|  |
| --- |
| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Face to face events of the Sports and Exercise Medicine Society** | **Date** | **28/10/2021** |
| **Unit/Faculty/Directorate** | **MedSoc SUSU** | **Assessor** |  |
| **Line Manager/Supervisor** | ***SUSU Activities Teams*** | **Signed off** |  |

| ***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** |  | **Residual** | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Security/privacy issues related to use of video or voice call software. | Data protection breach | All participants | **3** | **2** | **6** | * 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 |
| Using other person’s personal details to host or participate in public events | Data protection breach | Person whose details are used  | **3** | **2** | **6** | * 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** | * 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** |  |
| Unauthorised recording of sessions | Data protection breach | All participants | **2** | **3** | **6** | * 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** | * 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.
 |
| Inappropriate behaviour | Bullying and harassment of participants | All participants | **2** | **3** | **6** | **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 vicitimisation through any activity, including online*** Participants to be reminded to be respectful of others
* Activity host to have read SUSU’s Expect Respect Policy

<https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf>  | **1** | **3** | **3** | * 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)
 |
| Physical activity  | Participants who do not have the appropriate skill level may accidentally injure themselves during the activity | Participant | **2** | **3** | **6** | * 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** | * (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
 |
| COVID-19 transmission in face to face events | Physical illness and community transmission of virus | All participants, including committee members, guests, speakers, attending society members | **4** | **4** | **16** | * Wear and encourage face coverings when moving around inside our buildings or in crowded spaces
* Practise good personal and hand hygiene by offering hand sanitiser gel and hand washing facilities to participants
* Continue to practise physical distancing wherever possible
* Ensure areas of common space used are cleaned regularly.
* Follow appropriate meeting room and local guidance
 | **3** | **4** | **12** | Physical controls – social distancing, regular cleaning of common areas, hand washing facilities and equipment, adequate room space and ventilationPPE – Encourage use of face coverings inside building and in crowded spacesAdmin – collect contact details of all participants to allow tracking & tracing should there be any COVID-19 casesFacility guidance to be followed as per updated University Conduct Code found at <https://www.southampton.ac.uk/coronavirus.page> |

|  |
| --- |
| ***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 | Ensure hand sanitisers available at event venues (*source from University*) | President | TBC (on day of event) | TBC |  |
| 2 | Ask all event attendees to ensure a negative lateral flow test before attending event | President | TBC (before day of event) | TBC |  |
| 3 | Ensure contact details of participants to face to face events are collected on the day | Committee  | TBC (on day of event) | TBC |  |
| 4 | Encourage wearing face masks and social distancing (2 metres) at all events | Committee  | TBC (on day of event) | TBC |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Responsible manager’s signature: | Responsible manager’s signature:RHassan |
| Print name: MAX SULLIVAN | Date:28/10/2021 | Print name: Rifat Hassan | Date 02/11/21 |