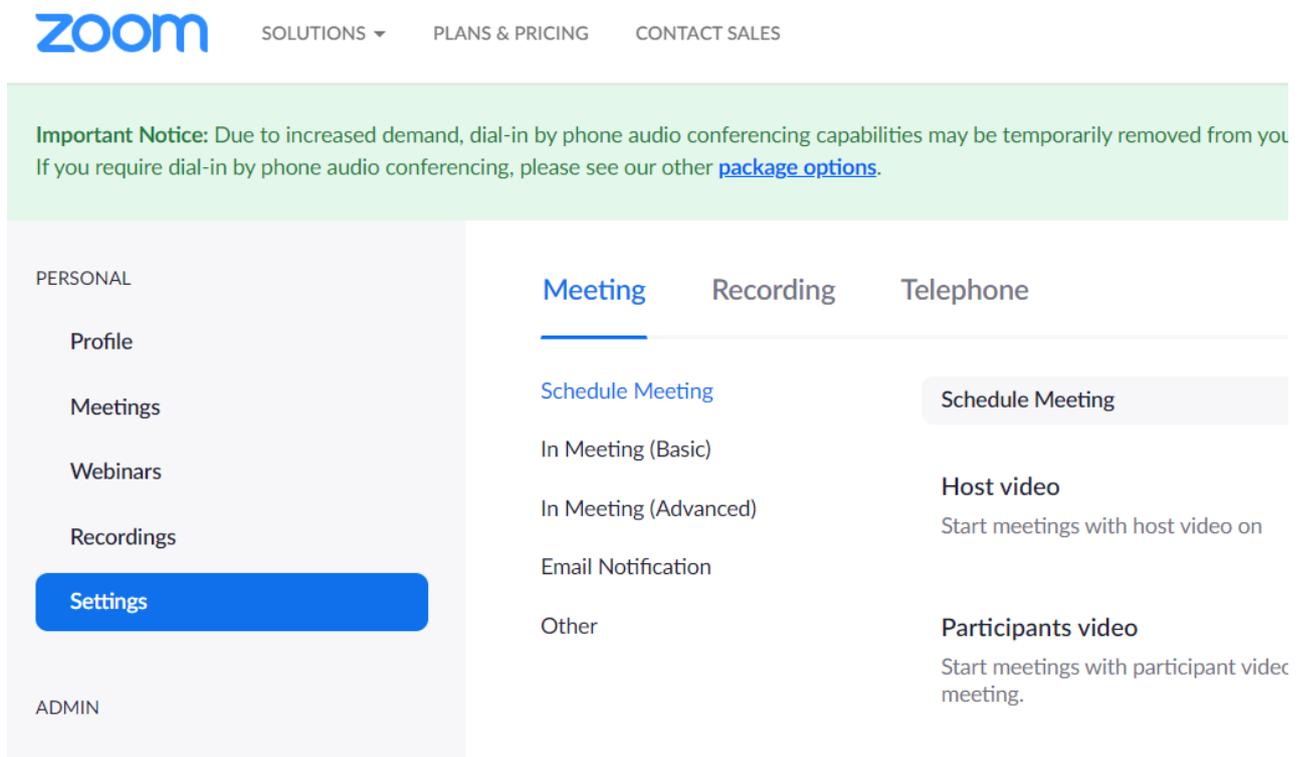
Zoom has a screen sharing facility, i.e. a meeting participant can show others what is on their screen. In order to allow only the host to screen share, you need to go to some additional settings:

