Risk Assessment Form

ZSL — LET'S WORK FOR WILDLIFE

Section A: Assessment summary details			
Work Activity or Workplace assessed: ⓘ Simple name for reference	Digital Education Sessions – delivered by LZ/WZ staff as outreach to educational groups	**Document reference:**	

Directorate:	Zoo's & Engagement	**Department:**	LZ/WZ Community & Learning	**Contact Office:** (Overseas only)	

Person completing risk assessment:	Sam Viner	**Name of risk assessment reviewer:**	Cat Hickey

Date assessment created:	05/10/2020	**Date assessment reviewed:**	29/09/22
		ⓘ Risk Assessments must be reviewed at least once a year or if something changes (see policy)	

ⓘ List supporting documents which could include safe systems of work, insurance policies, dive medicals, training certificates etc. and any other comments	ZSL Safeguarding Policy https://zoologicalsocietylondon.sharepoint.com/hr/Pages/Safeguarding-Policy-.aspx Data Protection Act https://zoologicalsocietylondon.sharepoint.com/legalgovernance/Pages/Data-Protection-Policy.aspx The Children Acts 1989 & 2004 IoZ Digital Programme Code of Conduct **PDF** Code of conduct_online events

Authoriser(s):	
ⓘ Risk Assessment to be authorised by line manager upon initial completion and at each review or amendment.	Cat Hickey *(signature)*

		Date signed-off:	14/05/2021 *29/09/22*

Document to be distributed and signed by all persons undertaking the activities upon initial completion and at each

ⓘ Data Protection Act: Personal information collected for the purposes of risk assessment will be used to identify those at risk, and those involved in controlling risk, from this or similar activities and to fulfil ZSL's obligations under Health and Safety policy and legislation.

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Section B: Activity Details	

ℹ️ACTIVITIES: What is the task, where, for how long and who will be involved? Complete the fields in the form below.	ℹ️HAZARDS: How could someone become hurt or made ill? CONTROLS: How will this be prevented from happening?

Work Activity or Workplace assessed:	The task is the coordination & delivery of Digital Outreach Sessions, to pre-boked educational groups. It also includes digital events for young people (eg. Virtual Animal Careers Conference). These sessions are delivered by ZSL Community & Learning dept. team members.
Who is at risk from this Activity?	☒ ZSL staff ☒ ZSL Volunteers/Interns ☒ Visitors ☐ Contractors ☐ Members of the public ☒ Other: Educational Groups including schools, colleges, home educators

Hazard	Control measures	Risk Level
Security/privacy and safeguarding issues related to use of Teams, Zoom & similar digital software – School Sessions:	• ZSL primarily recommends Microsoft Teams as the preferred mode for delivering online activities with schools which enables secure links without uninvited external parties being able to attend. • Where participants are joining from different organisations ZSL will host the activity through Zoom to protect the privacy of participants contact details. ZSL staff will only admit know parties to the meeting. • For sessions with school groups where teachers are responsible for managing how students access the session and must be present for the entire session. If all students accessing are together in one class, this means that the teacher is responsible for joining the session, facilitates the session and remains in the room with the students. If the students are accessing the session remotely, the teacher must facilitate and control the meeting – setting up the session, managing behaviour of students remotely and overseeing admission to ensure that only intended students are present. • Teacher to facilitate distribution of "access link" if students are not in school. Teacher to ensure all participants in the call are the correct students with access to call.	Low

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Sessions with young people outside of school:	- ZSL staff member not to send digital link to any student/person or teacher of booked session which allows them to facilitate a full session organised by ZSL staff - Meetings to be made private, not public - Zoom meetings are password protected and passwords shared only with intended delegates - If platform enables waiting room function, staff conducting the session use this to control who is admitted to the session (no unknown contacts to be admitted) - Meeting specifics not to be published via social media etc. via secure ZSL email only - Optional digital test session with schoolteacher/panellists - Remind delegates not to share meeting information with anyone else and should other people wish to join this must be pre-arranged with ZSL staff - Any issues with uninvited delegates to be resolved at the start of the session (decline from waiting room) - ZSL and school staff to ensure they are familiar with digital software functions prior to the planned event - For sessions where multiple individual young people are joining separately, not through school (e.g. during online conferences and home education workshops), Zoom webinar is to be used, meaning that attendees can't see or interact with each other, microphones can be kept turned off and the chat and Q&A function can be moderated to ensure safe conduct. - Students aged 14+ may attend an online event unsupervised by their teacher, although all events will be organised through the teacher or parent and students will attend with teacher or parent's knowledge - ZSL event organisers will have contact details for the responsible school teacher/parent so they can be contacted if needed - All students attending an event where they may individually join the chat function to ask questions or take part in interactive elements, must have read the online event code of	

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	conduct and returned consent from both themselves and their parent/guardian agreeing to the behaviour guidelines outlined in the document • ZSL event organisers will be moderating the chat and interactive functions and have full authority to remove any individual from the event should they deem it necessary	
User ID of participant visible to all in meeting	• Stream sessions using a professional link rather than personal account -ZSL and school staff to use work emails • If a session is to be delivered to students who are individually accessing it remotely (I.e. not in their classroom) ZSL staff will not organise individual children/young people who need to join a session, to avoid sharing personal accounts. If students need to access a session remotely, the session must be set up and facilitated by the class teacher. • Must use ZSL Teams, Skype Google meets or Zoom account with log on access restricted to ZSL staff only	**Low**
Risk of inappropriate online contact allegations	• All ZSL staff & volunteers received safeguarding training • Designated Safeguarding Officers consulted in development of digital outreach programmes • School teacher or other designated school staff must always be present at the session. ZSL staff will terminate the session if the teacher/designated school staff leaves unexpectedly or is not present. • ZSL Staff to wear uniform and name badges, so identifiable as member of staff • Sessions will only be booked with school staff or appropriate supervising adult (Home Educator or uniformed groups).	**Low**
Unintentional transfer of additional information	• For indoor based sessions, apply backdrop screen or present in front of neutral background to avoid potential to share sensitive information • All unnecessary applications to be turned off /closed (emails, teams, files, internal pages) • All staff familiar with digital software functions and controls	**Low**

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Recording of sessions	• ZSL do not allow recording of sessions unless explicit prior consent is obtained. ZSL will not record any sessions unless explicit prior consent is obtained, and all relevant parties have signed consent forms. • In the exceptional circumstance that ZSL do film a session all media and associated files will be stored as per GDPR regulations • All speakers are informed in advance and give consent that the sessions will be recorded.	**Low**

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What do the risk levels mean?	
Low	A minor injury/minor health effect may occur. Monitoring is required to ensure suitable and sufficient control measures are maintained.
Medium	A significant injury may occur however the injured person would make a full recovery. Any health effects would be temporary. The effectiveness of control measures must be considered and implemented.
High	A fatality, serious injury or a permanent health condition where a full recovery is not expected may occur. Work should be halted and access restricted until control measures have been implemented.
ⓘ For further information and guidance on risk levels, please see the Risk Assessment Policy	