

Risk Assessment

Risk Assessment for the activity of	Oxfam Society	Date	28/08/2021
Unit/Faculty/Directorate	University of Southampton	Assessor	SUSU
Line Manager/Supervisor	Hayley Shepherd	Signed off	<i>Maylis Japiot and Maéna Pierre</i>

PART A										
(1) Risk identification			(2) Risk assessment					(3) Risk management		
Hazard	Potential Consequences	Who might be harmed (user; those nearby; those in the vicinity; members of the public)	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Security/privacy issues related to use of video or voice call software.	Data protection breach	All participants	3	2	6	<ul style="list-style-type: none"> - Create password for participants - Ask participants to verify whether they are a student/member of SUSU - Avoid publishing links and passwords on social media or in public forums - Participants to be directed not to pass on link details to persons who are not members of SUSU, regardless as to how well they know them - Non-members should only be allowed to join if they are trusted by the committee, provide a clear benefit to the society such as instruction/guidance and can be verified by the host - Meeting host to compare the list of participants within the digital platform against the list of those expected to be in attendance at the start of every meeting. 	1	2	2	Virtual meeting host to remove uninvited participants from the meeting where possible

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Using other person's personal details to host or participate in public events	Data protection breach	Person whose details are used	3	2	6	<ul style="list-style-type: none"> - Students to stream and join sessions using their own software account and identity rather than using another person's details - If a participant is using another person's device, they should change the automatic participation name where applicable (e.g. John's iPad) 	1	2	2	
Participants have remote access to other's devices	Data protection breach	All participants	2	3	6	<ul style="list-style-type: none"> - Activity host to switch off device access in account settings - Participants to be reminded not to give access to or request access from the activity host 	1	3	3	

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Unauthorised recording of sessions	Data protection breach	All participants	2	3	6	<ul style="list-style-type: none"> - Switch off in software settings where applicable - Ensure all participants are aware that the session must not be recorded by any person unless agreed and publicised clearly beforehand and with a clear description of how the recording will be used and who it will be available to. 	1	3	3	<ul style="list-style-type: none"> - Activity hosts to make participants aware if they notice a person is recording session without prior agreement - If observed to be recording; activity hosts to ask the person to stop. Refusal justifies removal from the activity.

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Inappropriate behaviour	Bullying and harassment of participants	All participants	2	3	6	<p>SUSU believes everyone should be able to enjoy their time at university and all the experiences that go along with that. SUSU has a zero-tolerance approach regarding discrimination, prejudice, hate crime, racism, sexual misconduct, and any victimisation through any activity, including online</p> <ul style="list-style-type: none"> - Participants to be reminded to be respectful of others - Activity host to have read SUSU's Expect Respect Policy <p>https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf</p>	1	3	3	<ul style="list-style-type: none"> - Activity host to remove participants from the online activity if they are behaving inappropriately - Activity host to report inappropriate behaviour to SUSU's Activities team (activities@susu.org)

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Physical activity	Participants who do not have the appropriate skill level may accidentally injure themselves during the activity	Participant	2	3	6	<ul style="list-style-type: none"> - Ensure all participants are aware of the required skill level in advance of the session - Remind participants of the required skill level at the start of the session 	1	3	3	<ul style="list-style-type: none"> - (Optional) offer alternative physical activity during the session for participants who have a lower skill level - Advise a participant to sit out the session if that person's lack of skill makes the activity unsafe for them - Notify the Activities Team at SUSU of any injuries resulting from any club/society activity

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Physical activity	Participants who do not have the appropriate equipment or space for the activity may accidentally injure themselves	Participant	2	3	6	<ul style="list-style-type: none"> - Ensure all participants are aware of the space requirements and the required equipment in advance of the session - Remind participants of the required space and equipment at the start of the session 	1	3	3	<ul style="list-style-type: none"> - Advise participants to sit out the session if their space and/or equipment makes the activity unsafe for them - Notify the Activities Team at SUSU of any injuries resulting from any club/society activity

PART B – Action Plan

Risk Assessment Action Plan

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	President and VP to go through the correct procedure for when the fire alarms goes off.	Maylis Japiot and Maéna Pierre	28/08/2021	20/09/2022	Perfect knowledge of fire

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Version: 2.3/2017

					emergency protocol for building in which meetings are held.
2	President and VP will ensure suitable face coverings are worn by all entering the meeting, sanitizer is provided for all participants of the meeting and a comfortable airflow is circulation throughout the time of the meeting.	Maylis Japiot and Maéna Pierre	28/08/2021	20/09/2022	To ensure further safe handling during the Covid-19 pandemic.
Responsible manager's signature:				Responsible manager's signature:	
 Print name: Maylis Japiot				 Print name: Maéna Pierre	
Date: 28/08/2021				Date: 28/08/2021	

Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
4. Admin controls	Examples: training, supervision, signage		
5. Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual	

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		IMPACT				

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red - identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

Impact		Health & Safety
1	Trivial - insignificant	Very minor injuries e.g. slight bruising
2	Minor	Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered.
3	Moderate	Injuries or illness e.g. strain or sprain requiring first aid or medical support.
4	Major	Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks.
5	Severe - extremely significant	Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.

Likelihood	
1	Rare e.g. 1 in 100,000 chance or higher
2	Unlikely e.g. 1 in 10,000 chance or higher
3	Possible e.g. 1 in 1,000 chance or higher
4	Likely e.g. 1 in 100 chance or higher
5	Very Likely e.g. 1 in 10 chance or higher

