

# Risk Assessment for the use of Zoom for live streaming services and the provision of a recorded copy for later use.

The latest is Parish Risk Assessment and Policy for The Church of King Charles the Martyr Potters Bar and social media use for streaming and recording services.

Updated 17May2021

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Risk assessment template

<b>Church:</b> King Charles the martyr, Potters Bar	<b>Assessor's name:</b> Atalie Gaines	<b>Date completed:</b> 27/04/2021 <b>Updated :</b> 17/05/2021	<b>Review date:</b> Monthly
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Area of Focus	Risks and Controls required	Additional information	Action by whom?	Completed – date and name
<b>Recording and streaming services</b>	People who are in church to be made aware that the service is being live streamed and recorded	<p>The congregation will be made aware of this in an announcement at the beginning of the service and in the notice sheet/ weekly email. In the case of a funeral, the family will be expected to tell those attending in person that the service will be live streamed and perhaps also recorded.</p> <p>Signs in the church to make people aware.</p> <p>Those involved in live streaming or joining the service must have the opportunity to opt out and not appear on camera. Congregation in church should be made aware of where the camera is at the beginning of each service so that they have opportunity to sit behind it and therefore not be seen on screen.</p>	Minister leading service	



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		<p>The meeting host should enable the 'waiting room' to control participant entry to the meeting. Where the participants may not be people known to the Zoom host, the family of the baptism/ funeral family maybe asked to confirm who people are before they are allowed in.</p> <p>Where possible, the Zoom host should 'lock the meeting' when the expected participants are present.</p>		
	<p>Risk of people joining or making comments that are inappropriate on the comments section, speaking out loud or sharing inappropriate images</p>	<p>Where possible screen sharing should be set to 'host only'.</p> <p>It is the responsibility of the Zoom host to remove any participant from the meeting who may be causing disruption. Or to mute their sound or stop their video.</p> <p>The service leader should be made aware (if possible) during the service.</p> <p>If the person is known the Vicar and Safeguarding Officer should be notified so they can follow up.</p> <p>If not known the person should be blocked and not allowed to access future meetings without a conversation having been had with the Vicar and Safeguarding Officer.</p>	<p>Host/ Warden</p> <p>Vicar and Safeguarding Officer</p>	
	<p>Zoom issues</p>	<p>Software bugs or viruses allowing hackers to access the meeting.</p> <p>All Zoom users joining our meetings are to be encouraged to keep their installation of the Zoom software up to date (by accepting all prompts for updates Zoom users software update as soon as they are offered.)</p>	<p>All Host/ Warden</p>	
	<p>Sharing the recording of the service after the service</p>	<p>All baptism, wedding and funeral services will be routinely recorded and will only be shared with the family by agreement with the Vicar and those involved ie. Parents of baptism child, bride and groom, chief mourner.</p> <p>They will be stored on the cloud for a period of 21 days and if not requested after this date will be deleted.</p>		

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		<p>If Sunday worship and other church services are to be recorded, the congregation will be made aware of this in an announcement at the beginning of the service and in the notice sheet/ weekly email.</p> <p>The Zoom operator will then be responsible for sharing the recording after the service with the appropriate adult who requested it. They should then keep this recording in accordance with current GDPR guidance i.e. it should not be shared on social media without the written permission of those who are seen on screen.</p>		
	Leaving Zoom worship	Host to ensure that the meeting is closed after an appropriate time after worship. Host/ Wardens to let the wardens and vicar know of any issues.	Host/ Warden	