u3a Name:	**Date:**
Name of person completing risk assessment checklist:	
Interest Group:	
Description of Activity:	

ONLINE-BASED ACTIVITIES RISK ASSESSMENT CHECKLIST

This checklist is to help in the planning for an online group activity. This isn't an exhaustive list, so think carefully about any specific risks you may encounter. It is likely that you will need to add to this risk assessment checklist. This form can (and should) be altered to suit specific activity requirements. If you require support with zoom, this is available through our Zoom tutors.

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? (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?				
	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?				
Best Practices	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?				

Other identified risks:	What will you do to mitigate these risks?
