# Ri Online Masterclasses: guide to creating a risk assessment

### *Risk assessment for Ri Masterclasses*

Assessing risk and identifying mitigating actions is imperative for any event, regardless of whether they are online or face-to-face. Masterclass organisers will need to work with their venue organisation to create one for their Masterclasses, incorporating venue procedures such as responding to emergencies. Risk assessments must be shared with Masterclass supervisors in advance, with the provision of training in the routine and emergency procedures listed.

Your risk assessment is a working document for your Masterclass supervisor to use. It should only reference procedures and documentation that they can access, are familiar with and have been trained in (for example, do not list the Ri organiser handbooks unless your supervisor has access to and a working knowledge of these).

Please ensure all appropriate safeguarding measures are in place and attending adults are appropriately trained for their role.

*Risks and mitigating procedures - quick access to Ri procedures*

Table 1 below lists a set of risks the Ri has identified for online Masterclasses. These are specific to safeguarding, health and safety and data protection risks. The relevant sections of the Ri handbooks for organisers and supervisors are listed in table 1 for easily access to the supporting material. We hope this table is a useful tool for organisers to create their own risk assessment, demonstrating how they can use the Ri handbooks to assess and mitigate risks.

These risks are specific to students joining on a device at home, not for school groups observing livestreams in a classroom (normal school procedures apply for the latter).

Most risks for online activity with children focus on safeguarding, as shown in table 1. Other risks do exist, e.g. reputational and financial. Please see our handbooks 4 and 5 to help you mitigate for these if you are planning to fundraise or undertake any publicity for your Masterclasses.

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| If you think your organisation already has an RA and procedures that covers this activity, check it covers all aspects in table 1 and contact us if unsure. You can also contact us if you would like someone from the team to run through our procedures with you and identify how to apply them to your Masterclass activities. [masterclasses@ri.ac.uk](mailto:masterclasses@ri.ac.uk) |

*Risk assessment template*

There is a template at the end of this document that you can use. The second page of the template gives you guidance on how to quantify or score the risks, and a table of action ratings.

### Ri Online Masterclass documentation listed in table 1 below

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| *Ri Organiser and contributing adult documentation list* |
| Ri Online Masterclasses: <https://www.rigb.org/education/masterclasses/organiser-resources/online-masterclasses>   * Ri Online Masterclasses Handbook for Organisers: Safeguarding and Best Practice * Consent forms for parent/carers   Organiser Handbooks: https://www.rigb.org/education/masterclasses/organiser-resources   * Handbook 3 – data protection * Ri safeguarding policy |
| Supervisor and contributor guides for safeguarding etc. <https://www.rigb.org/education/masterclasses/contributor-resources/online-masterclass-resources>   * Supervisor handbook * Adult attendee guides – helper and speaker * Ri safeguarding policy |

### Table 1. Ri Online Masterclasses: Summary of risks and mitigating procedures

| **Example Risks SAFEGUARDING** | **Example mitigation, based on Ri guidance** | **Ri Handbook and documentation - organiser** | **Ri guidance and documentation -supervisor** |
| --- | --- | --- | --- |
| Unsafe online platform: harm (emotional) to a Masterclass attendee | *Organiser responsibilities include*   * Follow rules on which online platforms to use * Use settings required to make the platform/environment safe e.g. disable private 1-1 text communication * Ensure supervisors are familiar with platform and all features needed for safety of students | section 2.2 | sections 2.1 and 3.1 |
| Disruptive intruder: harm (emotional) to a Masterclass attendee | Oversee attendance and ensure the correct students attend event  *Organiser*   * Use of Ri consent forms * Set up Masterclass sessions with enabled safety features such as waiting rooms and the ability to remove participants   *Supervisor*   * Use of student register (and save as a record) * Use waiting room function at start to manage attendees * Know how to remove a participant from the events | Ri consent letters and register templates  Handbook, section 2.3 | section 2.1.1 |
| Inappropriate behaviour: harm *(cont.)* (emotional) to a Masterclass attendee | Oversee behaviour and adopt Code of Conduct  *Organiser*   * All attendees, both students and adults, given Code of Conduct (CoC) in advance   *Supervisor*   * Outline series expectations at the start of first session e.g. be kind, follow code of conduct, brevity and politeness in chat facilities. * Share link to CoC again at start * Lead supervisor takes responsibility for CoC violations, and knows how to block messages (if possible) or remove attendees | Handbook, section 2.4 | section 2.2 |
| Ri Codes of conduct:  Adults and year 7+ <https://www.rigb.org/education/masterclasses/get-involved/attending/online-masterclasses-code-of-conduct>  Primary students  <https://www.rigb.org/education/masterclasses/get-involved/attending/online-primary-masterclasses-code-of-conduct> | |
| Inappropriate behaviour from adults (helpers, speakers, etc.): harm (emotional) to a Masterclass attendee | *Organiser*   * Attending adults other than supervisors and organisers to be provided with listed documentation/guidelines.   *Supervisor*   * All attending adults’ details recorded at each session on adult register * Adults to be given short safeguarding induction at start if no previous experience (covering: no photography/video recording rule, report anything of concern, no direct messaging students) | Ri Safeguarding Policy for Children (SPC)  https://www.rigb.org/home/safeguarding-policies  Ri guidance and code of conduct for all contributors <https://www.rigb.org/education/masterclasses/contributor-resources/online-masterclass-resources> | |
| Lack of supervision: harm (emotional) to a Masterclass attendee | Organisers and supervisors to follow listed documentation/guidelines.  *Organiser*   * Recruit supervisors to oversee all Masterclasses * Offer safeguarding training to supervisors (e.g. via Ri or NSPCC) – for newcomers and/or as refresher course. * Ensure all supervisors have a DBS/PVG/Access NI check * Ensure enough supervisors present so that every virtual Masterclass room/breakout-space has at least one supervisor at all times. *(cont.)*   If any adult has the functionality to directly message students (e.g. a speaker who needs to be co-host to share slides), please treat as a supervisor and cover above points for them.  *Supervisor*   * Review Ri and venue documentation prior to start of Masterclasses. Ask for training/induction if unsure of any element of supervision * All supervisors to save the chat from each session and send to nominated organiser. This includes all breakout room chats and direct messaging chats between any supervisor and student. | Online handbook, sections 2.5, 2.6 and 2.7 | Online guidance section 2 and 5 |

