

Pawsitive Squad CIC - general risk assessment for virtual group sessions

Risk assessment completed by: Heather Pyne Date last reviewed: 22/03/2022 Next review due by: 1/03/2023		General risk assessment for Pawsitive Squad virtual sessions including assistance dog classes, therapeutic pets sessions, therapy dog training sessions, virtual camps and workshops and bespoke package sessions.					
Risk Description	Who is at risk	Likelihood 1-5	Impact of risk occurs 1-5	Overall risk LXI 1 - 25	Responsible for managing risk	mitigating action	Risk acceptable?
Accidental personal/secure data sharing between service users/ staff & service users due to accidental screen sharing of wrong documents, users not changing their display names from other roles (eg. Accessing under their business/school name)	service users, staff, volunteers	2 Low	3 Low	6 Low	staff, volunteers & service users	Close all non session related documents to prevent accidental sharing, ensure computer screen backgrounds are appropriate , use waiting room, ask clients to ensure they change screen names if use zoom account for multiple roles, staff have separate business zoom account, ban on screen shots, photographing or recording any session. Screen share controlled by host. Sessions held in secure environments, if outside the screen must be supervised at all times and not in view by any members of public.	YES
Accidental personal/secure data outside of Pawsitive Squad members including insecure meetings, imposters, zoom bombing etc.	Service users, staff, volunteers, public	2 Low	4 Medium	8 Medium	parents / carers	Meeting ID & password for closed sessions not to be shared outside of clients. Password changed on an 8 weekly basis or after any significant risk of breach. Waiting room used and clients must ensure screen name appropriate and accurate before being granted access. Passwords not to be recorded on shared devices.	YES
Unsupervised children risk of accessing inappropriate content online, injury to them or dog, damage to equipment.	Children	1 Low	3 Low	3 Low	staff, volunteers & parents/carers	Parent/ carer to indicate supervision present at the beginning of the session and upon request during session, if a child under 12 is present with no parental supervision throughout session, confirm adult is in house (if not, consider if safeguarding procedures need implementing based on age & needs) and ask child to bring the parent/carer to the screen to reiterate expectation of supervision.	YES
Face to face & setting visibility	service user, public, staff, volunteers	1 Low	3 Low	3 Low	staff, volunteers, service users	Identity of all present confirmed at start of session & user ID matching registered clients. Service users able to see host at start of the session. Appropriate location selected for sessions by all participants, ensure any private information is not visible.	YES

<p>Injury during activities - trips & falls, burns, spills, damaging household property, injuring dog, self or other household member</p>	<p>any member of household including pets</p>	<p>2 Low</p>	<p>4 Medium</p>	<p>8 Medium</p>	<p>service user (parents & carers), trainer & other household members.</p>	<p>All household members to be told when session taking place and where and reminded dog may be off lead and moving fast. Service users reminded to clear a space before/ at the start of any session, specific risks related to specific activities (such as tripping over lead) disclosed and risk management suggestions made by trainer. Hot drinks to be out of the way during sessions, any spills promptly cleaned up. IF sessions are 1:1, parent or carer supervision required for the duration of the session with young people under 18 years old.</p>	<p>YES</p>
<p>Distress due to unintentional nudity, swearing, shouting or violence etc caught on camera/ audio during session</p>	<p>any member of household, staff, service users, volunteers</p>	<p>2 Low</p>	<p>4 Medium</p>	<p>8 Medium</p>	<p>household members, service users & staff</p>	<p>Service users reminded that everyone in the house must be aware the session is taking place, reminded the camera & microphone maybe on and therefore to dress appropriately and avoid using inappropriate language for young children during the session. All clients set to mute at start of session by trainer. If any evidence of neglect or abuse within the household, to or by any person in the household will be reported to the LADO and/or police for investigation, if concerned anyone is at immediate risk, call 999 immediately.</p>	<p>YES</p>