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| Activity  | Zoom-based City Groups (online discussions) |
| Location(s) | Online |
| Date(s) |  |
| Adult holding overall responsibility |  |
| Number of adults  |  |
| Number of under 18s |  |
| Date of assessment: 14th January |  | Assessor 1:  | Assessor 2: |
| Date of review 1:  |  | Assessor 1:  | Assessor 2: |
| Date of review 2:  |  | Assessor 1:  | Assessor 2: |

|  |  |  |  |
| --- | --- | --- | --- |
| Likelihood (of a negative outcome)1 = Very Unlikely2 = Unlikely3 = Likely4 = Very Likely 5 = Almost certain | Severity of harm to a person1 = Insignificant Injury2 = Minor Injury requiring First Aid3 = Serious Injury (3 day injury equivalent)4 = Major Injury requiring hospital treatment5 = Fatal | Severity of harm to an object/organisation1 = Insignificant2 = Minor3 = Serious4= Disastrous5 = Catastrophic | Overall Risk  = Likelihood x Severity1 – 5 = Low Risk6 – 10= Medium Risk12 – 25 = High Risk |

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| --- | --- | --- | --- | --- |
| Nature of hazard | Who/What is at risk | Individual risk assessment needed | Risk Analysis | CommentsConsiderations. Reasons for continuing with a high level of risk. Changes to control measures required to reduce risk to acceptable level |
| Likelihood | Severity | Overall Risk  |
| Zoom link leaked to a wider audience than City Group | City Group members | ☐ | 3 | 1 | 3 | The City Group Zoom url will only be shared via the ChurchSuite app, email functionality or over a City Group WhatsApp (to which CG members have given their permission to be added). Even if leaked, the Waiting Room function (see below) increases security. If Zoom url is leaked, the City Group leader will contact joe.ogborn@citychurchcambridge.org.uk who will organise a new Zoom url.  |
| Online trolling via ‘Zoom-bombing’ and the spread of obscene images via virtual backgrounds or chat feed.  | City Group members | ☐ | 1 | 3 | 3 | The Zoom group has a Waiting Room and the host controls who is admitted to the main meeting. The Zoom host will only admit recognised users. If an ‘intruder’ does enter the online meeting, the host will remove them immediately.  |
| Online bullying and harassment. | City Group members | ☐ | 1 | 3 | 3 | The private chat feature has been disabled and, unless necessary, breakout rooms will contain a minimum of three ‘screens’ to reduce the potential for private, hurtful conversations.  |
| Sharing of private information  | City Group members | ☐ | 2 | 2 | 4 | Any private information should be removed from desktops or hidden in folders. If members do need to share their screens, they must do it via ‘application’ rather than ‘desktop’. Only necessary tabs should be open in Internet browsers.  |
| Unwanted recording of the meeting and sharing via social media channels | City Group members | ☐ | 1 | 2 | 2 | Zoom recording is disabled. Zoom hosts will ask members to avoid taking screen or mobile recordings and photos of the meeting.  |
| Distribution of viruses via the file transfer.  | City Group members | ☐ | 1 | 1 | 1 | Any planned file sharing should take place by Dropbox, GDrive or other shared storage platform if at all possible. Most City Groups will not require file sharing, and if a file is shared, a member needs to say what it is that they are sharing. It’s unlikely that, given the strong relationships between group members, there is any maliciousness towards one another.  |
| A significant pastoral concern comes to light |  |  | 3 | 3 | 9 | An open and honest City Group discussion could lead to awareness of major pastoral concerns that are not being supported. It is therefore important that city group leaders are familiar with the process for raising pastoral concerns within City Church – either initially to Joe or direct to the Pastoral Care Team. Leaders need to feel comfortable in what to do in those situations and we want members of the group to be suitably supported. |
| Harm/Lack of support for a vulnerable adults |  |  | 2 | 2 | 4 | City group leaders need to know the correct contacts for raising concerns over support for vulnerable adults and should be familiar with the correct safeguarding processes. |

All City Group leaders have agreed to abide by the Zoom guidelines for online safety and safeguarding, last updated on Friday 24th April 2020.

If you have identified more hazards, please complete an additional form.

Please save this completed form and email a copy to office@citychurchcambridge.org.uk