| **Example Risks HEALTH & SAFETY** | **Example mitigation, based on Ri guidance** | **Ri Handbook and documentation - organiser** | **Ri guidance and documentation -supervisor** |
| --- | --- | --- | --- |
| Health and accessibility issues  Participation problems (injury, illness, or inclusion requirements not being met): Physical or emotional harm | *Organiser*   * Organiser to gather information on any health conditions or accessibility needs relevant to the Online Masterclasses on consent forms.   *All adult contributors*   * Organisers to work with speakers and supervisors to adapt sessions for students with additional needs where applicable (Ri Masterclass team to be asked for support with this if needed) * Supervisors and speakers to give appropriate warnings e.g. flashing video, being mindful of the space around them if moving around. | Online handbook section 2.8 | Online Guidance  section 2.1.2 |
| Injury  Harm via accident/injury using equipment | *Organiser*   * Contact speakers in advance to arrange for risk assessments of the activities, if needed (e.g. if sending kits out to students that include an activity where risks are greater than those of normal school classroom activities) * Share risk assessments (written) with supervisor   *Supervisor*   * Review mitigating actions for activities with speakers before session start, and ensure these are communicated to attendees | Organiser will need session-specific documentation or verbal announcement created by speaker. Share with supervisor. Note: unlikely this will be needed for online unless sending specialised kit out to students. | |

| **Example Risks DATA PROTECTION** | **Example mitigation, based on Ri guidance** | **Ri Handbook and documentation - organiser** | **Ri guidance and documentation -supervisor** |
| --- | --- | --- | --- |
| **Data protection**  Loss of data, mishandling data and breach of regulations | Appropriate procedures in place to handle all data in accordance with legislation.  *Organiser*   * use current Ri consent forms to gather data and consent, and share Ri privacy statement with parent/carer   *Organiser and supervisors*   * follow procedures to protect the data provided by families * no photography or saving of online video recordings (unless a Joint Data Controller Agreement is in place with Ri prior to event and recording has been agreed with the Ri Masterclass team) | Ri Masterclass Handbook 3  Organiser handbook, section 2.9 | Organiser will need to provide supervisor with verbal or written procedure on how to handle student emergency contact data and sensitive data |

# Ri Masterclass Risk assessment template

**Risk Assessment for Online Masterclasses: [Series name]**

**Task:** **Online conferencing platform used:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Those at risk** (please tick) | Ri Staff/ Volunteers | Speakers | Participants | Visitors | Others |
|  |  |  |  |  |

| **Risk** | **Documentation/ guidelines**  (reference Ri and venue-specific document as necessary) | **Mitigation**  Add specific actions/responsibilities for those with responsible roles at Masterclasses e.g. supervisors | **Likeli-hood** | **Likely severity of impact** | **Current risk** |
| --- | --- | --- | --- | --- | --- |
|  |  | Appropriate safeguarding and accessibility measures in place. |  |  |  |
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| ADD EXTRA ROWS AS NEEDED |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **Likelihood** |  | **Likely severity of impact** |  | **Current risk** |  |
| Certain | 5 | Death or total destruction | 5 | **Multiply Likelihood and Severity of impact to get Current Risk rating** | |
| High | 4 | Major injury or damage | 4 |
| Medium | 3 | Serious injury or damage | 3 |
| Low | 2 | Minor injury or damage | 2 |
| Very low | 1 | Negligible | 1 |

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| --- | --- |
| **Action Rating** | |
| **10 and above** | **The work is too dangerous and should not be undertaken** |
| 8 or 9 | The work is high risk. Those undertaking the work must be fully competent and experienced for the type of work, equipment to be used and fully understand all risks present. |
| 5 or 6 | Moderate risk Workers must be fully competent for the type of work and risks present, or under competent supervision. |
| 4 | Low risk. Those undertaking the work must be aware or be made aware of the risks and mitigation measures required. |
| 2 or 3 | Slight risk. Those undertaking the work should be aware or be made aware of the risks and mitigation measures required. |
| 1 | Insignificant risk. Activity suitable for all workers |

**Prepared by:**

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date prepared \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_**

**Checked by (venue organisers):**

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Review date set as \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_**