



St Chad's Primary School – Risk Assessment Regarding Home Safety for Zoom

Hazard/Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Who is responsible?	What is the risk now?
Inappropriate material/words being visible/heard on screen.	Children	Inappropriate art or words may be visible in rooms around the house. Adults at home (and in school) must be alert to vocabulary being used.	Zooms must take place in an appropriate room with and appropriate neutral background. Parents to ensure appropriate vocabulary is used, for example, not swearing during the Zoom meeting. Staff in school to ensure that sensitive data is not being discussed when a Zoom goes live.	Parents Staff	low
Unknown people logging in to the Zoom session	Children Staff Parents	Someone may try to log in to the Zoom session.	The codes and passwords are only for the use of St Chad's children (and their parents). Parents accessing from home are to enter using their child's name. Staff will only accept Zoom entries which have the names of St Chad's pupils. Unknown names will not be accepted in to the Zoom.	Parents Staff	Low
Individuals being left in a vulnerable position.	Children Staff Parents	Individuals being left online on their own, open to allegations.	School to implement a Zoom waiting room. Children must be with an adult when on Zoom from home. Two members of staff to be online till the meeting ends.	Parents Staff	low

Appropriate clothing to be worn.	Parents Staff	Inappropriate clothing being worn, which could cause distress or upset to others.	Teacher to continue to dress appropriately for school, and if accessing from home, dressed in a professional manner. Parents and children to be dressed and covered up. I.e., not wearing pyjamas.	Parents Staff	low
Sharing of personal details	Children Staff	Inputting personal data into Zoom	Teacher to sign up to Zoom with their school email address. Only information stored on Zoom are the teacher details. Children's information is not to be shared on Zoom.	Parents Staff	low
Inappropriate behaviour	Children Staff	Verbal abuse Grooming Inappropriate discussion	Children to be in a communal area with a parent present. Parents to be made aware of safeguarding policy on website. Two members of staff present in all live feeds. Staff to add as facilitator. Staff to use Zoom tools to limit contact between child to child. Staff to use Zoom tools to implement waiting room, so only live when the host is present.	Parents staff	low
Poor working environment/ uncomfortable position	Children Staff	Fatigue Stress Headaches Eye strain	No obstructions under working areas. Adequate work space. Adequate lighting. Adequate position of cameras. Keep Zoom meetings to 30 minutes.	Parents staff	low
Use of electrical equipment	Children Staff	Electrical shock Burns Fires Power leads are trip hazards	Parental checks on home equipment Sitting for Zoom use to avoid tripping over leads.	Parents staff	low

Recording/ photographing the session	children staff Parents	Photo's and recordings being taken without permission.	No-one by the teaching facilitating is to record the meeting. Photographs are not to be taken of the meeting.	Parents Staff	low
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