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| **Risk Assessment** | | | | | |
| **Risk Assessment for the activity of**  General wellbeing online discussion | **Environmental Science Student Society Generic Risk Assessment** | | | **Date**  16/10/2020 | **Last review date**  05/10/2020 |
| **Unit/Faculty/Directorate**  Faculty of Environment and Life Sciences | **SUSU [Society Name]**  Environmental Science Student Society | **Assessor**  Kate Parks | **Committee Member completing review**  President - Emily Campbell-King | | |
| **Line Manager/Supervisor** | ***President***  *Emily Campbell-King* | **Signed off**  **K.Parks** | ***VP Activities/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** |
| 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. * Any attendees not expected (intrusion) to be removed and blocked from the call. * Session not to be recorded. | **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) |
| Mental health | Stress or worry by the participants who are talking; stress listening to people talking about their problems. | Participants;  Organisers. | **3** | **3** | **9** | * All attendees and organisers to be reminded at the start of event to be kind and thoughtful. * Organisers to read SUSU’s expect respect policy * Make attendees and organisers aware of their right to mute the conversation or leave the event if they feel uncomfortable. * Organisers (committee members) to moderate conversation. * Allow for breaks in the conversation for participants and organisers. * Attendees to be informed of mental health services at the university. * Committee members to communicate during event about their own wellbeing and allowed to remove themselves from the event when needed. | **2** | **2** | **4** | * Attendees being unkind or provoking to be asked to stop and then removed from the event if they do not stop. * Attendees to report concern of student’s wellbeing to SUSU if there are signs for concern. |
| Privacy issues related to personal problems. | Exposure of personal problems/opinions beyond the conversation group. | Participants; organisers | **2** | **3** | **6** | * Participants and attendees made aware at start of discussion that nothing is to be recorded or discussed outside of the group. * Reminders at start and during conversation that participants can stop talking at any point or not answer personal questions. * Avoid pressuring conversation during sensitive topics e.g. do not ask personal questions if the participant is uncomfortable i.e. not forcing them to speak. * Reminder of group conversation rules at start. * Organisers to read SUSU’s expect respect policy. | **1** | **3** | **3** | * Organisers to be made aware of anybody recording the session. If refusing to stop, that person will be removed from event. * Anybody found to be discussing conversation outside of event to be uninvited to recurring events. * Incidents to be reported to SUSU using incident report form https://www.susu.org/downloads/incident-report-form.docx. |

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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 | Make group rules and send to participants before event | President | 16/10/20 | 16/10/20 |  | |
| 2 | Organisers to read SUSU’s expect respect policy | Committee members | 16/10/20 | 16/10/20 |  | |
| 3 | Create private Zoom call group and password | Appropriate committee member | 16/10/20 | 16/10/20 |  | |
| 4 | Create attendance list | Appropriate committee member | 16/10/20 | 16/10/20 |  | |
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| Committee member’s signature: E. Campbell-King | | | | Assessor’s signature: Kate Parks | | |
| Print name: Emily Campbell-King | | | Date:07/10/20 | Print name: K. Parks | | Date 12/10/2020 |

**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 |