




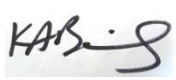



Section A: Assessment summary details			
Work Activity or Workplace assessed:	Digital Education Sessions – delivered by LZ/WZ staff as outreach to educational groups		Document reference:
 Simple name for reference			
Directorate:	Zoo's & Engagement	Department:	LZ/WZ Community & Learning
		Contact Office:	(Overseas only)
Person completing risk assessment:	Sam Viner	Name of risk assessment reviewer:	Kerry Bailey
Date assessment created:	05/10/2020	Date assessment reviewed:	05/10/2021
		 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	<p>ZSL Safeguarding Policy https://zoologicalsocietylondon.sharepoint.com/hr/Pages/Safeguarding-Policy-.aspx</p> <p>Data Protection Act https://zoologicalsocietylondon.sharepoint.com/legalgovernance/Pages/Data-Protection-Policy.aspx</p> <p>The Children Acts 1989 & 2004</p> <p>IoZ Digital Programme Code of Conduct</p>  Code of conduct_online events		
Authoriser(s):			
 Risk Assessment to be authorised by line manager upon initial completion and at each review or amendment.	Kerry Bailey 	Date signed-off:	05/10/2020
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.			

Risk Assessment Form

Section B: Activity Details		
<p>i ACTIVITIES: What is the task, where, for how long and who will be involved? Complete the fields in the form below.</p>		<p>i HAZARDS: How could someone become hurt or made ill? CONTROLS: How will this be prevented from happening?</p>
<p>Work Activity or Workplace assessed:</p>	<p>The task is the coordination & delivery of Digital Outreach Sessions, to pre-boked educational groups. These sessions are delivered by ZSL Community & Learning dept. team members.</p>	
<p>Who is at risk from this Activity?</p>	<p> <input checked="" type="checkbox"/> ZSL staff <input checked="" type="checkbox"/> ZSL Volunteers/Interns <input checked="" type="checkbox"/> Visitors <input type="checkbox"/> Contractors <input type="checkbox"/> Members of the public <input checked="" type="checkbox"/> Other: Educational Groups including schools, colleges, home educators </p>	
Hazard	Control measures	Risk Level
<p>Security/privacy and safeguarding issues related to use of Teams, Zoom & similar digital software</p>	<ul style="list-style-type: none"> • ZSL to recommend Microsoft Teams as the preferred mode for delivering online activities which enables secure links without uninvited external parties being able to attend. If the school use a different platform for online engagement, this is to be set up by the school, and it would be assumed by ZSL that the school have designated this platform to be secure to meet their safeguarding policy • Teacher is 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. • 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 	<p>Low</p>


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	<ul style="list-style-type: none"> • Compulsory digital test session with schoolteacher • 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 • 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. • ZSL staff member not to send digital link to any student/person, teacher of booked session to facilitate full session. 	
User ID of participant visible to all in meeting	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Lead ZSL staff facilitating the session will have 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 	Low

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	<ul style="list-style-type: none"> Sessions will only be booked with school staff or appropriate supervising adult (Home Educator or uniformed groups). 	
Unintentional transfer of additional information	<ul style="list-style-type: none"> 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, files, internal pages) All staff familiar with digital software functions and controls 	Low
Recording of sessions	<ul style="list-style-type: none"> 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 	Low

Risk Assessment Form

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	