# **TEMPLATE - Risk Assessment for Co-ordinators – **Online events and activities****

**Please modify this document so that it aligns with your own online events or activities. You may add or delete or copy and paste parts or entire thing. This document gives an overview of what to consider for online events and provides some information specific to the University of Cambridge. Individual activities should be risk assessed separately or in the correct section(s) below.**

**The deadline to complete and submit a risk assessment to the Public Engagement Team via** [**this survey**](https://www.surveymonkey.co.uk/r/XPFNNDG) **is 22 January 2021.**

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| **Provider** |  | |
| **Activity Title** |  | |
| **Activity Date** |  | |
| **Online platform(s)** | **e.g. Youtube, Zoom, Slido, Kahoots, etc.** | |
| **Activity description** | **Online talk, panel discussion or virtual tour streamed on the platform named above with live audience Q&A.**  **Activities to take place online through name of department’s Youtube/Facebook or other account. Live broadcasts to take place from the computer of name of person responsible.**  **Broadcasts will include pre-recorded films and live interviews with a range of researchers. Information to be provided on the website and through the department’s social media channels. Contributors being broadcast will be recorded remotely (e.g. in contributors’ homes, gardens and local outdoor spaces) or in a socially-distant manner which complies with the government restrictions in place at the time of recording.** | |
| **Activity details** | **Please add in any additional information about your event here** | |
| **Who will be exposed to the hazard** | **Festival staff, volunteers, speakers, contractors and members of the public** | |
| These risk identification documents consider any hazards specific to the activity greater than every day hazards such as slipping, tripping or falling on stairs, trapping fingers in doors and cuts and bruises which are inherent in all environments. | | |
| **Risk** | **Control measures** | **Rating after control measured applied** |
| Trip hazards from electrical cables and other pieces of equipment at home/at site of recording | * Before event, conduct a visual check to ensure trailing cables are tidied away or securely attached to the floor using cable covers to prevent trip hazards * Ensure all equipment required is available to hand before recording starts to reduce movement by staff and presenters during recording and live broadcast | Low |
| Connecting with audiences through online or social media platforms could provide a place for negative and potentially abusive comments to be broadcast about the University/department, staff or other event participants.  There is the risk of reputational damage should someone being broadcast make an inappropriate comment.  If the activity/event is designed for a family audience, children may be watching without parents or carers being present. | * Streaming will be public, and an appropriate platform has been chosen for this event. * Equipment and accounts being used by staff for this event belong to their University/department – no personal accounts will be used. Personal computing equipment may be used by other contributors, but they will not have access to University/department social media accounts. * Livestream and pre-recorded videoing will take place in an appropriate location where nothing personal can be seen and there is nothing inappropriate in the background. If livestreaming is taking place from a University building, ensure nothing in the background could compromise the security of the building. * The livestream will be monitored by more than one member of staff at all times. * A member of staff will be responsible for ending the event and will remain online or virtually with the speaker/presenter until all attendees have left. * Many of the guests being brought on are members of staff or students at the University of Cambridge. External guests will be carefully chosen. All guests will be thoroughly briefed on the audience and nature of this event. * The event staff will be able to end the livestream at any time. * At least one member of staff will be monitoring the social media feeds and comments sections throughout the live events to ensure that inappropriate comments are removed and to address any other issues. * No personal accounts or contact details will be used by anyone involved with the event. * Members of staff running the event will be in telephone contact in case something happens with an internet connection that could mean one unintentionally has to leave the event. * If event hosts share their screens at any time they must ensure there is nothing inappropriate on the screens/internet pages/browser history. * Audience members will participate using comments in the event platform or other platform, or social media.   + If using social media: Participants will be using their account names and their own chosen privacy settings. This means event staff and other audience members will only see what participants choose for them to see. The department will not hold any data about participant identities from engagement on social media– it is held by the social media platforms. * It is the responsibility of parents and carers to ensure the online safety of the children in their care. A code of conduct will be posted on the Festival on the website, which will include information about parent and carer responsibilities. * If a safeguarding concern arises, the appropriate action will be taken following the University of Cambridge safeguarding procedures: <https://www.hr.admin.cam.ac.uk/policies-procedures/children-and-vulnerable-adults-safeguarding-policy/reported-suspicions-and> | Low |
