

## Risk Assessment

<b>Risk Assessment for the activity of</b>	<b>Guest Speaker Event Risk Assessment (In-Person)</b>	<b>Date</b>	<b>26/02/2024</b>
<b>Unit/Faculty/Directorate</b>		<b>Assessor</b>	<b>Alexandra Ross (President)</b>
<b>Line Manager/Supervisor</b>		<b>Signed off</b>	<b>AR</b>

**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)
			L	I	S		L	I	S	
			l i k e l i h o o d	i m p a c t	c o r e		l i k e l i h o o d	i m p a c t	c o r e	

# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Security/privacy issues related to use of social media for advertisement of event	Data protection breach	Attendees and speaker themselves	<b>3</b>	<b>2</b>	<b>6</b>	<ul style="list-style-type: none"> <li>- Avoid posting location of event on social media and instead release this after ticket purchased on the SUSU page [login required].</li> <li>- Ask participants to verify whether they are a student/member of SUSU via scanning e-tickets [purchased on box office] on entry.</li> <li>- Avoid publishing links that don't require a SUSU login and password on social media or in public forums.</li> <li>- 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.</li> <li>- Ensuring that any information belonging to the guest speakers is not shared with anyone other than the committee member liaising with them and no information is stored.</li> </ul>	<b>1</b>	<b>2</b>	<b>2</b>	Meeting host to turn away uninvited participants from the lecture.
Using other person's personal details to participate in public events	Data protection breach	Person whose details are used and risks to those in the vicinity due to unidentified presence.	<b>3</b>	<b>2</b>	<b>6</b>	Students to produce e-tickets from their own account and prove identity via student ID with photo – avoids using another person's details.	<b>1</b>	<b>2</b>	<b>2</b>	Where a participant is using another person's device, they will either hold proof of their own student ID or be turned away from the event.

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Unauthorised recording of sessions	Data protection breach	All participants	<b>2</b>	<b>3</b>	<b>6</b>	Ensure all participants are aware that the session must not be recorded by any person unless agreed to by the Speaker and participants and publicised clearly beforehand and with a clear description of how the recording will be used and who it will be available to.	<b>1</b>	<b>3</b>	<b>3</b>	Activity hosts to make participants aware if they notice a person is recording session without prior agreement, activity hosts ask the person to stop. Refusal justifies removal from the activity.

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Inappropriate behaviour	Bullying and harassment of participants	All participants	<b>2</b>	<b>3</b>	<b>6</b>	Participants to be reminded to be respectful of others and reminded of the consequences with the University of they are disrespectful to guest or other participants. Activity host to have read SUSU's Expect Respect Policy <a href="https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf">https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf</a>	<b>1</b>	<b>3</b>	<b>3</b>	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	<b>2</b>	<b>5</b>	<b>10</b>	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.	<b>1</b>	<b>3</b>	<b>3</b>	Meetings and events held on campus will be in facilities where fire safety measures are implemented.
Allergic reaction to food or drinks served at events or socials.	Person may feel nauseous or have a reaction that causes swelling or choking.	Anyone with a severe allergy	<b>1</b>	<b>5</b>	<b>5</b>	Food not generally served at these events but in the case it is, ensure that any allergies are flagged to the establishment/person making the food and visible to the participants and guests.	<b>1</b>	<b>5</b>	<b>5</b>	Do not provide food options that could potentially lead to exposure of that person to the allergen.

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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.	<b>2</b>	<b>4</b>	<b>8</b>	Ensure a limit on attendees so that overcrowding doesn't increase chances of being pushed/falling.	<b>2</b>	<b>3</b>	<b>6</b>	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.	<b>1</b>	<b>5</b>	<b>5</b>	Follow appropriate procedure for requesting approval of speaker events 3 weeks prior to the event via the university legal services team to ensure any speaker fits the free speech practice code of the university.	<b>1</b>	<b>3</b>	<b>3</b>	Ensure a conversation with speakers prior to the event to ensure knowledge of what to expect and make any adjustments to inappropriate topics. Ensure to also debrief participants that inappropriate and irrelevant topics will result in removal.

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Covid-19	Students infected by and spreading the coronavirus.	Anyone.	1	3	3	All attendees of events and meetings to be split into groups that follow current government guidelines at the time of the event – at this updated time [Feb 2024], there is not requirement for social distancing or masks however if an individual has a sore throat, cough or loss of taste or smell we can advise them to stay home.	1	4	4	Given the updated and relaxed COVID 19 measures and vaccinations, no severe punishment enforced as previously [removal from society].

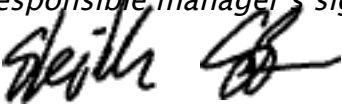
## **PART B - Action Plan**

### **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>
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1	Set up appropriate attendance system [scan e-tickets] and plan for any speaker events to minimise risk of data breach.	Committee	28.02.24	16.03.24	T.B.D Next 23/24 committee meeting
1	Refresher on basic first aid and fire safety procedures	Committee	28.02.24	16.03.24	T.B.D Next 23/24 committee meeting
1	Discussion on vigilance about unauthorised filming and no posting of location on publicised social media for data protection.	Committee	28.02.24	16.03.24	T.B.D Next 23/24 committee meeting
1	A reminder on what topics have been agreed between the society and the speaker so hosts can remain vigilant to inappropriate comments.	Committee and Speaker	28.02.24	16.03.24	T.B.D Next 23/24 committee meeting
Responsible manager's signature: AR				Responsible manager's signature:	
Print name: ALEXANDRA ROSS				 Print name: Sade Sheikh.	
Date: 26/02/2024				Date: 04/03/2024	

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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	

L I K E L I H O O D	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

- 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.