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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **War in Ukraine - Response Debate** | | **Date** | **09/03/2022** |
| **Unit/Faculty/Directorate** | **Politics Society** | **Assessor** | **Lauren Grove (Secretary)** | |
| **Line Manager/Supervisor** |  | **Signed off** | ***LG*** | |

| ***PART A*** | | | | | | | | | | |
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| **(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** |
| Unauthorised recording of sessions | Data protection breach | All participants | **2** | **3** | **6** | 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** | 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 activity if they are behaving inappropriately and report inappropriate behaviour to SUSU’s Activities team (activities@susu.org) |
| Fire occurs in building of event or meeting. | Inability to follow appropriate fire protocol and evacuation may lead to injury during evacuation or discomfort from heat. | Anyone within the vicinity | **2** | **5** | **10** | Ensure members know where the nearest exit and meeting points are, and if required fire extinguishers or blankets. To minimise risk members will be reminded of protocol and procedures. | **1** | **3** | **3** | Held in facilities where fire safety measured are implemented. |
| Allergic reaction to food or drinks served. | Person may feel nauseous or have a reaction that causes swelling or choking. | Anyone with a severe allergy | **1** | **5** | **5** | Ensure that any allergies are flagged to the establishment/person making the food. | **1** | **5** | **5** | Do not provide food options that could potentially lead to exposure of that person to the allergen. |
| Slipping or tripping on stairs in buildings. | Individual may fall over, twist ankles, bruise themselves or injure a sensitive area of the body (e.g. head or neck). | Any members of the public using the stairs. | **2** | **4** | **8** | Ensure a limit on attendees so that overcrowding doesn’t increase chances of being pushed/falling. | **2** | **3** | **6** | Ensure that members are not distracted by loud music or flashing images that could lead to them to misstep. |
| Speaker Topics | Insensitive, inappropriate or triggering content causing mental harm. | Anyone in attendance. | **1** | **5** | **5** | Familiarise committee with the free speech practice code of the university. Remind at the start of the event that any inappropriate or disrespectful speech will lead to a ban from future events. | 1 | **3** | **3** | Ensure a conversation with moderators prior to the event to ensure knowledge of what to expect and make any adjustments to inappropriate topics. |
| Covid-19 | Students infected by and spreading the coronavirus. | Anyone. | **2** | **4** | **8** | Attendees of events will have their contact details collected, and where applicable at external social events, track and trace will be enforced and mask-wearing must be conformed to where guidelines state such. | **1** | **4** | **4** | Inform students that those who do not adhere to guidelines will be sent home and risk losing membership to the society. Remind students of the free testing available to them and encourage the testing both before and after the event. Report any major COVID-19 rule breaches to the university. |

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| ***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 | Reminder of first aid and fire safety procedures. | Committee | 09.03.22 | | 09.03.22 | Reminder sent to committee groupchat. | |
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| Responsible manager’s signature: *LG* | | | | | Responsible manager’s signature: *BR* | | |
| Print name: Lauren Grove | | | | Date: 04/03/22 | Print name: Bilaal Rashid | | Date: 04/03/22 |

**Assessment Guidance**

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

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| **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** | | | | |

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| 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. |

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.

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| 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 |