



Online & Virtual Session Risk Assessment Template

Optional Club Support Resource

Document Type: Template

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Session Details

Field	Details
Club / Organisation	
Session Type	Online Class / Virtual Coaching / Webinar / Meeting / Other
Platform Used	Zoom / Teams / Google Meet / Other
Lead Instructor / Host	
Date of Session	
Time of Session	
Assessor	
Age Group	
Expected Participants	
Review Date	

Purpose

This optional template is designed to help affiliated clubs and instructors identify and manage safeguarding, welfare, safety, and operational risks associated with online and virtual Taekwondo activity.

This includes:

- live online classes,
- virtual coaching,
- online meetings,
- webinars,
- and remote engagement activities.

The level of supervision, safeguarding, and communication should always remain appropriate to:

- participant age,
- activity type,
- and the online environment being used.

Risk Assessment Table

Hazard / Risk	Risk Level Before Controls	Who May Be Affected	Control Measures	Risk Level After Controls	Further Action / Notes
Unauthorised access to online session	Medium	Participants	Password-protected sessions used where appropriate. Waiting rooms or access controls enabled where available.	Low	
Inappropriate online behaviour	Medium	Participants	Clear behavioural expectations communicated. Inappropriate behaviour addressed promptly.	Low	
Inappropriate communication between adults and children	High	Children, adults at risk	Professional communication maintained at all times. Group communication methods used where possible.	Medium	
Safeguarding concern during online activity	High	Children, adults at risk	Safeguarding reporting routes available. Concerns escalated appropriately.	Medium	
Inappropriate background/environment visible during session	Medium	Participants	Participants encouraged to use suitable training spaces and appropriate clothing.	Low	
Injury during online physical activity	Medium	Participants	Activities adapted appropriately for home environment and participant ability. Warm-up and safety guidance provided.	Low	
Unsafe training environment at participant location	Medium	Participants	Participants encouraged to clear training space and remove hazards before activity begins.	Low	
Lack of supervision for children	Medium	Children	Parent/carer awareness encouraged for junior sessions where appropriate.	Low	
Recording or sharing sessions without consent	Medium	Participants	Recording arrangements explained clearly. Appropriate permissions considered where required.	Low	
Cyberbullying or online harassment	Medium	Participants	Online conduct expectations communicated clearly. Concerns addressed promptly.	Low	

Technical failure or communication issues	Low	Participants	Backup communication methods considered where appropriate.	Low	
Disclosure of personal information	Medium	Participants	Personal information handled appropriately. Participants discouraged from sharing unnecessary personal information publicly.	Low	
Participants with additional support or accessibility needs	Medium	Participants	Reasonable adjustments considered where practicable. Alternative communication/support methods considered where appropriate.	Low	

Online Safety Checklist

Area	Yes	No	N/A	Notes
Secure platform used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Session access controls enabled where appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Behaviour expectations communicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safeguarding reporting routes available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Instructor using professional account/profile	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Parent/carer awareness considered for junior sessions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Recording arrangements explained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Suitable online etiquette maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency contact arrangements available where appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Emergency & Safeguarding Procedures

Situation	Procedure
Safeguarding Concern	
Participant Injury During Session	
Inappropriate Behaviour	
Technical Failure	
Emergency Welfare Concern	

Additional Online-Specific Risks

Additional Risk	Control Measures	Further Action

General Notes

The instructor / organiser should ensure:

- professional conduct is maintained at all times;
- safeguarding awareness remains a priority during online activity;
- online communication remains appropriate and transparent;
- activities are suitable for the online environment;
- concerns or incidents are recorded appropriately where required.

Sign-Off

Name	Role	Signature	Date
	Instructor / Assessor		

Review

This risk assessment should be reviewed:

- before introducing online activity;
- following incidents or safeguarding concerns;
- when platforms or delivery methods change;
- or where additional risks are identified.