

# Risk Assessment for Virtual Sessions



TITLE:	RA for Virtual Sessions	Severity Likelihood	1 Incident	2 Minor	3 Serious	4 Major	5 Catastrophic	(Refer to RA Procedure for further detail on Risk Rating System)
LOCATION:	Online	5- Certain	5	10	15	20	25	16-25 High Risk. Do not proceed until risk is below 15
ASSESSED BY:	Sally Bruce	4-Probable	4	8	12	16	20	
DATE:	19/02/2025	3-Likely	3	6	9	12	15	7-15 Medium Risk. Ensure controls are in place and monitor
REVISION:		2-Remote	2	4	6	8	10	
		1-Improbable	1	2	3	4	5	1-6. Low Risk. Keep under review

Ref	Activity	Risk to	Hazard	Without Controls			Controls required	Responsibility	With Controls		
				L	S	R			L	S	R
1	Online Session with Schools or Families	Children	Access to session by people other than teachers, parents / carers or children.	3	3	9	<ul style="list-style-type: none"> <li>Ensure all bookings are made by teachers or parents / carers.</li> <li>Parent / carer or teacher must always be present in room with child(ren) during session.</li> <li>TPM staff to use departmental accounts for access to different platforms (e.g. Zoom, Teams etc.).</li> <li>Password protection for access to platforms.</li> <li>Waiting room function used to secure sessions for participants.</li> <li>Remove key word flags by using acronyms to name school or family sessions booked on the platforms - e.g. 'TPM VC' instead of 'The Postal Museum Virtual Classroom' or 'TPM FS' instead of 'The Postal Museum Family Storytelling'.</li> <li>TPM staff to connect to internet via ethernet cable rather than WIFI where possible.</li> </ul>	TPM staff. Parents / carers. Teachers.	2	3	6



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							<ul style="list-style-type: none"> <li>• Restrict chat functions on platforms so that private conversations are not possible.</li> <li>• Disable ability for anyone to join a session before TPM staff.</li> <li>• Only TPM staff to use 'share screen' function.</li> <li>• No videos of photos of session to be shared by TPM staff, parents / carers or teachers – unless TPM secures written permission from adults prior to the session.</li> <li>• Ensure that limited personal information is shared during the session – e.g. ask participants to use first names only.</li> <li>• Advise participants that their surroundings will be visible to others and that they may want to select their background with care.</li> </ul>						
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2	Online Sessions with School or Families	Children	Inappropriate interactions between TPM staff and children	2	3	6	<ul style="list-style-type: none"> <li>TPM staff to have valid DBS certificates and fully aware of RA and safeguarding policy.</li> <li>Parent / carer or teacher must always be present in room with child(ren) during session.</li> <li>Ensure TPM staff delivering sessions understand how to invigilate sessions for safeguarding (e.g. able to block viewer's screen if required, see and delete comments in chat, halt session, etc.).</li> <li>TPM staff to be professionally dressed with camera at eye height.</li> <li>Ensure TPM staff are streaming from a suitable room. Where possible use virtual backgrounds or white walls with good lighting to ensure students are able to concentrate on the facilitator and don't see personal items of the facilitator.</li> </ul>	TPM staff. Parents / carers. Teachers.	1	3	3
3	Online Sessions with Schools or Families	TPM Staff	Slips, trips or falls whilst presenting / hosting sessions.	3	3	9	<ul style="list-style-type: none"> <li>Ensure presenting space is clear of items before session – e.g. trailing cables, surplus furniture, props on floor, etc.</li> <li>Practice sessions before delivery.</li> </ul>	TPM Staff	2	3	6



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***NO OPERATION SHOULD BE CARRIED OUT UNTIL ALL IDENTIFIED CONTROLS ARE IN PLACE***

***This Risk Assessment must be issued and communicated to those present and working on site.***

***Name of Site Supervisor ..... (Print)***

***I confirm that I will comply with the appropriate precautions detailed overleaf.***

<i>Print Name</i>	<i>Signature</i>	<i>Print Name</i>	<i>Signature</i>