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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Move for STOP HATE UK campaign-** After the aftermath of the EURO 2020 final, there was an eruption of online racism/hate speech towards many BAME members of our community. We at RAG do not stand for any type of Racism/discrimination so would like to give back to our community by continuing our campaign for Stop Hate UK. We essentially challenge other societies/members of SUSU to move 282km (for the 282 reported cases of racial abuse in the 2019/2020 football season) over the whole month of August whilst raising money virtually via just giving pages.  | **Date** | **01/08/2021- 31/08/2021** |
| **Unit/Faculty/Directorate** | **Southampton RAG** | **Assessor** | **Zoe Chapple** |
| **Line Manager/Supervisor** | ***Zoe Chapple (president)*** | **Signed off** |  |

| ***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** |
| 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.
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| 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)
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| 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
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| Physical activity | Participants who do not have the appropriate equipment or space for the activity may accidentally injure themselves | Participant | **2** | **3** | **6** | * Ensure all participants are aware of the space requirements and the required equipment in advance of the session
* Remind participants of the required space and equipment at the start of the session
 | **1** | **3** | **3** | * Advise participants to sit out the session if their space and/or equipment makes the activity unsafe for them
* Notify the Activities Team at SUSU of any injuries resulting from any club/society activity
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| Racism/Hate Speech | Due to the nature of the fundraising (Stop Hate UK is a charity that helps support victims/help them receive justice against hate crimes), there is a chance for Racism/hate speech.  | Participants, General public, RAG committee.  | **2** | **3** | **6** | * Ensure all participants are aware of the risks associated with fundraising for an anti-hate crime charity.
* Ensure there are welfare-trained members of committee on standby for if an incident does occur.
* Ensure anything online is traceable to students (for example email addresses when completing participant forms).
 | **1** | **3** | **3** | * Immediately report any incidents to SUSU/the Police.
* Have appropriate resources on standby.
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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 | Sign up sheets for online classes and removal of anyone who has not signed up to the activities class. | Host/instructor of online class (e.g. Zumba instructors for a Zumba class) | 31/07/2021 | Date of class. (TBD) |  |
| 2 | Host of activities class to start the session 15 minutes before to ensure all software is appropriate and not breaching data protection | Host/instructor of online class | Date of class (TBD). | Date of class (TBD). |  |
| 3 | A RAG committee member (Welfare training to be complete) to be present at any online classes and to be on standby throughout the month to monitor behaviour.Any inappropriate behaviour to be reported immediately to SUSU and support given to any victim(s). | Zoe ChappleCarys RobbinsAmy MoirCorin Holloway | 31/07/2021 | 31/08/2021 |  |
| 4 | Report any injury to SUSU activities.  | Zoe ChappleCarys Robbins | 31/07/2021 | 31/08/2021 |  |
| 5 | Use of Microsoft forms- students have to sign into their institutional login to sign up to our campaign/activities run throughout the campaign.  | Carys RobbinsRebecca Harris | 15/07/2021 | 31/07/2021 |  |
| 6 | Settings on Facebook group are set to request- only the admins have control over who is allowed into the group (UoS students only). | Rebecca HarrisZoe ChappleCarys RobbinsAmy Moir | 15/07/2021 | 31/07/2021 |  |
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| Responsible manager’s signature: Zoe Chapple | Responsible manager’s signature: Carys Robbins |
| Print name: Zoe Chapple | Date: 15/07/2021 | Print name: Carys Robbins | Date: 15/07/2021 |

**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 |