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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Christian Union- International Café (online)** | | **Date** | 07/09/20 |
| **Unit/Faculty/Directorate** | Engagement and Advancement events Team | **Assessor** |  | |
| **Line Manager/Supervisor** | SUSU activities team | **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. |
| 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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| ***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. | To only share the links of online meetings and activities to the members of the society via private groups. | SUCU committee | 21/09/2020 | 19/04/2021 |  | |
| 2. | If someone is behaving inappropriately, then the host will remove them from the online meeting, to speak to them afterwards and report to SUSU Activities team. | Online meeting host | 21/09/2020 | 19/04/2021 |  | |
| 3. | To ensure data protection measures are being following as explained under the control measures of each hazard. | Online meeting host | 21/09/2020 | 19/04/2021 |  | |
| 4. | To follow all the control measure under the COVID-19 risk assessment under SUCU page on the ‘groups hub’ and carry out all actions in order to minimise all COVID-19 associated risks. | SUCU committee | 21/09/2020 | 19/04/2021 |  | |
|  | Follow all current guidance from the Christian Union national body UCCF.  <https://www.uccf.org.uk/> | SUCU committee | 21/09/2020 | 19/04/2021 |  | |
| Responsible manager’s signature:  A close up of a logo  Description automatically generated | | | | Responsible manager’s signature:  A close up of a logo  Description automatically generated | | |
| Print name:  Victoria Foster | | | Date:  07/09/2020 | Print name:  Yasmin Sisodia | | Date:  07/09/2020 |

**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 |