

APPENDIX

Assessment Number 001

Hazard and Risk Assessment Summary

School/Dept Outreach: Yr 10 Online Summer School

Location of Activity Online in pupils and staffs homes

Date of Assessment 02/06/2021

Assessor Alice McGowan

Activity Assessed (Attach protocols)

Assessment of Hazard and Risk								Control Measures Required	
HAZARD (List only hazards from which there is a significant risk of serious harm under foreseeable conditions)	PERSONS AT RISK (See key, Indicate number)	PERSONAL HARM?			LIKELIHOOD of HARM?				
		F	Mj	Mn	Y	Pr	Po	R	
Student behaviour and conduct	Yp, S, UG, V			✓				✓	<ul style="list-style-type: none"> All pupils agree to Code of Conduct when regitstiring for online event- this includes information on appropriate and safe behaviour online. All pupils are remaindered of the Code of Conduct at several points, within zoom link email, within zoom link conformation email and at the start of the event via the presentation. Any pupil found to be breaking the Code of Conduct will be removed from the sessions
Use of screen based equipment	Yp, Ug, S			✓				✓	<ul style="list-style-type: none"> Everyone will be encourage to take a short break from looking at the screen at 45 minute intervals
Uninvited guests	Yp			✓				✓	<ul style="list-style-type: none"> Both online events require registration and visitors will only be admitted their name matches the name given on the application form. Canvas link has only been shared with summer school pupil and we have instructed then not to share this link Cnavas messenger service is monitored by outreach staff and any pupil posts have to be approved by outreach staff before they will be visable to other pupils.

External speaker presence (Action Jackson)	Yp		✓				✓	<ul style="list-style-type: none"> External speaker has met with outreach staff to ensure presentation and content is appropriate External speaker has been informed of policy and how the online event will work External speaker will only be present during allocated time slot and will leave the event after presentation Staff memebtrs will be present at all times. The External speaker will not be able to access pupils on a one to one to basis
Online event accessibility	Yp, S, Ug			✓			✓	<ul style="list-style-type: none"> All relevant support mechanisms are in place - live transcript (closed captions) for all live speakers Pupils asked to identify any specific access requirements to the team within pre event communications and application form. Pupils have been advised to access events from a computer or laptop
Safeguarding	YP,S,UG, V		✓				✓	<ul style="list-style-type: none"> Parental consent provided ahead of the activity to ensure the pupil is fit to take part in the event A minimum of two staff memebtrs will be present at all times across the online platform including break out rooms. All staff and students to avoid unsupervised access to pupils on a one to one to basis. No one-to-one activities planned All students to have signed code of conduct prior to attending. Adequate supervision at all times by staff. Staff to report incidents and/or misbehaviour to outreach leads to deal with appropriately. Strict guidelines are in place regarding the sharing of personal information (mobile numbers, social media details, contact details) between young people and staff Ambassadors are reminded of this during training Safeguarding training provided for staff and students working on residential. Designated Safety Lead identified and training carried out. Critical Incident Procedure and plan in place.

Key

PERSONS AT RISK	
Ug	Undergraduate
Pg	Postgraduate
S	Staff
C	Contractor
V	Visitor
Pa	Patient
Pu	General Public
Yp	Young Person
Nm	New/Expectant Mother

PERSONAL HARM?	
F	Fatality
Mj	Major Injury
Mn	Minor Injury

LIKELIHOOD	
Y	Yes/ Very High
Pr	Probable
Po	Possible
R	Remote

Risk Significance				
	Y	Pr	Po	R
F	✓	✓	✓	✓
Mj	✓	✓	✓	✓
Mn	✓	✓	X	X

Date for Review June 2021

Major Injury: Loss of or broken limb
 Loss of or damaged eye
 Loss of consciousness
 Acute illness needing medical treatment

