

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/17	Plant/Location: British Motor Museum	Activity/Process being assessed: Use of IT for Learning Groups	Assessors: E Rawlinson, C Broader, A Bruneau	Issue Date: January 2026
	Dept/Area: LLL/Education		Review Date: Dec 2026	

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 and permission form signed. 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		

Use of own devices during photography or HAF clubs	Safeguarding	YP/OP	Spread of disinformation (deliberate creation and spread of misleading content) and misinformation (unintentional spread of misleading content)	Young people will be supervised at all times when using their own devices. Devices will be removed from students when not needed for learning activities and kept safely by BMM Learning team. Students will be made aware of expectations of use of devices before the sessions begin.	1	3	3		
Use of BMM Learning iPads	Safeguarding	YP	Spread of disinformation (deliberate creation and spread of misleading content) and misinformation (unintentional spread of misleading content)	All iPads will be locked by the BMM IT team so that they cannot access the internet, social media or email facilities. Should the internet be needed, appropriate filters will be on search engines. All iPads will have Bluetooth connectivity turned off. Young people will be supervised at all times when using the iPads	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