



Wavendon Gate Primary School - Risk Assessment Regarding Home Safety for Zoom/Google Meet

| Hazard/Risk   | Who is at Risk?   | How can the hazards cause harm?                                    | Normal Control Measures  | Are normal Control Measure YN/NA |          |
|---|-------------------|--|--|----------------------------------|----------|
|   |                   |  |  | In place                         | Adequate |
| Poor working environment/<br>uncomfortable position | Children<br>Staff | Fatigue<br>Stress<br>Headaches<br>Eye strain                       | No obstructions under working areas.<br>Adequate work space.<br>Adequate lighting.<br>Adequate position of cameras.<br>Keep Zoom meetings to 20 minutes.                   |                                  |          |
| Use of electrical equipment                         | Children<br>Staff | Electrical shock<br>Burns<br>Fires<br>Power leads are trip hazards | Parental checks on home equipment<br>Sitting for Zoom use to avoid tripping over leads.  |                                  |          |
| Sharing of personal details                         | Children          | Inputting personal data into Zoom                                  | Teacher to sign up to Zoom using school email.<br>Only information stored on Zoom are the teacher details.<br>Children only need secure login details.                     |                                  |          |
| Inappropriate behaviour                             | Children<br>Staff | Verbal abuse<br>Grooming<br>Inappropriate discussion               | Children to be in a communal area with a parent present.<br>Parents to be made aware of safeguarding policy on website.<br>Two members of staff present in all live feeds. |                                  |          |



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|--|--|--|---|--|--|
|  |  |  | <p>Member of school leadership team is present in all Zoom calls.</p> <p>Staff to add as facilitator.</p> <p>Staff to use Zoom tools to limit contact between child to child.</p> <p>Staff to use Zoom tools to implement waiting room, so only live when the host is present.</p> <p>Staff to disable the chat function before the call.</p> |  |  |
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