

Likelihood	Severity		
Extremely unlikely	1	Minor injury (first time visit)	1
Unlikely	2	Moderate injury (lost time accident)	2
Likely	3	Serious injury (RIDDOR reportable)	3
Extremely likely	4	Major injury (RIDDOR reportable)	4
Almost certain	5	Catastrophic injury (fatality)	5

		Severity				
		1	2	3	4	5
Likelihood	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25



RISK ASSESSMENT

Ref: BMM/LED/12	Plant/Location: British Motor Museum Dept/Area: LLL/Education	Activity/Process being assessed: Virtual Learning Sessions for Education Groups	Assessors: E Rawlinson, C Broader, A Bruneau	Issue Date: Dec 2021 Review Date: Jan 2024
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Task	Hazard	Persons Affected	Risk	Current Control Measures	Current Risk Rating (L x S = Total)			Revised Control Measures	Revised Risk Rating (L x S = Total)		
					L	S	T		L	S	T
Virtual education session over video conferencing platform	Safeguarding	YP	Images of young people not secured.	No virtual session is recorded or screenshots to be taken unless agreed with the school in advance for marketing purposes. All Learning Team staff are DBS checked every 3 years. Schools to be informed that there should be at least 1 member of staff in the room with the children at all times during the virtual session.	1	3	3				
Virtual education session over video conferencing platform	Safeguarding	YP	Young people accessing inappropriate content online.	Schools to be informed that there should be at least 1 member of staff in the room with the children at all times during the virtual session. Schools to have their own safeguarding procedures in place for school equipment internet use.	1	3	3				

Virtual education session over video conferencing platform	Safeguarding	YP/OP	Issues identifying Learning Team staff over video conferencing platform.	All Learning Team staff to wear a lanyard or badge with their name clearly displayed. Schools to be informed that there should be at least 1 member of staff in the room with the children at all times during the virtual session. Video contact will be made through a secure link sent from the British Motor Museum via email.	1	3	3				
Virtual education session over video conferencing platform	Safeguarding	YP/OP	Inappropriate communication	All sessions will take place through secured school equipment and platforms not students' personal equipment or email addresses. Under no circumstances should teachers', students' or Learning Team members' private email addresses, social media or contacts be shared. Video contact will be made through a secure link sent from the British Motor Museum via email.	1	3	3				
Virtual education session over video conferencing platform	Safeguarding	YP/OP	Inappropriate communication	There will be no 1:1 contact between BMM staff and pupils. If a very small group session is planned, a member of school staff must remain visible onscreen with the child/children at all times during the virtual session. This will be made clear to schools beforehand.	1	3	3				
Virtual education session over video conferencing platform	Safeguarding	YP/OP	Professional standards	Online classrooms must be regarded as an extension of the physical classroom and the safeguarding expectations which pertain to this such as professional communication, attire and language.	1	3	3				
Virtual education session over video conferencing platform	Safeguarding	YP/OP	Teaching environment not suitable and images of young people not secure.	Learning Team staff will ensure that teaching takes place in a BMM room where visitors/other staff members cannot see or hear content over the screen or speakers. Staff will use headphones and microphones where possible.	1	3	3				

Persons affected:
OP - operator M - maintenance OE - other employee C - contractor V - visitor T - trainee YP - young person PW - pregnant worker

Date Revised.	Reason for Revision.	Name