

ON-LINE BASED ACTIVITY CHECKLIST	
Date of completion:	
Person completing:	
Interest Group:	
Description of Activity:	

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.

HAZARD CHECKLIST	YES	NO	N/A	If no, what actions will you take to mitigate this hazard?
SECURITY:				
Is the host correctly set up for the meeting with the relevant permissions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a password for your online meeting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you checked that all attendees are registered to attend (and removed any participants who are not members)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is everyone using a secure internet connection (i.e., you have a wifi password)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

HAZARD CHECKLIST	YES	NO	N/A	If no, what actions will you take to mitigate this hazard?
Have you turned off screen sharing for all attendees except the host? (This can be turned back on if needed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you added your co-host at the start of the event in case of any internet issues?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have members renamed themselves with their real names (and not their personal email addresses for example)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you set expectations around zoom etiquette, including remaining muted when required to do so?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you enabled closed captioning/subtitles for those who are hard of hearing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
BEST PRACTICES:				
Do all attendees have the correct link and any pre-meeting documents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you explained the mute and 'camera off' functions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you reminded everyone to mute themselves if they have a loud background?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are you and/or the co-host monitoring the chat box?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are you monitoring breakout rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have attendees been and been made aware of any post-meeting follow up?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Other identified hazards:	What will you do to mitigate these hazards:

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