

# PROTOCOL FOR CONDUCTING ONLINE MEETINGS

<b>Policy Name</b> – Protocol for Conducting Online Meetings	
<b>Version number:</b> 1	
<b>Policy Owner</b>	<b>Policy Author/Reviewer</b>
Jimmy Fenton Health, Safety and Wellbeing	Jimmy Fenton
<b>Approving body</b>	<b>Date of approval</b>
Vice Chancellor/SLT	October 2024
	<b>Equality Screened</b>
	In progress
	<b>Next Review date</b>
	October 2026
<p>Queries relating to this document should be directed to the Policy Owner – Jimmy Fenton, w.fenton@ulster.ac.uk OR healthandsafety@ulster.ac.uk</p> <p>This document can be made available on request, in alternative formats and in minority languages to meet the needs of those who are not fluent in English.</p>	



## HSW Protocol for Conducting Online Meetings

Originally Issued	October 2024 (UUHSW53)	Contact	HSW
Latest Issue	October 2024	Status	Current
Approved by	Vice Chancellor/SLT	Next review date	October 2026

The current version is available on the Health & Safety website at:

[Health, Safety and Wellbeing Policies and Procedures - Ulster University](#)

### **Health, Safety & Wellbeing Protocol for Conducting Online Meetings**

With the increased use of online meetings, please see below for direction on how to maintain your Health, Safety & Wellbeing when taking part in online meetings.

[Health and Safety - Display Screen Equipment Procedure \(ulster.ac.uk\)](#)

#### **Do**

- Choose a location where you will not be disturbed.
- Ensure you are seated comfortably, ideally at a desk/table with a chair which gives back support.
- Ensure your work area temperature is comfortable and adequately lit - be aware of glare from artificial and natural light sources.
- Try to use a computer rather than a phone.
- Have refreshments to hand, such as a drink, before starting the meeting.
- Remember to wear your glasses if required.
- Consider your background - if working from home, do not have anything that could allude to your address or which may be deemed inappropriate by others.
- Put your microphone on mute when not speaking.
- Ensure regular comfort breaks - the meeting organiser should ensure at least one break per hour.
- Ensure you have an adequate lunch break, away from your devices.

- Consider taking some light exercise between meetings and during breaks - walk around a little; going for a walk outside if possible, e.g. at lunchtime.
- Be in control - particularly during one-to-one calls. If the other person becomes abusive, do not respond in kind and do not be afraid to end the call and inform your line manager.
- When contributing to the conversation please make use of the 'raise hand' function first, as appropriate.
- If you are comfortable in doing so, you have a camera available, and your internet allows, please make use of the camera to help create a collegiate and inclusive environment. If you are being directly addressed, it may be appropriate to keep your camera on if possible.
- Ensure you take regular breaks from the screen to rest your eyes and by standing and/or moving, which can include stretching exercises.
- Consider the '20, 20, 20' rule i.e. of at least 20 seconds, every 20 minutes looking at least 20 feet away.

### **Don't**

- Conduct meetings whilst driving a car.
- Conduct meetings from a parked car, unless unavoidable. Car seats are not ideal, especially if combined with a long period of driving. If you do participate in a meeting from a car, ensure it is parked in a safe location, preferably a designated car park. Avoid quiet areas and areas where a theft could be more likely. You may be on display using expensive equipment - if possible, keep all doors and windows locked and use the car's ventilation systems to keep cool or warm.
- Schedule meetings outside normal business hours.
- Schedule back-to-back meetings where possible. Ensure you have a break in between sessions; be aware of contractual breaks and lunch times.
- Be tempted to undertake meetings from a sofa - make sure your body and equipment has adequate support.
- Undertake a meeting from a hand-held phone unless absolutely necessary and in exceptional circumstances. Use technology in the following order: large screen, laptop, tablet and finally mobile phone. Whatever device you use should be properly set up.