1. Go to the 'settings' cog on your Zoom screen:

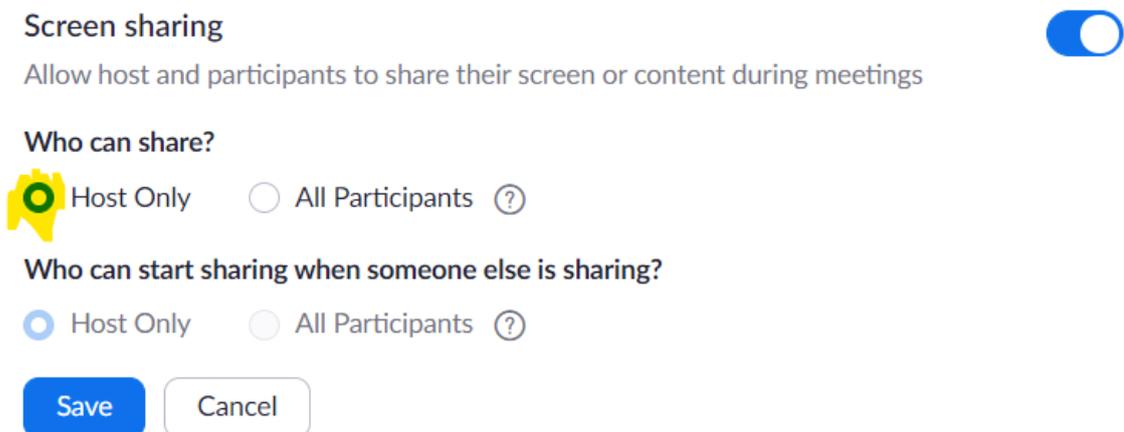


2. On the screen that pops up, click 'View more settings' link at the bottom. This will open a Zoom login screen in your browser.

3. You'll see a screen similar to this:



4. Scroll down the 'meeting' settings and you'll see a section on 'Screen sharing':

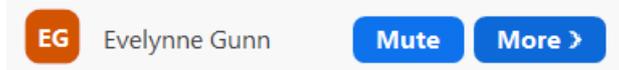


Click 'Host only' and the click the Save button that will appear.
This setting will now apply to all future meetings you host.

F. Controlling participants

As a meeting host, you can disable the video of a participant, disable their sound or indeed kick them out of the meeting should you need to.

To Mute: either go the participant in the list of participants and click the 'mute' button:

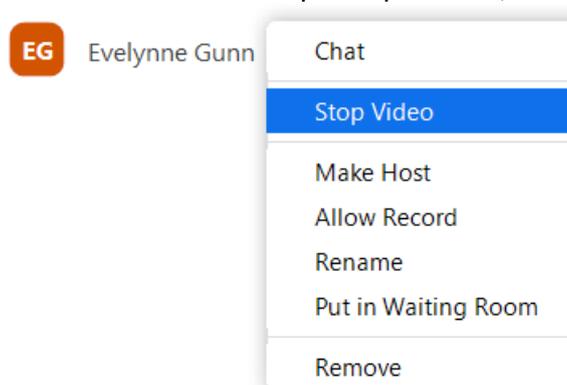


or

Click the 'mute' button that appears when you hover over their video picture:

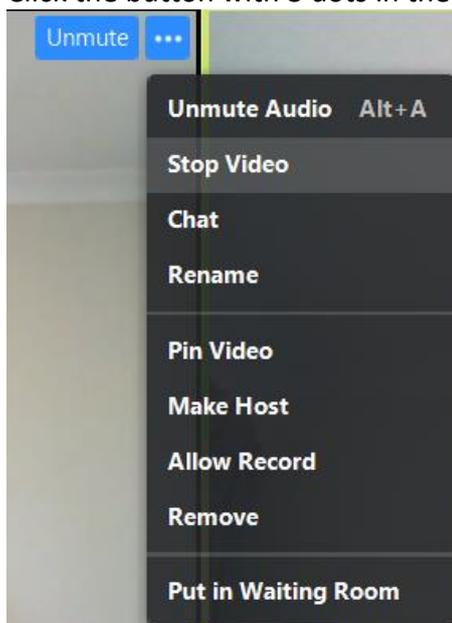


To disable video: In the participants list, click on the 'more' button and select 'Stop video':



or

Click the button with 3 dots in the video of the participant and select 'Stop video':



To remove the participant from the meeting: From the same menus as above, select 'Remove'