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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Melodics’ Online Activities** | | **Date** | **15.9.20** |
| **Club / Society / Group** | **Melodics** | **Assessor *(Name, Role and position to qualify sign off of document e.g. Coach)*** | **Gemma Carter, President** | |
| **Committee member (name and role)** | ***Gemma Carter, President*** | **Signed off** |  | |

**COVID-19 Notice**

**This risk assessment must be read in conjunction with the club or society’s COVID-19 Risk Assessment on their SUSU page. Should any information in this risk assessment conflict with the measures listed in the COVID risk assessment, then the COVID risk assessment takes precedence over this document.**

| ***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** |
| Cyberbullying | Mental Health issues | Society Members | **3** | **5** | **15** | At least one committee member must be involved in any online activity for its entire duration to monitor any bullying | **1** | **4** | **4** | Present committee members must speak out against any cruel behaviour and remove members from the activity if necessary |
| Potential of phishing emails and viruses | Computer viruses  Data compromised | Society Members  Southampton University Student Union | **3** | **4** | **12** | Only use trusted websites and software to host online activities  Encourage society members to install computer security software and be cyber-aware e.g. not opening any suspicious links on emails | **2** | **3** | **6** | If a cyber attack does take place, ensure the affected users are informed immediately so the relevant protection measures can be put in place |
| Confidentiality being compromised | Uninvited people into Zoom calls  Loss of confidence in the society by members | Society Members | **2** | **3** | **6** | Using passwords to enter calls so that only members of the society can join | **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 | Appoint a committee member with the relevant knowledge to investigate and choose appropriate websites and software to use for online activity | Committee, headed by Gemma Carter | 23.9.20 | | 30.9.20 |  | |
| 2 | Ensure Social Secretary makes plans for online activities at least a week before the date and ensures that at least one committee member can commit to being present | Ashlyn Cordas, Social Secretary | 23.9.20 | | 30.9.20 |  | |
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| Responsible manager’s signature: ***G.Carter*** | | | | | Responsible manager’s signature: | | |
| Print name: GEMMA CARTER | | | | Date: 15.9.20 | 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 |