Risk assessment for Online Information Session

Virtual Information sessions

Delivery of digital workshop by Playground Proms personnel to staff in school settings

Company name: Playground Proms

Contact Name: Derek Warby

Date of next review: January 2027

Responsible Person: Cathal Ó Dúill

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?
Presenter finds themselves in a digital workspace with children present.	Safeguarding breach, presenter and children.	- All personnel are Enhanced DBS checked. - Waiting room to be enabled and participants must identify themselves before being admitted. - Presenter and another member of PP (host) to enter session first. - Presenter to have confirmed names of schools and expected representatives scheduled to attend. - If unrecognised PP host to call school for confirmation. - All sessions must have a presenter and host present before anyone enters the room. - If a child enters the virtual room remove to waiting room. - Terms of agreement sent out to all participants prior to meeting e.g. only adults should be present in the physical classroom.	Ask for names of staff who are attending.	PP host.
Uninvited attendees appear in the session	Safeguarding breach, all attendees.	- All attendees asked not to share session login details. - Uninvited or unconfirmed attendees are not admitted to virtual room. - Host to remove uninvited attendee to waiting room.	Close session.	PP host / presenter.
Unexpected name in waiting room/no name given	Safeguarding breach, all attendees.	- Host to remove person to the waiting room to confirm identity by telephone if necessary.	Remove from waiting area if not identified.	PP host / presenter.
Bullying during a session	Staff Wellbeing and safety impacted. all attendees.	- Presenter and host always to be present in a session. - Microphones to be muted unless speaking at that time. - Chat function monitored by host and disabled if inappropriate comments or language is used.	School asked for their bullying policy if an incident occurs to follow through with their policy.	PP host / presenter.
Tripping, falling, collisions within the physical classroom	Bruising, cuts, bumps, swelling,	- Classroom management/workstation management is the responsibility of the employer. - Employer should review their own working	Remind staff before they do any movement to check their working	PP host / presenter.

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	all attendees.	environments after considering the contents of the CPD that is provided. - It is not expected that any obvious hazard is present when presenting takes place and simple processes are in place, eg good cable management surrounding computers to reduce trip hazards. - The members of staff should follow their own work-based risk assessments should any permanent risks are in place in the classroom as the meeting is virtual and it is not possible for a presenter to complete a risk assessment through a web cam. - If the school allows its employees to attend the meeting online from home, then it is the responsibility of the employer and individual to ensure the location is safe and conducive for an effective meeting to take place i.e. adequate space, all electronic devices have been PAT tested and safe to use.	area is safe to move around in.	
Accidental recording of session by someone other than presenter	Safeguarding breach, all attendees.	- Presenter to state whether session is being recorded and for what purpose and with whom it will be shared. - If presenter or host become aware that the session is being recorded by another individual they are to stop the recording. - Recording to be deleted from all devices.	Follow up with school concerned that recordings have been deleted.	PP host / presenter.
Unable to confirm school/establishment as no working microphone or video.	Safeguarding breach, all attendees.	- All schools to be informed of the need to have a working camera and microphone. Presenter to wait until this occurs. - Host to remove persons unidentifiable.	Unable to confirm school/establishment as no working microphone or video.	PP host / presenter.
Managing data	GDPR breach All attendees.	- All workshops set up from accounts used by PP personnel. - Staff are aware what information is being shared about them ie school and name.		PP host / presenter.

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