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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **(Saudi Society) Generic Risk Assessment**Recurring online academic, educational, and health-rrelated courses offered through Teams, Zoom, and Twitter Spaces. | **Date** | **21.03.2022** |
| **Unit/Faculty/Directorate** | **SUSU [Saudi society]** | **Assessor** | **Murad Baabbad** |
| **Line Manager/Supervisor** | **Ahmad Alzahrani** | **Signed off** | **Sport or Activities Coordinator** |

| ***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** |
| Talks/debates- subjects that could be sensitive or personal to some members  | The audience feels negative emotions around the topic or becomes distressed by images or events shown/discussed. | Members  | **2** | **3** | **6** | * Prior information about event and what to expect given out so participants know what to expect.
* Members made aware they could leave the event at any time.
* Members referred to enabling/signpost to support organisations (e.g. via presentation slide, or by speakers/committee members)
* SUSU reporting tool available
 | **1** | **3** | **3** | * Organisers will, following the event, share relevant information on support/signpost- Facebook/email/newsletter
* Committee Wide Training
* Seek guidance from activities/SUSU advice centre/UoS enabling team as required
* committee WIDE training
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| Privacy and cybersecurity risks, including the possibility of unauthorized access and recording, pose a potential threat to the security and confidentiality of online meetings. | disrupting the meeting, compromising the integrity and confidentiality of the session. In the case of unauthorized recording, there is a risk of violating privacy laws, and compromising the privacy and security of individuals,  | Members  | **2** | **3** | **6** | * implementing several measures. Firstly, using secure authentication methods (passwords, sign-ups, and digital waiting rooms to prevent unauthorized access and ensure that only invited participants can join the meeting.
* using secure and encrypted communication tools that are compliant with relevant data protection regulations to minimize the risk of data breaches or other security incidents.
 | **1** | **2** | **3** | * Clearly communicating the guidelines for the meeting, including our expectations of participants' behaviour and the consequences of any inappropriate conduct. making it clear that recording the session without prior permission is strictly prohibited and could lead to legal action.
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| **Awareness/Promotional Stand e.g. Bunfight** * \*excluding items covered above
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| **Risk Assessment Action Plan** |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | **Review date** | **Outcome at review date** |
| 1 | Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes:* Trips and Tours
* Fundraising events e.g. Bake Sales
* External Speaker Events ONLINE
 | Relevant committee members – president to ensure complete. |  |  |  |
| 2 | Committee to read and share SUSU Expect Respect Policy  | Relevant committee members – president to ensure complete. |  |  |  |
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| Responsible manager’s signature: | Responsible manager’s signature: |
| Print name: **Ahmad Alzahrani** | Date:21/03/2023 | Print name: **Murad Baabbad** | Date: 21/03/2023 |

**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 |