Newcastle University - Risk Assessment

Project title	Online workshops with Newcastle University Library		
Description of work activity	Online workshops for schools delivered by the Library Education Outreach Team		
Unit name	University Library	Location	The workhops will all take place on University approved, GDPR compliant software, equipment and servers to ensure the safekeeping and protection of participant's personal information.
Assessor	Gillian Johnston	Approver (Manager / Responsible person)	J. Taylor-Roe, Director of Academic Services and University Librarian
Date of assessment	23/03/2024	Review Date (2 years)	23/03/2026

	Hazards	Risks (Who might be harmed & how?)	Controls
1.	**Suitability and security of online platforms**	External parties being able to access online session Staff and student able to contact each other	- Workshops will only occur on Teams or Zoom via invite only - Students will not ordinarily be permitted to log on to the workshop individually – workshops will be delivered via the teacher's login and only students who are in the classroom with their teacher will be able to take part in the workshop unless agreed in advance e.g. Education Health Care Plan - If a student does need to join individually this is agreed in advance with the teacher and the teacher remains responsible for the students during the workshop. The teacher will forward the invite to the student and they will not be allowed into the online workshop until the teacher is already present. - There will always be two members of the Education Outreach team present at every workshop - Only teachers will receive invite to online workshop. Where several groups will be joining the workshop from different classrooms, emails of teachers attending will be shared in advance and only those agreed emails will be able to access the online workshop - The Education Outreach team will use the waiting room facility to provide a further check to ensure that only invited teachers are able to join the workshop - Chat is monitored by teacher - Teachers must remain present in the workshop at all times and are responsible for managing the workshop from their end - Each workshop will be a new meeting, with it's own unique meeting identification

	Hazards	Risks (Who might be harmed & how?)	Controls
			• If an unauthorised party does join the online meeting, the Education Outreach team will end the workshop for everyone immediately
2.	**Selecting appropriate staff to work on the event**	Staff not having a valid DBS check Staff not having received training in safeguarding children	• All online workshops will be delivered with at least two members of the Education Outreach team, who are all DBS checked • Relevant training is delivered to those delivering online workshops by the Education Outreach Officers
3.	**Personal information & location of work**	Participants being able to identify the personal details of a member of staff from items seen whilst on a video call Inappropriate items visible in the background when on a video call	• Relevant training will be given to staff to ensure consistency across all online work with participants • 2 members of the Education Outreach team will be present at all online workshops • Wherever possible workshops will be delivered from the University campus • Where possible a blurred or official university background will be chosen for screen background
4.	**Inadequate Code of Conduct for participants**	Participants unaware of rules and regulations for partaking in the online event Participants accessing harmful content when participating in online event	• Education Outreach team will share pre-online workshop information with teachers at time of booking • Only the Education Outreach team and teacher can access and share content in workshop • Content is agreed between Education Outreach team and teacher in advance of the online workshop
5.	**Data Breach**	Staff, student ambassador or participants personal information being compromised	• Newcastle University's policy for data breaches, including logging the breach and subsequent actions will be followed in the event of a data breach and the Data Manager will be informed • Only Teams and Zoom will be used for delivering online workshops, each session will be a fresh invite, with its own unique identity • Staff will use institutional email address at all times • University equipment supplied by NUIT will be used to ensure additional levels of security

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6.	**Film and Photography**	Staff or members of the public (school children, school staff and parent helpers) may be filmed and photographed during the session and this could potentially be shared online	• Online workshops will not be recorded and no photographs taken by either the Education Outreach team, teachers or students • Event organisers will discourage the use of mobile phones by students during sessions. Please note the University is not responsible for photography/film taken by students or teachers during an event

Additional Controls (is there anything you need to plan for?)	Who	Target Date	Completion Date
	[Insert Name]	Click or tap to enter a date.	Click or tap to enter a date.

Emergency procedures

- The event organisers are Newcastle University Education Outreach Team. If an unauthorised party does join the online meeting, the Education Outreach team will end the workshop for everyone immediately. If a data breach occurs Newcastle University's policy for data breaches will be followed, the breach logged and the University's Data Manager will be informed.

Signature of Responsible Person (Double click on the signature box below)

Jillian L Taylor-Roe, Director of Academic Services and University Librarian, 23 March 2024