

03.3 Risk Assessment – Using Zoom

Woking Strokeability use Zoom for internal, private meetings / sessions. To ensure that only members or invited guests attend we expect all attendees to reveal their user names and enable their camera as a default.

What are the hazards?	Who might be harmed and how?	What are we already doing?	Do we need to do anything else to control this risk?	Action who?	Action when?	Current Status
Insecure Mtgs, Imposters, Zoom bombing	Members attending	<ul style="list-style-type: none"> All sessions run by host with full (i.e. paid for) license. Sessions require ID & password or private link to enter. ID & password are not shared on social media. Attendees required to show user name and enable camera Zoom content is encrypted end to end by default. 	Monitor situation.	Instructor, Inviter, Members	As necessary	On-going
Meeting codes passed to others	Members attending	All members are requested to keep Zoom session details private within Woking Strokeability.	Reminder provided in every invitation	Inviter	Every invitation	On-going
Private data shared	Members attending	Sessions are only recorded with the express permission of all attendees.	Monitor situation.	Instructor, Management	As necessary	On-going
Private data shared	Members attending	All members are requested to: <ul style="list-style-type: none"> Use a secure email and password for any Zoom account (i.e.do not log on via Facebook etc.) Ensure that any background area is free from private personal items like photographs /papers that they do not wish to share. 	Reminder provided in every invitation	Inviter	Every invitation	On-going
Inappropriate behaviour / language	Members attending	Asking members to be aware that Zoom sessions at members' homes are, to some extent, more public than our regular sessions. Zoom sessions can be seen / heard by a wider audience including carers and family members etc. Also to remember that: <ul style="list-style-type: none"> They may not know precisely who is attending the session. Any member of another's household may see your actions or hear your comments. 	Reminder provided in every invitation	Inviter	Every invitation	On-going



Members exceeding physical limits	Instructor	<p>Instructor to:</p> <ul style="list-style-type: none"> • At the outset request that all attending advise of any new medical issues at the start of session. • Remind participants not to exercise beyond their physical limits • Have the capacity to view the camera feed of all users when exercise taking place 	Monitor situation	Trustees, Instructor, Management	As necessary	On-going
Members exceeding physical limits	Members attending	<p>Members are advised that when taking part in any Issi World virtual training session to note that:</p> <ul style="list-style-type: none"> • Issi World strongly recommends that you consult with your doctor before beginning any exercise program. • Issi World is not a licensed medical care provider and as such has no expertise in diagnosing, examining, or treating medical conditions of any kind, or in determining the effect of any specific exercise on a medical condition. • If you engage in this virtual exercise or exercise program, you agree that you do so at your own risk, are voluntarily participating in these activities, assume all risk of injury to yourself, and agree to release and discharge Issi World from any and all claims or causes of action, known or unknown, arising out of Issi World or Woking Strokeability's negligence. 	Reminder provided in every invitation	Inviter	Every invitation	On-going