Risk Assessment

wakefieldcollege

Risk assessment for	Online learning and lesson recording and delivery		
Campus/Location	All	**Curriculum/ Service Area**	All Curriculum Areas
Date of assessment	18th September 2020	**Name of person (Risk Assessor)**	Corinne Barker
Who might be harmed and how?			
✓ **Staff/Students**	All students and Academic Staff	**Cleaners, engineers etc**	
✓ **Support Staff**	Learner support/ALS	**Other (Please specify)**	

What are the hazards/Risks	What control measures are already in place?
Hazards • Tutors delivering online lessons • Learners accessing online lessons from external locations • Recording of lessons **Risks** • Inappropriate activity/behaviours • Allegations of Inappropriate activity/behaviours • Identification of safeguarding concerns/issues • Inaccurate attendance data	❖ Follow all online protocols sent to all HOCs for distribution to academic staff ❖ Make it clear to everyone when tutors are recording the lesson and remind students how all audio/video recorded, will be shared, e.g. on Moodle ❖ Ensure all learners accessing the lesson are included on a register, including learners late to the session ❖ Remind students participating off site, that they should be dressed appropriately and should blur the background (to safeguard other learners/staff from viewing inappropriate background activity) ❖ Staff to immediately remove any learner who breaches expected behaviours or participation in the lesson raises safeguarding issues • Any concerns of this nature to be dealt with confidentially after the lesson and reported if deemed necessary ❖ Staff and students to follow college policy by being respectful to others and maintaining expected classroom behaviours ❖ Ensure learners are dressed appropriately and staff follow the college professional dress code ❖ Conduct video calls to learners or colleagues from a desk or other appropriate off site location ❖ Keep sessions to the timetabled length and have a definitive finish to the session and then log-out – don't stay online with only one learner ❖ Ensure lesson times are adhered to – don't be tempted to overrun! ❖ Report any Safeguarding concerns to college Safeguarding Lead, following usual confidentiality procedure (Carol Price) ❖ **Please be aware when screen sharing, ALL open documents and tabs may be visible to learners – so PLEASE shut down other applications and documents before sharing**

What are the hazards/Risks	What control measures are already in place?

Are extra precautions needed?		
If yes, please describe.	Who has been asked to do this?	By what date?

I will review this risk assessment every 12 months.

	Review 1	Review 2	Review 3	Review 4	Review 5
Name	Corinne Barker				
Date	Immediately if required or 3 months from 18/09/20				