



Risk Assessment Form

Section B: Activity Details

ACTIVITIES: What is the task, where, for how long and who will be involved?
Complete the fields in the form below.

HAZARDS: 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-booked educational groups. It also includes digital events for young people (e.g. Virtual/Hybrid Animal Careers Conference).
These sessions are delivered or facilitated 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 during online events such as digital outreach sessions, Animal Careers Conference, work experience inductions and Youth Advisory Board meetings	- ZSL primarily recommends Microsoft Teams as the preferred mode for delivering closed-group online activities with young people as this enables secure links without uninvited external parties being able to attend. - If Zoom is required, any meeting hosted by C&L shall be set up using ZSL's paid-for Zoom account. Meetings to be made private, not public, with password protected access. Passwords shared only with intended delegates. ZSL staff will only admit known parties to the meeting. - Zoom webinar will be used for public events where appropriate (for example sessions where multiple individual young people are joining separately, not through school such as online conferences and home education workshops). This will mean that attendees cannot see each other, microphones can muted and the chat and Q&A function can be moderated to ensure safe conduct. - For formal educational activities, upon sign up the lead teacher is required to confirm that they are a teacher at the school and aged over 18	Low



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- For whole-class activities where all students accessing are together in one class, the teacher is responsible for joining the session, facilitates the session and remains in the room with the students.
- Specific control measures for sessions with formal education sessions where students are accessing the session individually:
 - Lead teacher responsible for managing how students access the session and must be present for the entire session, unless prior agreement has been discussed for teacher to be absent.
 - Teacher to facilitate distribution of “access link” to avoid sharing contact details of students unnecessarily.
 - Teacher responsible for ensuring all participants in the call are the correct students with access to call.
 - Teacher responsible managing behaviour of students remotely and overseeing admission to ensure that only intended students are present.
- Students aged 14+ may attend a closed-meeting online event unsupervised by a designated adult under the consent of an appropriate designated adult (e.g. teacher or parent). In these cases ZSL event organisers will have contact details for the responsible school teacher/parent so they can be contacted if needed.
- In the case of activities where participants join individually (not as a whole class) and group participation is enabled, all students attending must have read the online event code of conduct and returned consent from both themselves and their parent/guardian agreeing to the behaviour guidelines outlined in the document.
- ZSL and school staff to ensure they are familiar with digital software functions prior to the planned event. C&L staff to host an optional digital test session with teachers if required to support set up.
- 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)



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	- Meeting details not to be published publicly, for example via social media. Attendees not to share meeting information with anyone else. - Host to use work email address to set up any meetings and for all correspondence with attendees - ZSL to moderate any enabled interactive functions, and have authority to remove any individual from the event should they deem it necessary - ZSL privacy policy and data protection policy cover collection of any data required and its secure storage	
User ID of participants visible to all in meeting	- ZSL to use work emails not private email addresses. - If students are calling in individually (e.g. from home), it is the responsibility of the facilitating teacher at school to forward the joining link on to their students and adjust the settings accordingly on the online platform (e.g. Teams) to ensure students' personal details are not shared. In the case of a formal education session where students will be accessing individually, the session must be set up and facilitated by the class teacher, to avoid personal details of attendees being passed unnecessarily to ZSL. - All events set-up and/or hosted by ZSL must use staff accounts for Teams, Skype, Google Meets or Zoom 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 adults must always be present during formal education sessions. - Students aged 14+ may attend a closed-meeting online event unsupervised by a designated adult under the consent of an appropriate designated adult (e.g. teacher or parent). In these cases ZSL event organisers will have contact details for the responsible school teacher/parent so they can be contacted if needed. - ZSL Staff to make clear on their visible name that they are ZSL staff and/or wear uniform and/or ZSL lanyard, so identifiable as member of ZSL staff	Low



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	- Sessions will only be booked with school staff or appropriate supervising adult (Home Educator or uniformed groups). - For public events Zoom webinar will be used where appropriate (such as online conferences and home education workshops). This will mean that attendees cannot have cameras enabled, microphones can muted and the chat and Q&A function can be moderated to ensure safe conduct. - ZSL staff to use work email address to set up any meetings and for all correspondence with attendees		
Unintentional transfer of additional information due to shared screen and/or background activity	- For indoor-based sessions, ZSL staff to apply background 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 in relation to sharing screens for presentations/activities		Low
Recording of sessions	- Recording of closed-meeting sessions: - Recording shall only take place if it is deemed necessary to record (for example in the case of a Youth Advisory Board meeting or Work Experience induction where not all attendees can make the live session). - If recording is to take place, consent will be sought from all participants prior to recording starting. - Any recordings shall only be made available to those attending the meeting. - Participants have option to turn off their camera functions at their discretion - Public webinar sessions may be recorded and shared online (e.g. via YouTube channels). Participants are advised that the session will be recorded prior to recording starting. - All speakers are informed in advance and give consent prior to any recording starting.		Low



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- Attendees are not authorised to record the session independently unless explicit consent is sought from ZSL in advance.



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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	