



MARCHES FAMILY NETWORK RISK ASSESSMENT FORM



Assessment No: 1 Assessment Date: 25/09/2023 Re-assessed Date: 25/09/2024	Location/Venue: Online Assessor's Name: Kerry Williams	Persons involved in/affected by risk: MFN staff, online trainers and attendees	Individual assessments required (Person's Initials)/Additional assessments required: Reasons for individual/additional assessments:
Task/Activity/Area Assessed: Online training session.			

Hazards Identified	Current Control Measures in Place	Likelihood (with current control measures in place)	Severity of Injury	Assessed Band	Action Required? Y/N
Risk of inappropriate online contact	<p>The host for the event will be a member of Marches Family Network staff.</p> <p>The host will have current safeguarding and online safety training.</p> <p>The host will enable attendees who have pre-registered to join the session.</p> <p>Screen-sharing should be restricted, and the 'Chat' facility will be monitored</p>	1	1	Minimal risk	N

Inappropriate sharing of personal information/contact details	Advise against oversharing personal information, including addresses, telephone numbers etc., at the beginning of the session. Make attendees aware if their personal information is visible.	1	1	Minimal risk	N
Unauthorised recording of sessions	Ensure all attendees are aware that the session must not be recorded by any person.	1	1	Minimal risk	N
Inappropriate clothing/setting for sessions	Clear guidelines will be issued to all attendees regarding wearing suitable clothing and suitable location for accessing meeting	1	1	Minimal risk	N
Safeguarding or wellbeing concerns	A register of attendees and their contact information will be held by MFN in case we need to contact them regarding a safeguarding or wellbeing concern.	1	1	Minimal risk	N
Inadvertently providing access to personal information	The Zoom session should be accessed via Zoom accounts or e-mail accounts, not via social media sites	1	1	Minimal risk	N
Using Personal Meeting ID to host public events	Deliver sessions using an MFN account rather than a personal account.	1	1	Minimal risk	N
Uninvited/unknown person(s) gaining access to the session	Establish a 'waiting room' and do not allow attendees to join the session before the host. Only the host can admit pre-registered attendees to the session. Send passwords for the session to all attendees.	1	1	Minimal risk	N
Security/privacy issues related to Zoom software	Do not publish links and passwords to the session on social media sites or public forums.	2	1	Minimal risk	N

	<p>Only share link to the session in secure e-mails to valid contacts.</p> <p>Advise attendees not to pass on the link and password to other people.</p>				
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Risk Rating			Rating Action Bands		
Likelihood	X	Severity of Injury	=	Assessed Band	Control Measures
Most Unlikely (1)		No Injuries (1)		Minimal Risk (1 or 2)	Maintain existing measures
Unlikely (2)		Minor Injuries (2)		Low Risk (3 or 4)	Review control measures
Likely (3)		Serious Injuries (3)		Medium Risk (6 or 8)	Improve control measures
Very Likely (4)		Fatality (4)		High Risk (9, 12 or 16)	Improve control measures immediately and consider stopping task/activity or using venue until the risk is reduced
To establish the risk rating multiply 'Likelihood' by 'Severity of Injury'					

Action Required:	Action Completed (Name and Date):	Review Date:
Completed by (Name): Kerry Williams	Signature: <i>K J Williams</i> 25/09/23	
Reviewed by (Name): Rae Chambers	Signature: <i>Rae Chambers</i> 28.9.23	