| Causing deliberate or inadvertent harm to or between participants/speakers/hosts through:   * exposure to illegal, inappropriate, or harmful material (e.g. pornography, fake news, racist or radical extremist views) * harmful interaction with other participants (e.g. through commercial advertising, or adults posing as children or young adults) * inappropriate conduct (e.g. sending and receiving explicit images, or online bullying) | * Where possible, communication between participants and between participants and presenters/contributors will be moderated. This is particularly important from a safeguarding perspective if the activity is targeted at children under the age of 18.   + In addition to mitigating safeguarding risks, using a platform (for example, Slido) that allows for moderation of comments/chat can ensure that the information visible to the audience/presenters is acceptable and related to the event content, increasing engagement and enjoyment of the event   + If the event organiser determines that moderation is required, the platform for delivery (insert platform here) allows for limited audience-audience communication and/or moderation of audience comments/chat. (For example, a Zoom webinar setup will be used instead of a Zoom video conference, or instead of using Youtube chat, Slido will be used because it allows for more control of what comments are seen by the event audience and presenters.) * The platform for delivery (insert platform here) is appropriate for the intended audience, taking into account any age restrictions for delivery platform (e.g. many social media platforms require users to be 13 years or older). Check the age restrictions for your platform at [Net Aware](https://www.net-aware.org.uk/). * If a presenter or moderator receive inappropriate communications, they will not reply or comment on this. The presenter/moderator must know how to identify and remove and/or report inappropriate content within the platform being used and/or block participants who share inappropriate content.   + Support is available for staff and students who have been affected by harassment – more information can be found [here](https://www.breakingthesilence.cam.ac.uk/if-you-have-been-affected-harassment-or-sexual-misconduct). * Presenters, hosts, and moderators will be reminded to use appropriate language, considering age-appropriateness, and language used around disability, health, religion, gender, ethnicity, special needs, etc and the possibility that the audience may have English as a second language. * Anyone who will be visible on-screen must dress appropriately and not wear any items of clothing that may have offensive language or be offensive to audience members. * The presenter(s) should decide in advance what information they are willing to share with the audience, particularly if they are planning to share information about their personal career route and include anecdotes about specific people – if they are identifiable from the information shared, permission should be sought from these people before sharing the story. * Specific considerations for live-streamed events:   + The presenter(s) will ensure that all documents, apps and devices, other than what is being used to livestream, are closed or turned off   + Presenter(s) will ensure that the background visible in the video is neutral, and that nothing personal or inappropriate can be seen or heard, including other household members. And if presenting from home, presenters should ensure their location cannot be determined from visual or auditory cues in their background.   + Where possible, livestreamed content will be recorded, in case it needs to be reviewed later. The audience will be told that the session will be recorded.   + Presenters will be made aware that any comments they make will not be able to be edited or deleted before the audience sees or hears them and that they should not to share personal information or respond to contact requests from unknown persons. | Low |
| Publishing identifiable material | * Personal accounts will not be used for public engagement events * Whenever possible, an organisational device will be used for public engagement events * Where possible, privacy settings will be adjusted so participating audiences cannot reach the presenter/moderator/event organiser personally * Written consent will be obtained from any personally identifiable participants before publishing photos or recordings of the event or streaming live. Copyright information will be included in the written consent to ensure that contributors have the proper permissions to share any materials they may show during the event. | Low |
