



THE BROW COMMUNITY PRIMARY SCHOOL VIDEO GROUP CONTACT WITH CHILDREN RISK ASSESSMENT

Location /Site	Insert location and site where activity taking place
THE BROW COMMUNITY PRIMARY SCHOOL, THE CLOUGH, RUNCORN, WA7 2HB	
Activity / Procedure	Insert name/type of activity or procedure being assessed
GOOGLE MEET MEETING WITH CLASS/SCHOOL	
Assessment date	Insert date when assessment is being carried out
5 TH January 2021	

Risk Assessment Guidance

Hazard: Something with the potential to cause **harm**.

To Assess Risk: Using the **tables below**, consider **Severity (S)** and **Likelihood (L)** **without** Control Measures. **Multiply (S x L)**

Describe Control Measures: Control measure(s) **reduce** the likelihood, **and/or** severity of **harm**, reducing **risk**.

Re-assess Risk, considering Severity (S) and Likelihood (L) **with** Control Measures in place.

Multiply (S x L) = Risk Rating (with controls).

Severity (S)	Likelihood (L)	Risk Ratings (R)	
Fatality = 5	Likely = 5	20 +	High Risk
Injury (Specified injury / RIDDOR reportable) = 4	Probable = 4	15-19	Medium Risk
Injury (requiring treatment and/or 3 to 7 day absence) = 3	Possible = 3	9-14	Low Risk
Injury (requiring treatment and/ or absence less than 3 days) = 2	Unlikely = 2	4 – 8	Negligible Risk

Identify hazard				Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of supervision on the internet by parents				
Existing level of risk				Consider current level of risk
HIGH	MEDIUM	LOW	NEGLIGIBLE	
Control measures				List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> Parents asked to ensure children are supervised during meetings in policy. Parents provided with children’s login usernames and passwords by class teacher – not handed to children. 				
Remaining level of risk				Consider level of risk following use of control measures
HIGH	MEDIUM	LOW	NEGLIGIBLE	

Identify hazard				Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Members of the public attending – non invited guests				
Existing level of risk				Consider current level of risk
HIGH	MEDIUM	LOW	NEGLIGIBLE	
Control measures				List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> Google Classroom does not allow users from outside thebrowcp.co.uk domain to access. Meetings are arranged through Google Classroom which teachers provide class codes for and have control of membership of. 				
Remaining level of risk				Consider level of risk following use of control measures
HIGH	MEDIUM	LOW	NEGLIGIBLE	

Identify hazard				Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Parents not being aware of the risks of using Zoom				
Existing level of risk				Consider current level of risk
HIGH	MEDIUM	LOW	NEGLIGIBLE	
Control measures				List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Send parental internet guide specifically concerning Google Classroom.
2. Set out clear expectations for parents concerning their role in keeping the children safe in policy.
3. Parents asked to ensure children are dressed appropriately in policy.
4. Parents told to ensure meeting is taking place in public space i.e. the living room / dining room – not child's bedroom in policy.
5. Welcome slide used to remind children and parents of expectations at the beginning of each session.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
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Children acting inappropriately whilst on Zoom call

Existing level of risk	Consider current level of risk
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HIGH	MEDIUM	LOW	NEGLIGIBLE
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Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
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1. Children will be muted and reminded at the beginning of each session that they should not unmute unless asked to.
2. Staff member to login early to ensure they have control of the classroom and can then remove any child not behaving appropriately.
3. Reminder of school rules at the start of each session – be safe, be kind, be respectful.
4. If a child persistently behaves in an inappropriate manner, they will in the first instance be asked to remain in the Meet with their camera off and mic muted. Following that the class teacher will make contact with their parents to discuss supervision and appropriate behaviour. As a last resort they will be asked not to attend live sessions unless parents have been seen at the beginning of the call and remain seated ne

Remaining level of risk	Consider level of risk following use of control measures
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HIGH	MEDIUM	LOW	NEGLIGIBLE
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Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
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Adult or other children acting inappropriately by accident or deliberately

Existing level of risk	Consider current level of risk
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HIGH	MEDIUM	LOW	NEGLIGIBLE
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Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
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1. Control measures as above. Pupils to be reminded of school rules and expectations.

Remaining level of risk	Consider level of risk following use of control measures
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THE EMMAUS FEDERATION HEALTH & SAFETY

HIGH	MEDIUM	LOW	NEGLIGIBLE
Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Parents making judgement about each other's homes			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Policy contains information for parents regarding appropriate places to seat children for Google Meet sessions. 2. Adults will request that children move with their devices if they deem a background to be inappropriate for the purpose of the Google Meet. 3. Children may be taught to use the change background function on Google Meet if staff feel this is appropriate. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Illegal or inappropriate content in the houses of the children			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Members of staff will be the host of every meeting and will remove any family from the meeting. if this is necessary 2. Check will be made when accepting children into the meeting and message sent to parent via Parentmail. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Attendance of estranged parents on email system			
Existing level of risk		Consider current level of risk	

THE EMMAUS FEDERATION HEALTH & SAFETY

HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
1. List of estranged parents to be given to office – DSL to be consulted to create the list			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

OVERALL level of risk	Consider level of risk following use of control measures HIGHLIGHT the appropriate assessment of risk		
NOT REDUCED THE OVERALL RISK	REDUCED THE OVERALL RISK TO SOME DEGREE	CONSIDERABLY REDUCED THE RISK	
Assessor's comments	Insert comments relevant to findings as appropriate		

Name of assessor	Signature of assessor	Date
Mrs Cousins	J. Cousins	15 th January 2021

Risk assessment review	
Date:	After day one/week one/ on-going
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

See also: Remote Learning Policy.