

## Risk Assessment

<b>Risk Assessment for the activity of</b>	<b>UoS Black Law Student Network Virtual Career Panel</b>	<b>Date</b>	
		28/10/23	
<b>Unit/Faculty/Directorate</b>	<b>SUSU [Uos Black Law Student Network]</b>	<b>Assessor</b>	<b>Esther Dentor</b>
<b>Line Manager/Supervisor</b>	<b>Amaka Ekenkwo</b>	<b>Signed off</b>	<b>Esther Dentor</b>

**PART A**

(1) Risk identification			(2) Risk assessment				(3) Risk management			
Hazard	Potential Consequences	Who might be harmed	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
		(user; those nearby; those in the vicinity; members of the public)	L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	

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<p>Security/privacy issues related to use of video or voice call software.</p>	<p>Data protection breach</p>	<p>All participants</p>	<p><b>3</b></p>	<p><b>2</b></p>	<p><b>6</b></p>	<ul style="list-style-type: none"> <li>- Create password for participants</li> <li>- Ask participants to verify whether they are a student/member of SUSU</li> <li>- Avoid publishing links and passwords on social media or in public forums</li> <li>- Participants to be strictly directed not to pass on link details to persons who are not members of SUSU, regardless as to how well they know them</li> <li>- 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</li> <li>- 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 the meeting.</li> </ul>	<p><b>1</b></p>	<p><b>2</b></p>	<p><b>2</b></p>	<p>Virtual meeting host to remove uninvited participants from the meeting where possible</p> <p>Sending the link to participants privately</p> <p>Verified external panellists to be sent link privately; instructed on privacy notice</p>
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			<b>L i k e l i h o o d</b>	<b>I m p a c t</b>	<b>S c o r e</b>		<b>L i k e l i h o o d</b>	<b>I m p a c t</b>	<b>S c o r e</b>	
Using other person's personal details to participate in virtual event	Data protection breach	Person whose details are used	<b>3</b>	<b>2</b>	<b>6</b>	<ul style="list-style-type: none"> <li>- Students to stream and join sessions using their own software account and identity rather than using another person's details</li> <li>- If a participant is using another person's device, they should change the automatic participation name where applicable (e.g. John's iPad)</li> </ul>	<b>1</b>	<b>2</b>	<b>2</b>	<p>All attendees to RSVP to virtual event prior to event to know who is attending</p> <p>Attendees to turn on cameras to confirm their identity; to be notified of all expectations prior to event</p>

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			<b>L i k e l i h o o d</b>	<b>I m p a c t</b>	<b>S c o r e</b>		<b>L i k e l i h o o d</b>	<b>I m p a c t</b>	<b>S c o r e</b>	
Unauthorised recording of sessions	Data protection breach	All participants	<b>2</b>	<b>3</b>	<b>6</b>	<ul style="list-style-type: none"> <li>- Switch off in software settings where applicable</li> <li>- 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.</li> </ul>	<b>1</b>	<b>3</b>	<b>3</b>	<ul style="list-style-type: none"> <li>- Activity hosts to make participants aware if they notice a person is recording session without prior agreement</li> <li>- If observed to be recording; activity hosts to ask the person to stop. Refusal justifies removal from the activity.</li> </ul>

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<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed</b>  <b>(user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>L</b> <b>i</b> <b>k</b> <b>e</b> <b>l</b> <b>i</b> <b>h</b> <b>o</b> <b>o</b> <b>d</b>	<b>I</b> <b>m</b> <b>p</b> <b>a</b> <b>c</b> <b>t</b>	<b>S</b> <b>c</b> <b>o</b> <b>r</b> <b>e</b>		<b>L</b> <b>i</b> <b>k</b> <b>e</b> <b>l</b> <b>i</b> <b>h</b> <b>o</b> <b>o</b> <b>d</b>	<b>I</b> <b>m</b> <b>p</b> <b>a</b> <b>c</b> <b>t</b>	<b>S</b> <b>c</b> <b>o</b> <b>r</b> <b>e</b>	
Inappropriate behaviour	Bullying and harassment of participants	All participants	<b>2</b>	<b>3</b>	<b>6</b>	<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"> <li>- Participants to be reminded to be respectful of others</li> <li>- Activity host to have read SUSU's Expect Respect Policy</li> </ul> <p><a href="https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf">https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf</a></p>	<b>1</b>	<b>3</b>	<b>3</b>	<ul style="list-style-type: none"> <li>- Activity host to remove participants from the online activity if they are behaving inappropriately</li> <li>- Activity host to report inappropriate behaviour to SUSU's Activities team (activities@susu.org)</li> </ul>

**PART B - Action Plan**

**Risk Assessment Action Plan**

<b>Part no.</b>	<b>Action to be taken, incl. Cost</b>	<b>By whom</b>	<b>Target date</b>	<b>Review date</b>	<b>Outcome at review date</b>
1	Participants to RSVP prior to event	Relevant committee members- President ensure to complete	By 15/11/23		
2	Committee to read and share SUSU Expect Respect Policy to all participants (including external speakers)	Relevant committee members- President to ensure complete	14/11/23		
3	External speakers to be vetted and sent privacy notice	Relevant committee members- President to ensure complete	14/11/23		
4	For the link to the virtual event to be sent to members and external speakers directly, with a password	Relevant committee members- President ensure to complete	20/11/23		
5	Participants to be sent email of expectations when attending the virtual event	Relevant committee members- President	17/11/23		

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		ensure to complete			
Responsible manager's signature: Esther Dentor				Responsible manager's signature: Amaka Ekenkwo	
Print name: Esther Dentor				Print name: Amaka Ekenkwo	
Date: 28/10/23				Date: 28/10/23	

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## 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
		IMPACT				

### Risk process

- Identify the impact and likelihood using the tables above.
- Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
- If the risk is amber or red - identify control measures to reduce the risk to as low as is reasonably practicable.
- If the residual risk is green, additional controls are not necessary.
- 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.
- If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
- Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
- 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. sprain or strain 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.



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