

Activities Covered by this Assessment	Recording live lessons		
Site Address / Location	Snarestone Primary School	Department / Service / Team	
Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers conducting this activity Homeworking and DSE risk assessments are completed separate to this risk assessment			

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done ?
Recording / sharing images / video of children	Risk that images / video of children during recorded lessons could be shared outside of the school arena.	Recording of video conferencing should only take place if it is deemed beneficial to the wellbeing and education of the class. Alternatives should be considered such as; limited use of video which is not recorded, only teacher's video is visible during the recording. Ensure that a senior member of staff is aware that the online lesson is taking place and that it is being recorded, and for what precise purpose.				<ul style="list-style-type: none"> School to implement a video review process to ensure image of child is not visible before releasing the recording. To reduce the risk further ensure only teacher's video is visible on the recording. 						


- All staff and children must be wearing appropriate clothing during the lesson
- Background of the video must be appropriate, care taken if videoing in bedroom, blur background? Shared space should ideally be used.
- Make sure background space is child-friendly, ensuring nothing inappropriate is on display.
- Audio mute should be used by staff and children when not speaking to minimize risk of background sound.
- No screenshotting or recording on third party device is permitted

d.	outset, raise any issues or suitability with the child / parent immediately and end the online interaction if necessary.
trial	If inappropriate behaviour is captured, teacher must stop recording immediately. Video must be edited or deleted to ensure inappropriate behaviour is not shared and inappropriate images/audit must be reported and deleted.
to	Staff to consent to acceptable use policy.
.	Only scheduled lessons to be recorded.

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GDPR	Risk that data protection laws are breached. Personal and physical security may be compromised.	<p>Data Protection Impact Assessment to be put in place and made available to parents / carers to make their own decision on whether they are comfortable for their child to take part.</p> <p>Controls in place:</p> <ul style="list-style-type: none"> - Recording is only kept for as long as it is necessary. - Recording is kept secure and password protected. - Recording must not be shared on public networks. - Control who has access to the recording. - Collaboration platform aligns to GDPR principles described in the School's privacy policy. - Make sure that no personal details are displayed, including information that may identify your home address or contact details. <p>Report any GDPR breaches.</p>													
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During this activity, what could go wrong resulting in an emergency situation?	Information and data could be shared in breach of school's policies and procedures, safeguarding rules and regulations.
How could this emergency situation be prevented / controlled?	Acceptable use policy to be followed. Staff to use only approved devices.
Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?	Close the video immediately. Tell parents/those concerned that an incident has occurred. Report to the police locally if incident is of a criminal nature. Report to Tim Jewitt to log the incident and the team to arrange to provide support to those affected. Staff to follow safeguarding training and local procedures where required.
Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?	Staff must ensure they are familiar with the equipment and collaboration software they are using to prevent any mishaps.

Risk Assessor (s) Name(s):	Tim Jewitt	Risk Assessor(s) Signature (S):		
Authorised By:		Authoriser Signature:		Initial
Date Conducted:	08/02/21	Date of Next Review:	08/03/21	

Date of Review:		
Date of Review:		
Date of Review:		
Date of Review:		

Potential Severity of Harm	High Death, paralysis, long term serious ill health.	Medium	High	High
	Medium An injury requiring further medical assistance or is a RIDDOR incident.	Low	Medium	High
	Low Minor injuries not resulting in any first aid or absence from work.	Low	Low	Medium
		Low The event is unlikely to happen.	Medium It is fairly likely to happen.	High It is likely to happen.
Likelihood of Harm Occurring				

Risk Rating Definitions	
Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.

High

This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a **High**, then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.

DRAFT