

Activity / Event: use of a digital camera	Date Assessed: January 2012	School: Shirley Primary School
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Assessor's Name: Hannah Kidney	Assessment Ref. No.:	Assessor's Signature:
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High Risk (Rate >7) – Unacceptable risk, take immediate action	Moderate Risk (Rate 4 – 6) - May or may not be an acceptable risk. Introduce & make all efforts to control/reduce risk	Low Risk (Rate 1- 3) – Risk may be acceptable, but consider possible low or no-cost improvements.
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A		B	C			D E F			G				H J K L				M			N P Q			R
Hazards (the potential for harm) arising from activity / event	Can the hazard be avoided? Y/N	Risks (Identify who may be harmed, how they may be harmed and how likely it is)	Risk level without controls			Existing controls (preventive and protective measures provided)	Risk level with existing controls			Risk level acceptable Y/N	Additional control measures required to reduce risk to acceptable level	Residual risk Level			Initials of Line Manager responsible for monitoring (G) and implementing (M)								
			Likelihood (1-4)	Severity (1-4)	Risk Level (1-16)		Likelihood (1-4)	Severity (1-4)	Risk Level (1-16)			Likelihood (1-4)	Severity (1-4)	Risk Level (1-16)									
Inappropriate images being taken	N	Children/adults could use the camera to take inappropriate images which are then shared with others	2	2	2	<ul style="list-style-type: none"> Staff and children sign a n AUP Staff sign a code of conduct and safeguarding policy e-safety policy in place – signed by staff cameras are kept by the teacher only children do not use camera without an adult's permission Cameras are not taken out of school 	1	1	1	Y													
Images being uploaded to public sites or available to the public.	N	Children are put at risk with images being saved onto personal computers and portable memory devices. Images are left on the camera's memory card.	2	2	2	<ul style="list-style-type: none"> Images are to be saved only on the school server Images are not to be saved on personal computers or portable storage devices of any kind Images are to be deleted from cameras before being returned to the central storage area Only members of this school are to operate the cameras 	1	1	1	Y													

Review Date	Review Date	Review Date	Review Date	Review Date
Signed Assessor	Signed Assessor	Signed Assessor	Signed Assessor	Signed Assessor