



Risk Assessment and Action Plan: Virtual Classroom

Risk	Risk Owner	Cause	Consequence	Controls	Control Owner	Risk Rating	Delegate decision to treat or accept the risk
Negative Interactions, leading un-safe online spaces for Big hART staff (NEO-Learning educators), teachers, and students.	April Phillips Creative Learning Producer	<ul style="list-style-type: none"> NEO-Learning staff, teachers and students not properly briefed regarding event Audience (students) not properly vetted or briefed on group norms: cultural safety and respect – which includes listening, keeping comments constructive, respectful language and acknowledgement that we all come from different walks of life. 	Civil action (Public)	<ul style="list-style-type: none"> Pre-program briefings to students with department of education references to state and national guidelines around appropriate behaviour online. Planning around online group norms and safety precautions put in place including non-public Meeting links Qualified and experienced NEO-Learning educators engaged Teachers and or school staff supervising students and lesson delivery 	Big hART team: NEO-Learning	Low (Rare/ Significant)	Accept
Poor participant experience and/or negative reaction from audience	April Phillips Creative Learning Producer	<ul style="list-style-type: none"> Lack of understanding of what is expected from participants Agreed outcomes not achieved 	Poor experience	<ul style="list-style-type: none"> Online workspaces assessed in consultation with stakeholders to be appropriate site for anticipated patron number bandwidth Appropriate and timely messaging to manage any negative responses 	Big hART team: NEO-Learning	Low (Rare/ Significant)	Accept
Poor participant experience due to technical issues	April Phillips Creative Learning Producer	<ul style="list-style-type: none"> Technical issues host or participants 	Poor experience	<p>Technical issues mitigated with a test connection/s made prior to the program</p> <p>All participants have stable internet connection</p> <p>Co-host support during class for any small technical issues.</p> <p>A hard-copy of virtual classroom made available on request</p>	Big hART team: NEO-Learning	Low (Rare/ Significant)	Accept

Risk Assessment and Action Plan: **Virtual Classroom**

Risk	Risk Owner	Cause	Consequence	Controls	Control Owner	Risk Rating	Delegate decision to treat or accept the risk
Safety for young people (participants) online	Sam Hawker Big hART National Producer	<ul style="list-style-type: none"> Big hART engages NEO-Learning educators who do not hold current WWC checks 	Safety of young people compromised	<p>NEO-Learning educators hold a current WWCC paid work clearance in state of residence and Western Australia.</p> <p>For your sessions, NEO-Learning educators are:</p> <p>April Phillips: WA - 2894107 (Exp 07 Nov 2023) NSW - WWC0444172E (Exp 05 Aug 2024)</p> <p>Mark Leahy: WA - 2626337 (Exp 22 Aug 2022) VIC - 1847389A-01 (Exp 21 Nov 2024)</p> <p>Alex Shain: NSW - WWC1761123E (Exp 08 May 2025)</p>	Big hART team: NEO-Learning	Low (Rare/ Significant)	Accept
Safety for young people (participants) online	April Phillips Creative Learning Producer	<ul style="list-style-type: none"> Participants are not vetted Meeting ID is made public leading to misuse of online location 	Safety of young people compromised	<ul style="list-style-type: none"> While host runs the session the Co-host and Teacher observe attendance in the virtual classroom and act to 'remove participant' for any unknown names Meeting ID is only released to participants at the time of the connection, ensuring it does not become public information. For virtual workshops a waiting room is enabled Teacher acts as moderator reviewing group norms are maintained throughout session. 	Big hART team: NEO-Learning	Low (Rare/ Significant)	Accept
Health and Safety hazards working on computers and devices	On-site classroom teacher	<ul style="list-style-type: none"> Set up of computer, device and or workspace does not adhere to safe and healthy standards Extended sessions with a lack of kinetic movement 	Health and Safety of young people compromised	<ul style="list-style-type: none"> Height, area and volume of workspace relative to height of student and size of device Maintain distance of viewing device of minimum 350mm maximum 750mm Keyboard placement in a position that allows the fore-arms to be close to the horizontal and the wrists to be straight. Demonstrate to students' steps involved to turning the screen brightness down to a comfortable level. 75 minutes maximum session 1-minute Kinetic activity in each 75 minutes session 	Big hART team: NEO-Learning	Low (Unlikely / Possible)	Accept

Risk Matrix

		Likelihood band	Likelihood band
Likelihood	Almost Certain	> 90 -100%	The event is expected to occur in most circumstances
	Almost Certain	> 90 -100%	The event will probably occur in most circumstances
	Almost Certain	> 90 -100%	The event will probably occur in most circumstances
	Unlikely	> 90 -100%	The event could occur at some time.
	Unlikely	> 90 -100%	The event could occur at some time.

