

Appendix A - Standard Risk Assessment Form

RISK ASSESSMENT FORM

(BASED ON HSE "FIVE STEPS TO RISK ASSESSMENT")

PSD/School:	Outreach & Widening Participation	Work Area:		Date of Assessment:	August 2026
Assessor:	Sarah Berry	Signature:	 Clare Allison, Head of Outreach & WP	Date of Review:	August 2027
RA Number:		Task:	Outreach/student recruitment activity being delivered online	Version:	2026/27

Brief Description/overview of what is being risk assessed:

Outreach and WP team activity being delivered to participants online, either pre-recorded or live.

		Likelihood				
Risk Rating		1 Very Unlikely	2 Unlikely	3 50/50 likelihood	4 Likely	5 Very likely/certain
Severity	1 Minor injury or minimal damage	1	2	3	4	5
	2 First aid injury or minor damage	2	4	6	8	10
	3 Injury resulting in hospital treatment/moderate damage	3	6	9	12	15
	4 Major injuring resulting in significant time off or major damage	4	8	12	16	20
	5 Life altering/fatal injury or irreparable damage	5	10	15	20	25

Risk Rating	Action to follow
Low	Current controls are adequate. Ensure controls in place are maintained.
Medium	Improve risk reduction measures within a specified timescale.
High	Stop or restrict the activity and make appropriate improvements immediately.

What is the Hazard?	Who is at Risk?	Existing controls?	Risk Rating			Additional Requirements?	Residual Risk Rating			Action/ Monitored by:
			Likelihood	Severity	Risk		Likelihood	Severity	Residual Risk	
Medical Conditions/ disabilities, additional educational needs <i>Inaccessible content for audience</i>	Predominantly students, but ambassadors and staff could also be affected	• Staff to ensure that any requests or additional requirements are considered when planning online outreach curriculum, including use of internet/ access to devices • All microphones should be muted when not in use to minimise disruption • Transcripts for pre-recorded material can be provided to participants upon request • Students are able to participate in live sessions with voice (speaking), in writing (using chat function) and/or using the nonverbal cues on Zoom/Teams • Visual aids are provided for all live outreach content	3	1	3	None				
Photography/unsafe internet/ smartphone use <i>Inappropriate images/ websites to be viewed/taken/ shared, content to fall into the hands of the wrong person. Images to be taken and used/ shared without appropriate consent</i>	Staff, ambassadors and students	• All OWP staff to be aware of the Outreach Photography and Recording Policy which covers the use of photographs and videos • Staff and ambassadors to ensure they have completed Data Protection and Safeguarding Training, which staff and ambassadors are required to re-take every 2 years • If photography and/or filming is required for pre-recorded online outreach content, for those aged 13-17 a	1	2	2	None				

[illegible]

		these photos/videos will be destroyed • Live online outreach sessions to take place via the University's Zoom account, or Microsoft Teams as appropriate • Consideration should be given to how the event is set up on Teams (i.e. webinar/live event). Setting up as a Teams <i>meeting</i> for young people is not advisable from a safeguarding perspective due to the ability to view full names and email addresses • Ambassadors are not to take any photos, screenshots or recordings during outreach sessions • Staff and ambassadors to undertake filming/live content against a plain/University branded background, or using a pre-set or blurred background if preferred • Staff/ambassadors to ensure device screen is clear of any personal/ identifying information (of self or others) or anything else that might be inappropriate when screen sharing with students • Student screen sharing and annotation functionality for live sessions is not permitted and will be prevented by the host • Participants below year 9 will have their cameras off when taking part in live content, unless staff/the school have obtained parental consent							
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		• Participants year 9+ can choose whether or not to switch their camera on during live outreach content • The presenter is able to turn participant cameras off if needed/preferred • Staff and ambassadors will generally keep their cameras on in live content • School staff/parents must be copied in to email correspondence with any student below year 9 • A member of school staff must be in attendance for any live outreach session that engages with students below year 9 • A member of school staff should also be asked to be present in all live online sessions for students year 9+ where it is possible to do so.							
Inappropriate behaviour (including safeguarding incidents)	Staff, ambassadors and students	• Adequate staff training, including Safeguarding training, which staff and ambassadors are required to re-take every 2 years • All Outreach and WP staff and ambassadors to hold a valid DBS check • Staff to adhere to the University safeguarding policies & procedures • At least one member of Kent staff to be present in any live outreach session to manage risk/monitor behaviour • Ambassadors to inform staff of any concerns they may have (if these are safeguarding concerns they should be followed up as appropriate with an LSO immediately following the session)	3	2	6				

