Southampton SSAGO Online Activities Risk Assessment

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk Assessment written on:** | | | 16/09/2020 | | |
| **Approved by Committee:** | | | 21/09/2020 | | |
| **Signature:** |  | | **Name:**  **Role:** | Megan Riddell  Chair of Southampton SSAGO | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Hazard** | **Who is at risk?** | **How are risks already controlled?**  **What extra controls are needed?** | **What has changed?** |
| Uninvited guests | Everyone | Only share the link in trusted groups and chats or through virtual forms filled in by interested participants.  Use the waiting room on Zoom and only allow entry to those whose name you know (matching names on filled out forms or recognised names).  If a participant can show their face, then they should do so at the start of the meeting so we know that it is them. |  |
| Screen sharing | Everyone | Keep the number of people who share their screen to a small number who are ideally hosts or co-hosts of the meeting.  Make sure that shared material is appropriate.  Monitor annotations if appropriate. |  |
| Location joined from | Individual on the call | Make sure the background and behaviour is appropriate for the video call as are virtual backgrounds if they are used.  Make sure that individuals around the call know that an individual is on the call and behave appropriately. |  |
| Mental wellbeing | Everyone | Make sure individuals are happy with joining and let them know that the Welfare Officers are available if they have issues.  Reach out to communicate with members that we have not heard from in a while. |  |
| Access to equipment | Everyone | Try and use minimal equipment so everyone can get involved.  If specific equipment is required, give enough notice for individuals to access or provide some resources via contactless delivery. |  |