



## ONLINE-BASED RISK ASSESSMENT CHECKLIST

|   |              |
|---|--------------|
| <b>u3a name:</b> Mansfield & District u3a                   | <b>Date:</b> |
| <b>Name of person completing risk assessment checklist:</b> |              |
| <b>Interest Group:</b>                                      |              |
| <b>Venue address:</b>                                       |              |
| <b>Description of Activity:</b>                             |              |

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? |
|---------------------------|---|-----|----|-----|--|
| Risk Assessment Checklist | 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 (i.e., you have a wifi password)?                                |     |    |     |  |
|                           | Have you turned off screen sharing for all attendees except the host?<br>(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?                           |     |    |     |  |



|                       | <b>Risk Assessment Checklist</b>  | <b>Yes</b> | <b>No</b> | <b>N/A</b> | <b>If no, what actions will you take to mitigate this risk?</b> |
|-----------------------|---|------------|-----------|------------|---|
|                       | 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?                             |            |           |            |   |
|                       |   |            |           |            |   |
| <b>Best Practices</b> | 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?                                      |            |           |            |   |

| <b>Other identified risks:</b> | <b>What will you do to mitigate these risks?</b> |
|--------------------------------|--|
|                                |  |
|                                |  |

