



## Corporate Risk Assessment

Activity being assessed: Live streaming of virtual lessons.		Risk assessment reference number: Risk assessment first created on: January 2021 Review date due: Risk assessment to be reviewed on a weekly basis.		
Persons undertaking or affected by the activity				
<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Contractor <input checked="" type="checkbox"/> Public <input type="checkbox"/> Service User <input type="checkbox"/> Other _____				
Hazard	Control measure	Likelihood	Severity	Risk Level
		1. Very Unlikely 2. Unlikely 3. Likely 4. Very Likely 5. Certainty	1. Negligible 2. Minor 3. Medical Treatment 4. Major 5. Fatal	<i>Likelihood x Severity = Risk Level</i>
<b>STAFF CONDUCT - TEACHER LIVE STREAMING OR PRE- RECORDING OF VIDEO CLIPS</b>	<u><b>STAFF</b></u> <ul style="list-style-type: none"> <li>Staff member to behave in a professional manner at all times when conducting virtual TEAMS meetings.</li> <li>Meetings to be held from the classroom whenever possible. Where this is not possible, staff should be aware of their surroundings and ensure that the meeting cannot be seen or heard by anyone who should not be part of the meeting.</li> <li>Staff will ensure that pupils in attendance can also be seen by their peers during the meeting.</li> <li>If streaming or pre-recording is required from home, staff must ensure that a suitable background is selected, preferably via TEAMS settings.</li> <li>Use of TEAMS must only be through the HWB platform. Invitations to attend must only be via pupils' HWB email addresses.</li> <li>School devices should be used to conduct any virtual meetings and pre-recorded videos.</li> </ul>	<b>2</b>	<b>2</b>	<b>4</b>

<b>PUPIL CONDUCT - PUPILS ATTENDING A VIRTUAL MEETING WITH A TEACHER</b>	<p><b><u>PUPILS</u></b></p> <ul style="list-style-type: none"> <li>• Inappropriate pupil behaviour during live stream must be reported to Headteacher who will promptly contact parents.</li> <li>• Pupils will be reminded to select an appropriate place within the family home to participate in the meeting, with a family member present for support if necessary.</li> <li>• Pupils should either consider using a TEAMS background, or ensure that the background is suitable, with little distraction.</li> <li>• Pupils must be dressed appropriately to attend TEAMS meetings.</li> <li>• Pupils will be reminded to switch off their microphones and only switch them back on when invited to speak by the member of staff.</li> <li>• Pupils will be reminded to use the hands up tool when they wish to speak.</li> <li>• Pupils will be reminded to behave appropriately and in a respectful manner towards everyone else who is present in the meeting.</li> <li>• Chat bar to be used for questions and general conversation directed to the member of staff only during the live session.</li> </ul>	<p><b>2</b></p>	<p><b>2</b></p>	<p><b>4</b></p>
<b>PARENTAL CONDUCT - PARENTS ATTENDING A VIRTUAL MEETING TO SUPPORT THEIR CHILD</b>	<p><b><u>PARENTS / CARERS</u></b></p> <ul style="list-style-type: none"> <li>• Parents should be in the vicinity of their children so that they can address any technical issues that may arise and to support their child in using the platform to respond with the microphone and various tools available on TEAMS.</li> </ul>	<p><b>2</b></p>	<p><b>2</b></p>	<p><b>4</b></p>
<b>RECORDING OF MEETING TO A WIDER AUDIENCE.</b>	<p><b><u>WIDER AUDIENCE</u></b></p> <ul style="list-style-type: none"> <li>• Staff should always inform the participants if the meeting is to be recorded.</li> <li>• Nobody is permitted to record / photograph / screenshot any live lessons with other devices, such as mobile phones, ipads etc.</li> </ul>	<p><b>2</b></p>	<p><b>2</b></p>	<p><b>4</b></p>

<b>TYPES OF MEETINGS</b>	<p><b><u>TYPES OF MEETINGS</u></b>  Teachers are permitted to conduct whole class, year group and small group tasks without another member of staff being present. However, staff should try to ensure that another member of staff is present within the meeting to offer virtual support.</p> <p>1:1 meetings between staff and pupils, although not recommended, must always have more than one member of staff present within the delivery room and parents will always be informed as to who is present.</p>	<b>3</b>	<b>2</b>	<b>6</b>
<b>ICT EQUIPMENT</b>	<p><b><u>ICT EQUIPMENT</u></b>  School-based staff should use school's ICT devices only for live lessons and recordings of video clips.</p>	<b>1</b>	<b>2</b>	<b>2</b>
<b>DISCLOSURES</b>	<p><b><u>DISCLOSURES</u></b>  If a pupil makes a disclosure during a live lesson, the appropriate course of action must be followed in accordance with school policy and procedure. Depending on the nature of the disclosure, the lesson could be terminated and the disclosure is reported immediately to the Child Protection Officer, or the lesson could be completed and appropriate action taken after the lesson, in accordance to school policy and procedure.</p>	<b>1</b>	<b>2</b>	<b>2</b>

<b>Please identify how this risk assessment has been communicated</b>						
Team brief / Team meeting	<input type="checkbox"/>					
One to one	<input type="checkbox"/>					
Email	<input checked="" type="checkbox"/>					
Other (please specify):	<input checked="" type="checkbox"/>	School Website	School Facebook	Email	Texting service to parents	Hard copies to staff

<b>Name: Lynne Brier</b>	<b>Position: Headteacher</b>	<b>Date: 14.01.21</b>
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Risk assessments must be reviewed as a result of change in working practices / legislation or following an incident / accident									
Reviews	Key								
Review date :	<p style="text-align: center;"><b>Likelihood</b></p> <p><b>1. Very Unlikely</b> - This will probably never happen/occur</p> <p><b>2. Unlikely</b> - Do not expect it to happen/recur but it is possible it may do so</p> <p><b>3. Likely</b> - Might happen or recur occasionally</p> <p><b>4. Very Likely</b> - Will probably happen/recur, but it is not a persisting issue/circumstance</p> <p><b>5. Certainty</b> - Will undoubtedly happen/recur, possibly frequently</p>	<p style="text-align: center;"><b>Severity</b></p> <p><b>1. Negligible</b> - Minor injuries or discomfort. No medical treatment or measurable physical effects.</p> <p><b>2. Minor</b> - Injuries or illness requiring on site first aid. Temporary impairment.</p> <p><b>3. Medical Treatment</b> - Injuries or illness requiring hospital treatment.</p> <p><b>4. Major</b> - Injury or illness resulting in permanent impairment.</p> <p><b>5. Fatal</b> - Fatality.</p>	<b>Likelihood of Injury</b>	5	5Y	10R	15	20	25
Reviewed by:				4	4	8	12	16	20
Review date :				3	3	6G	9	12	15
Reviewed by:				2	2	4	6Y	8	10Y
Review date :				1	1	2	3	4	5G
Reviewed by:				0	1	2	3	4	5
Review date :				<b>Severity of Injury</b>					
Reviewed by:				Low Risk	Medium Risk	High Risk			