

## Risk Assessment

<b>Risk Assessment for the activity of</b>	<b>Online activities for Archaeology Society during the 20/21 academic year</b>		<b>Date</b>	<b>17/09/2020</b>
<b>Unit/Faculty/Directorate</b>	<b>SUSU</b>	<b>Assessor</b>	<b>Olivia Keegan Carr (President)</b>	
<b>Line Manager/Supervisor</b>		<b>Signed off</b>		

<b>PART A</b>										
<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>				<b>(3) Risk management</b>			
<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed  (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>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
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"> <li>- Create password for participants</li> <li>- Ensure all participants are SUSU members and if possible, verify using UoS log in.</li> <li>- Avoid publishing links and passwords or in public forums</li> <li>- Participants to be directed not to pass on link details to persons who are not members of SUSU,</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 every meeting.</li> </ul>	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"> <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>	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"> <li>- Activity host to switch off device access in account settings</li> <li>- Participants to be reminded not to give access to or request access from the activity host</li> </ul>	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"> <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>	1	3	3	<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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Inappropriate behaviour	Bullying and harassment of participants	All participants	2	3	6	<p><b>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</b></p> <ul style="list-style-type: none"> <li>- Participants to be reminded to be respectful of others</li> <li>- Share SUSU guidance on bullying and harassment around the society to create a zero tolerance atmosphere</li> <li>- 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></li> </ul>	1	3	3	<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

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date

Responsible manager's signature:  Print name: _____ Date: _____	Responsible manager's signature:  Print name: _____ Date: _____
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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	

	5	10	15	20	25
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

