BRIDGEND U3A

ONLINE BASED RISK ASSESSMENT CHECKLIST

Name of u3a:	Date:
Name of person completing risk assessment:	
Interest group:	
Description of activity:	

This checklist is to help in the planning for an online group activity. This isn't an exhaustive list, so think carefully about any specific risks you may encounter. It is likely that you will need to add to this risk assessment checklist. This form can (and should) be altered to suit specific activity requirements.

Where you identify a particular risk you should note the actions you will take to reduce the risk. It's important to carry out a risk assessment before the activity takes place, and you can always add to this during the activity.

	Risk Assessment Checklist	**Yes**	**No**	**N/A**	**If no, what actions will you take to mitigate this risk**
Meeting arrangements	Is the host correctly set up for the meeting with the relevant permissions?				
	Do you have a password for your online meeting?				
	Have you checked that all attendees are registered to attend and removed any participants who are not members?				
	Is everyone using a secure internet connection (ie. do you have a Wi-Fi password)?				
	Have you turned off screen sharing for all attendees except the host? (This can be turned back on if needed)				
	Have you added your co-host at the start of the event in case of any internet issues?				
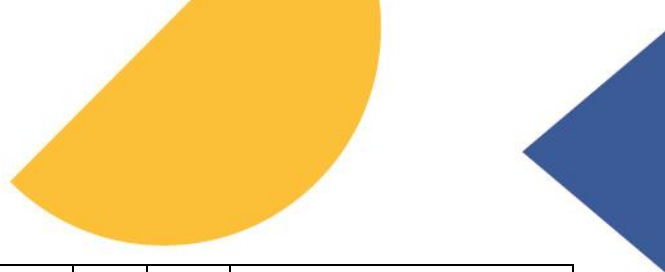
	Have members renamed themselves with their real names (and not their personal email addresses for example)?				
	Have you set expectations around zoom etiquette, including remaining muted when required to do so?				
	Have you enabled closed captioning/subtitles for those who are hard of hearing?				
Best Practice	Do all attendees have the correct link and any pre-meeting documents?				
	Have you explained the mute and 'camera off' functions?				
	Have you reminded everyone to mute themselves if they have a loud background?				
	Are you and/or the co-host monitoring the chat box?				
	Are you monitoring breakout rooms?				
	Have attendees been and been made aware of any post-meeting follow up?				

Other identified risks:	What will you do to mitigate the risk:

Version	Description	Date
Initial	Online Risk Assessment Checklist template	02/01/23
Review		Due January 2024