| Participants being unable to access content – no access to own device, poor internet connection, technical issues, accessibility issues, etc. | * Where possible, any live sessions will be recorded so the audience can be allowed to access the content at a later time * Where possible, a platform will be used that does not require participants to use or remember login details to access the content * Where possible, a platform will be used that is accessible on any device and supported by all web browsers.   + Note: according to the Office of National Statistics, 73% of people up to age 64 use a mobile device to access the internet * Where possible, accessibility has been considered in- line with Festival guidance ([on the coordinators page](https://www.cam.ac.uk/public-engagement/get-involved/cambridge-festival-coordinators-page)), for example:   + Closed captions, subtitles, or transcripts will be available for any video resources or recordings.   + Block capital text can be hard to read so any text shown should be in sentence case.   + Background contrast and colour palettes have been considered appropriate for colour-blind participants, especially if using detailed graphics.   + If creating a presentation, [this guidance](https://www.disability.admin.cam.ac.uk/files/wbu_visual_presentations_guidelines.pdf) from the Wold Blind Union covers most of the main points to consider.   + For guidance on writing and formatting accessible content for the web, there is information from Content Design London concerning readability guidelines: <https://readabilityguidelines.co.uk/clear-language/plain-english/> <https://readabilityguidelines.co.uk/content-design/>   + If creating a PDF activity, [this government page](https://www.gov.uk/guidance/how-to-publish-on-gov-uk/accessible-pdfs) has advice on creating accessible documents. | Low |
| Copyright violations | * Anyone appearing in a video (whether visual or audio) should sign [a media consent form](https://i.emlfiles4.com/cmpdoc/1/3/2/7/9/2/files/8273_adult-contributor-release-form_nov-2020.pdf?utm_campaign=newsletters&utm_medium=email&utm_source=192900_Cambridge%20Festival%20November%20Update%20&dm_i=6DCF,44UC,1G1HZZ,H7I1,1) in advance * Any content that appears in a video (e.g. images, videos or sounds) which does not belong to the person presenting it needs to have the appropriate permission to share it. | Low |
| Participant makes a disclosure or raises other safeguarding concern | * Event organisers, moderators and presenters should never use personal accounts to communicate directly/privately with audience members. * At least one person involved in the event/activity organisation or delivery should be aware of how and when to report safeguarding concerns, as laid out in the [University Safeguarding Policy](https://www.hr.admin.cam.ac.uk/files/children_and_adults_at_risk_policy_v3_final.pdf). * Anyone can report or discuss concerns about a child’s welfare anytime. Contact the NSPCC Child Protection Helpline (24 hours): ● Tel: 0808 800 5000 ● Textphone: 0800 056 0566 ● Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk) | Low |
| Breach of data security | * Check whether the platform to be used is GDPR compliant * Check whether the presenter(s)/moderator and event organiser devices have current security software. | Low |
| An online event needs to be cancelled at short notice | * If the event has been booked in advance, the coordinator will liaise directly with attendees through their chosen booking system and notify the Festival team ([cambridgefestival@admin.cam.ac.uk](mailto:cambridgefestival@admin.cam.ac.uk)) as soon as possible so that the online programme can be amended. * If the event has not been booked in advance, the coordinator needs to notify the Festival team as soon as possible, so the online programme can be amended. | Low |

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| Name of assessor/event co-rodinator: | Signature: | Date: | Supervisor/ Safety Officer: | Signature: | Date: |

**Please complete and adapt this risk assessment to suit your specific event or activity. In order to benefit from the University’s Public Liability Insurance, the completed form must be signed off by your Safety Officer before being submitted to the Public Engagement Team.**

**The deadline to complete and submit a risk assessment to the Public Engagement Team via** [**this survey**](https://www.surveymonkey.co.uk/r/XPFNNDG) **is 22 January 2021.**

**Before your event takes place, please ensure that this risk assessment is circulated to all staff and volunteers involved in running this event so that they may familiarise themselves with arrangements.**

**Contact the Festival team at** [**CambridgeFestival@admin.cam.ac.uk**](mailto:CambridgeFestival@admin.cam.ac.uk) **with any questions**