

VIRTUAL ACTIVITIES RISK ASSESSMENT

LOCATION: ZOOM, YONESCAT VR PLATFORM	ACTIVITY: Workshops, Seminars, Showcase, Virtual Exhibition space.
DATE CARRIED OUT: 24.06.21	
CARRIED OUT BY: Erduan Xhaferi	REVIEW DATE: 26TH FEBRUARY 2022

Virtual Activities Risk Assessment

HAZARDS	WHO IS AT RISK	CONTROLS REQUIRED	RISK LEVEL	WHAT NEEDS TO BE DONE	ADDITIONAL CONTROL
Revealing Names	<ul style="list-style-type: none"> Public Staff 	<ul style="list-style-type: none"> Setting by host at the outset of the online session prevents the audience names appearing on screen. 	Low	Monitor and Maintain	
Face to Face Visibility	<ul style="list-style-type: none"> Public Staff 	<ul style="list-style-type: none"> Setting by host at the outset of the online session prevents audience face-to-face visibility. 	Low	Monitor and Maintain	
Non Encrypted Data	<ul style="list-style-type: none"> Public Staff 	<ul style="list-style-type: none"> Zoom Cloud content is encrypted by zoom technicians. Sessions set up for no recordings YoHubs VR Scene Encrypted by the developers. 	Low	Monitor and Maintain	
Dance workshops	<ul style="list-style-type: none"> Public Staff 	<ul style="list-style-type: none"> All Participants Must have a clear space approx 3m area and free of obstacles. Must wear correct footwear and apparel to move. 	Low	Monitor and Maintain	
Insecure Meetings	<ul style="list-style-type: none"> Public Staff 	Setting by host as follows: <ul style="list-style-type: none"> The sessions are private and requires a password or private link to enter. ID or Passcode are not shared on social media. Switch off the ability for people to attend the session before the host. Activate (waiting room) feature and allow only those invited into the session. The session is locked once those invited attend or after 10mintues 	Low	Monitor and Maintain	

		<ul style="list-style-type: none"> • Checking off from list to ensure all those invited are present. • Screen sharing is controlled by the media host. • Mute participants on entry • Private chat Off • Allow removed participants to rejoin off • Removed participants can join future meetings if correctly booked • Meeting rules are the same as in physical meetings and are explained at the start of each meeting. • Only those booked onto the session and pre-registered with the youth service will be allowed to attend. 		Monitor and Maintain	
Unsupervised Young people	Young people	<ul style="list-style-type: none"> • Host ensures those attending the meeting are invitees only and pre-booked. • Host rejects names that are not on the official list to attend. 	Low	Monitor and Maintain	
Personal Email	Staff	<ul style="list-style-type: none"> • Register on Zoom with staff email only. 			
Unplanned Scheduling or live broadcast.	Staff Public	<ul style="list-style-type: none"> • Young people's event Zoom hosts are staff members • Yonescat staff will only broadcast VR event. • Only trained staff to set up Zoom meetings and yonescat will operate the VR platforms. 	Low	Monitor and Maintain	

Anyone not adhering strictly to the guidelines will not be allowed to attend any workshops or sessions.