



Brook House Junior School
Risk Assessment for Conducting School Zoom Meetings



Staff Member -		
Meeting Title -	Date -	Time -
Initials of children present -		

Hazard/Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	In Place (Staff member to check off)
Safeguarding - data protection, sharing of personal details	Children Staff Parents	Personal information disclosed / data visible on screen or shared during meeting	<ul style="list-style-type: none">• Ensure a blank background (wall) on video shot - no posters / personal information displayed in camera shot.• No personal information shared over the video verbally or through 'share screen'.• Teacher creates the invite and sends via school email.• Only information stored on Zoom are the teacher details.• Only one parent and child to join the meeting - no additional friends or family.	

			<ul style="list-style-type: none"> • Photographs, videos or screen shots not to be taken or shared or meeting information uploaded to social media. 	
Use of electrical equipment	Children Staff Parents	Electrical shock Burns Fires Power leads are trip hazards	<ul style="list-style-type: none"> • Parental checks on home equipment • PAT tested school equipment used by staff • Sitting for Zoom use to avoid tripping over leads. 	
Inappropriate behaviour	Children Staff Parents	<p>Inappropriate discussion / images</p> <p>Verbal abuse</p> <p>Grooming</p> <p>Impact on emotional wellbeing</p> <p>Consequences related to Safeguarding / Behaviour Policy</p>	<ul style="list-style-type: none"> • Children to be in a communal area with a parent present. • Zoom Risk Assessment / Safeguarding policy shared with parents and on website. • Staff to use Zoom tools to limit contact between child to child - teacher to inform group when this is appropriate and attendees to follow instructions. • Staff member to be host - not to use Zoom tools to give permission to other parties to become host during the session. • Staff to use Zoom tools to implement waiting room, so only live when the host is present. • No inappropriate language tolerated from any parties. • TV / radios in background to be turned off. • Staff member will use the mute function to keep the meeting to agenda and controlled. 	

			<ul style="list-style-type: none"> • Parents/children not to unmute unless directed. • All parties to be fully and appropriately dressed, i.e. no swimwear, children in underwear. • Staff member (Host) has the right to end the meeting at any time if they feel any of the control measures are being compromised. 	
Poor working environment/ uncomfortable position	Children Staff	Fatigue Stress Headaches Eye strain	<ul style="list-style-type: none"> • No obstructions under working areas. • Adequate workspace. • Adequate lighting. • Adequate position of cameras. • Keep Zoom meetings to 40 minutes. 	