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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Southampton Student Scout and Guide Organisation (SSAGO ) Online Activities** | | **Date** | **16/09/2020** |
| **Unit/Faculty/Directorate** | **SUSU** | **Assessor** | **Megan Riddell**  **Chair of Southampton SSAGO** | |
| **Line Manager/Supervisor** | ***n/a*** | **Signed off** | ***21/09/2020*** | |

| ***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** |
| Uninvited guests | Data protection breach and inappropriate behaviour or harassment | All participants | **3** | **2** | **6** | * Only share the link in trusted groups and chats or through virtual forms filled in by interested participants. * Use the waiting room and only allow entry to those whose name you know (matching names on filled out forms or recognised names). * If a participant can show their face, then they should do so at the start of the meeting so that the host knows it is them | **1** | **2** | **2** | Virtual meeting host to remove uninvited participants from the meeting where possible. |
| Screen sharing | Data protection breach and inappropriate behaviour or harassment | All participants | **3** | **2** | **6** | * Keep the number of people who share their screen to a small number who are ideally hosts or co-hosts of the meeting. * Make sure that the material shared is appropriate. * Monitor annotations if appropriate. | **1** | **2** | **2** |  |
| Location joined from | Data protection breach and inappropriate behaviour | All participants | **2** | **2** | **4** | * Make sure the background and behaviour is appropriate for the video call as are virtual backgrounds if they are used. * Make sure that individuals around the call know that an individual is on the call and behave appropriately. | **1** | **2** | **2** |  |
| Mental wellbeing | Mental health and wellbeing | All participants | **2** | **3** | **6** | * Make sure individuals are happy with joining and let them know that the Welfare Officers are available if they have issues. * Reach out to communicate with members that we have not heard from in a while. | **1** | **3** | **3** |  |
| Access to equipment | Safety of participants | All participants | **2** | **3** | **6** | * Try and use minimal equipment so everyone can get involved. * If specific equipment is required, give enough notice for individuals to access or provide some resources via contactless delivery. | **1** | **3** | **3** |  |

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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 | Share the link within trusted chats and groups | Host | 01/09/20 | | 01/01/20 |  | |
| 1 | Create forms for targeted events and encourage addition of people into groups | Chair | 01/09/20 | | 01/01/20 |  | |
| 1 | Remove uninvited individuals from calls | Host | 01/09/20 | | 01/01/20 |  | |
| 2 | Check settings to limit screen sharing | Host | 01/09/20 | | 01/01/20 |  | |
| 3 | Remind individuals about turning up and acting appropriate | Host | 01/09/20 | | 01/01/20 |  | |
| 4 | Reach out to communicate with individuals who we haven’t seen in a while | Committee | 01/09/20 | | 01/01/20 |  | |
| 5 | Give notice on equipment individuals will need for a social | Host | 01/09/20 | | 01/01/20 |  | |
| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: Megan Riddell (Chair of Southampton SSAGO) | | | | Date:02/11/20 | Print name: | | Date |

**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 |