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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **ESN** | **Date** | **Aug 2020** |
| **Unit/Faculty/Directorate** |  | **Assessor** |  |
| **Line Manager/Supervisor** |  | **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** |
| InappropriateBehaviour during online and physical events  | Bullying, cyberbullying or discrimination against participants  | participants | **2** | **3** | **6** | * Remind participants of the SUSU zero-tolerance policy against discrimination, prejudice, hate crime, racism, sexual misconduct, and any vicitimisation at the beginning of the event.
* Activity host to have read SUSU’s Expect Respect Policy

<https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf>  | **1** | **3** | **4** | -Remove any participants who violate the SUSU zero-tolerance policy and are behaving inappropriately - Report inappropriate behaviour to SUSU activities team (activites@susu.org) |
| Security and privacy issues due to the use of video call software | Data protection breach  | Participants  | **3** | **2** | **6** | * Committee members to double check whether software’s used are safe
* Create a participants list for each event which includes name, member/non-member and student number to verify whether they are students of the university before the event.
* Check at the beginning of the event that the participants are those who have signed up
* Direct links to the online events platform will not be posted on social media to prevent the sharing of these links online between non-SUSU members.
* Disable settings that give control to participants
 | **1** | **2** | **2** | * Uninvited participants will be removed from the event
 |
| Unauthorised recording of event  | Data protection breach | Participants and committee members  | **2** | **3** | **6** | * Participants should be reminded that they are not allowed to record the event unless agreed upon beforehand where they have given a written statement with a clear description of what they will use the recording for and who it will be available to
* Disable settings where possible to prevent this
* If any committee members notice unauthorised recording, they will be told to stop
 | **1** | **3** | **3** | * If there is continuous unauthorised recording, even after warnings, the participant will be removed from the event
 |
| Participants have remote access to other participants devices | Data protection breach  |  | **2** | **3** | **6** | * Event host to switch off device access in account settings before the event
* Participants reminded to not give access or request access from the activity host
 | **1** | **3** | **3** |  |
| Physical activity during an online event  | Injuries sustained due to lack of space or not having the right equipment  | Participants | **2** | **3** | **6** | * Participants should be informed before the event of the space requirements and what equipment they need
* Participants should be reminded of the space and equipment requirements before the event starts
 | **1** | **2** | **2** | * If injuries occurred participant should be advised to sit out of the event if there is a risk of safety
* Notify SUSU activities team if there are any injuries sustained
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| Physical activity during an online event  | Injuries sustained due to accidents during cooking/baking  | Participants | **3** | **3** | **9** | * Participants should be informed how to stay safe using equipment before the event starts and given a health and safety briefing
* Participants will be asked to inform committee members if any injuries are sustained during the event
 | **2** | **3** | **6** | * 999 will be called in case of severe emergencies
* Notify SUSU activities team if there are any injuries sustained during the event
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| Spread of Covid-19 during physical events | Increase of infections throughout the university | Participants  | **3** | **3** | **9** | * Participants should move around in groups of 6 and stay at least 2m away from each other
* Committee member should only allow those who have registered before the event to attend
* Participants should be reminded frequently before the event not to turn up if they are presenting any symptoms of covid-19
* Participants should adhere to government guidelines during the event
 | **3** | **3** | **9** | * Participants who turn up to events without registering beforehand will be turned away
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| During physical events | Fire  | Participants and committee  | **1** | **5** | **5** | * Organisers will brief participants at the start of the event about where the nearest fire evacuation points and safe spots are.
 | **1** | **5** | **5** |  |
| During physical events | Noise  | Participants, committee, local community |  |  |  | * Participants will be reminded to not make too much noise
 |  |  |  | * If there are continuous complaints then the event will be disbanded
 |
| During physical events | Property damage | University buildings and surrounding areas  | **1** | **1** | **1** | * Attendees will be asked to be respectful of the area
 | **1** | **1** | **1** | * Participants will be asked to leave if they continuously damage the property
 |
| During physical events | Theft of personal/SUSU belongings | Participants, organisers | **1** | **1** | **1** | * Participants will be asked to keep their valuables with them at all times
* Participants will be asked not bring expensive belongings
 | **1** | **1** | **1** | * Security will be alerted if a theft was to occur
 |
| During physical events | Alcohol | Participants and organisers | **4** | **1** | **4** | * Encourage responsible drinking
 | **3** | **1** | **3** | * Participants asked to stop drinking if they are unruly
 |
| During physical events | Litter | Participants, organisers and local community | **4** | **1** | **4** | * Participants are asked to throw away their litter or keep their rubbish with them and throw it away latter
* Organisers will ask participants to clear away their rubbish before they leave
* After the events such as those on the common organisers will make sure there is no litter left behind
 | **3** | **1** | **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** |
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| Responsible manager’s signature: L.Phillips | Responsible manager’s signature: V.Sebamalai |
| Print name: Lia Phillips | Date: 31.08.2020 | Print name: Vidhushika Sebamalai | Date 31.08.2020 |

**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 |