

Appendix 2: Online Event Safety Risk Assessment Checklist

Part 1: General Information										
Event Name:					Date of Event:					
Start time:					End time:					
Event Organiser's Name(s):										
Event online platform: <i>e.g. Zoom, Microsoft Teams etc.</i>										
Event Description:										
Type of Event: <i>e.g. Conference, webinar, live stream event, hybrid event.</i>										
Participants:	Delegates		Students		External		Children		Other	
Committee and or other participants <i>e.g. contractors, suppliers etc.:</i>	Employees		Students		Contracted Services (internal i.e. University staff)		Contracted Services (external)			

PART 2: Risk Assessment

NB: Only the subject hazards that are relevant to the event need to be completed

	Hazard likely for this event Y/N	What is the specific hazard?	Standard control measures in place	Additional control measures required for this event?		
				What additional action is required to eliminate / reduce or control this hazard?	Who is responsible for carrying out this action?	Date completed
Online Event hazards		Security of platform used (i.e.: Zoom / Teams).	Do not allow the invitation to be transferrable	Provide a password to all participants		
		GDPR Information governance risks	Consider if any data needs to be shared	Do not share any data sources without setting them up with a password first		
		Computer security (unauthorised access)	Supply password to all attendees to increase security online	Be aware of anyone trying to access a meeting half the way through		
		Reputational risk	Only correct and clear information should be shared	Ensure speakers and presenters are aware of reputational risk and advise them to act accordingly		

		Reliability of the technical equipment and platform used	Schedule a test prior to the event and ensure your device is fully working and reliable	Have a back-up presenter who can take over in the case of the initial presenter having a technical issue		
		Not providing a professional online experience for attendees	Rehearse ahead of going live and ensure all speakers are fully aware of the flow of content / slides / agenda			
		Uninvited attention e.g. intruders, offensive behaviour	Never share your personal meeting ID online and enable the waiting room feature (if using Zoom)			
		External hazards: e.g. power cut loss of WIFI	Have a back-up presenter who can take over in the case of the initial presenter having a technical issue			
		Online event accessibility	Request specific access requirements from attendees in advance of the event.	Ensure all relevant support mechanisms are in place (closed captions, good lighting for speakers etc.)		