		• Staff/ambassadors to complete relevant incident report forms where necessary • Staff and ambassadors should wear suitable (professional) clothing when taking part in live online activity • Staff/ambassadors to report any queries/ concerns/ incidents to a Local Safeguarding Officer as soon as possible • All live sessions will be recorded for safeguarding purposes. Participants should be informed that this is the case when the meeting invite is circulated, and that they will be saved for a period of 3 months for safeguarding purposes • Zoom/Teams will also display a message to inform participants of the recording, and at the beginning of the live outreach session, participants should again be told that the recording will be stored for 3 months for safeguarding purposes • Where live sessions are taking place on Microsoft Teams, meeting options must be set in advance to ensure that a waiting 'lobby' is in place for students, that the meeting is set to record automatically and that the meeting chat is set to 'in-meeting only' • A waiting room functionality has been automatically set for all live activity on Zoom • Staff and ambassadors should participate in live content in a place they will not be disrupted by others and where no inappropriate language will be audible							
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		• Staff and ambassadors will not participate in 1:1 sessions with participants unless explicit written consent is gained from the school in advance. In these instances, students should be of sixth form age only and ambassadors must have completed additional relevant training as appropriate. • Staff and ambassadors to use their Kent email address when participating in live content • Staff and ambassadors should not accept any personal invitations/forms of communication from students • 1:1 chat functionality on Zoom disabled • Staff, ambassadors and students should not accept any calendar/meeting requests that do not come from a staff (Kent) email address • Staff and ambassadors should ensure their display name is appropriate and use their name/preferred name only (students will be asked to do the same) • Students will only be admitted to live sessions if they/their school/college enrolled beforehand and their display name matches the enrolment list • School/college staff are invited to participate in all live sessions organised through their school/college • Ambassador Expectation of Behaviour document updated to include appropriate conduct in online sessions • Participants agree to code of conduct when signing up to							
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		online session on an individual basis (as opposed to through their school/college) • Staff to remove participants for inappropriate behaviour in live sessions, ensuring this is followed up with the school/college • Student screen sharing and annotation functionality for live sessions is not permitted and will be prevented by the host								
Data Protection Breach	Students, staff, ambassadors	• Staff and ambassadors to ensure they have completed the University's Data Protection Training, which staff & ambassadors are required to re-take every 2 years • All OWP to be aware of the Outreach Register Policy which covers the collection and management of personal data • Student registers for online outreach activities will be processed solely through Qualtrics (for students aged 13+) or HEAT, unless received directly from the school/college. Qualtrics must not be used to collect data from students under 13 years old (Year 7/8) • A Legitimate Interest Assessment (LIA) has been completed for the use of Zoom, and signed off by the Assurance and Data Protection Team • Ambassadors to be fully briefed and made aware of any sensitive information provided to them, including any data they may be asked to collect on the day such as register information	1	2	2					

		• All videos/photos to be uploaded and processed in accordance with the University's Data Protection Code of Practice. • Live outreach recordings must be stored in the designated folder on the shared drive and will be deleted after a period of 3 months (unless there are any safeguarding concerns, in which case recordings will be dealt with in line with the University's safeguarding policy) • Staff and ambassadors should ensure there are no identifiable items/ documentation nearby when filming content/on camera in live sessions • Any data protection breaches, or possible breaches, should be reported to the University's Data Protection Team and the APP Ops & Compliance Lead/Impact & Evaluation Officer as soon as staff become aware of the breach/possible breach							
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NOTE: Only competent persons shall undertake risk assessments, please Refer to the UKC Risk assessment Policy (010), Section 3.3.

Action Summary:

Action	Person Responsible	By when	Action complete (Y/N)

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