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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Open Mic (face to face or online)** | | **Date** | **11/10/2020** |
| **Unit/Faculty/Directorate** | **Islamic Society** | **Assessor** | **Ali Khan** | |
| **Line Manager/Supervisor** | **Ali Khan** | **Signed off** | ***Ali Khan*** | |

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| ***PART A*** | | | | | | | | | | |
| **(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** |
| 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** |  |
| 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) |
| Tiredness | Tiredness can lead to clumsiness leading to making mistakes which can harm the individual streaming | Streamer | **3** | **3** | **9** | Take regular breaks. Stay properly hydrated and fed. | **2** | **3** | **6** |  |
| Looking at a screen for a long time | Eye strain, fatigue | All attendees (in front of a screen) and streamer | **3** | **1** | **3** | **Take breaks from looking at the screen** | **3** | **1** | **3** |  |
| Sitting down for too long | Bad posture, strained nerves and muscles | Those attending the online event while sat down and streamer | **3** | **1** | **3** | **Take breaks to stand up and stretch** | **3** | **1** | **3** |  |
| Hardware overheating | Fire | Those in close vicinity to the device and streamer | **1** | **4** | **4** | **Ensure your device is well ventilated, don’t cover any ventilation openings, place laptops/computers on a flat surface** | **1** | **4** | **4** |  |

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| Covid-19 | 1. Hand washing | · Clubs/Soc Members  · Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions  · Anyone else who physically comes in contact with you in relation to your activity | **1** | **5** | **5** | · Providing hand sanitizer around the environment, in addition to washrooms  · Frequently cleaning and disinfecting objects and surfaces that are touched regularly, especially equipment in-between use by different people  · Enhancing cleaning for busy areas  · Setting clear use and cleaning guidance for toilets  · Providing hand drying facilities – either paper towels or electrical dryers | **1** | **3** | **3** |  |
| Covid-19 | 2. Social Distancing | · Club/Socs Members  · Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions  · Anyone else who physically comes in contact with you in relation to your activity | **2** | **5** | **10** | Social Distancing - Reducing the number of persons in any activity area to comply with the 2-metre gap recommended by the Public Health Agency  <https://www.publichealth.hscni.net/news/covid-19-coronavirus>  <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>    - | **2** | **3** | **6** | · Putting up signs to remind members and visitors of social distancing guidance  · Avoiding sharing workstations and equipment  · Using floor tape or paint to mark areas to help people keep to a 2m distance  · Arranging one-way traffic through the location if possible  · Switching to members engaging by appointment only / ticketed activities |
| Covid-19 | 3. Social Distancing – Where people are unable to keep required distance | · Club/Socs Members  · Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions  · Anyone else who physically comes in contact with you in relation to your activity | **3** | **5** | **15** | People should keep a distance of "one metre plus" this means staying a minimum of one metre apart, while observing precautions to reduce the risk of transmission. | **2** | **5** | **10** | · Where it’s not possible for people to be 2m apart, you should do everything practical to manage the transmission risk by:  · Considering whether an activity needs to continue for the Club/Socs to operate  · Keeping the activity time involved as short as possible  · Using screens or barriers to separate people from each other  · Using back-to-back or side-to-side sitting whenever possible  · Staggering arrival and departure times  · Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ |
| Covid-19 | 4. Movement around Buildings | · Club/Socs Members  · Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions  · Anyone else who physically comes in contact with you in relation to your activity | **3** | **5** | **15** | · Reducing movement by discouraging non-essential trips within buildings and sites.  · Reducing task rotation and equipment rotation, for example, single tasks for the activity.  · Reducing the number of people in attendance at site inductions and consider holding them outdoors wherever possible with social distancing. | **2** | **3** | **6** |  |
| Covid-19 | 5. Explain the changes you are planning to make your activity Safely | · Club/Socs Members  · Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions  · Anyone else who physically comes in contact with you in relation to your activity |  |  |  | · Ensure the RA is uploaded on Groups Hub and request your members download and read it.  · Use your social media and Club/Society communication channel to make all the members aware about the changes in your activities and encourage the to take all the precautions.  · Ensure every activity starts with a reminder of key COVID-19 precautions and how to maintain them  · Ensure participants are aware of the consequences of not complying with guidance (i.e. exclusion from activity) |  |  |  |  |
| Covid-19 | 6. Protecting people who are at higher risk You should think about | · Club/Socs Members  · Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions  · Anyone else who physically comes in contact with you in relation to your activity | **4** | **5** | **20** | · Ask members to clarify if they have any specific health conditions which may put them in the ‘at risk’ category  · Planning for people who are unable to engage in person  · Provide meaningful alternative activity for those who are shielding  · Helping members at increased risk to engage from home, either in their current role or an alternative role  · Planning for members who need to self-isolate. | **2** | **5** | **10** |  |
| Covid-19 | 7. Symptoms of Covid-19 | · Club/Soc Members  · Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions  · Anyone else who physically comes in contact with you in relation to your activity | **4** | **5** | **20** | · If member becomes unwell with a new continuous cough or s high temperature they will be sent home and advised to follow the stay at home guidance.  · Committee Members will maintain regular contact with members during this time.    · If advised that a member has developed Covid-19 and that they were recently in contact with member, the Club/Socs committee will contact SUSU Activities Team and will encourage the person to contact Public Health England to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <https://www.publichealth.hscni.net/> | **3** | **5** | **15** | · Planning for people who are unable to engage in person  · Provide meaningful alternative activity for those who have someone shielding in their household  · Helping members at increased risk to engage from home, either in their current role or an alternative role  · Offering people the safest available roles in an activity  · Planning for members who need to self-isolate. |
| Covid-19 | 8. Face coverings | · Club/Soc Members  · Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions  · Anyone else who physically comes in contact with you in relation to your activity |  |  |  | Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours  Where PPE is a requirement for risks associated with the work undertaken the following measures will be followed-  Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer’s face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer.  Wearers must be clean shaven. |  |  |  | · Planning for people working and support the club/Soc at home who have someone shielding in their household; helping members at increased risk to work from home, either in their current role or an alternative role;    · Face coverings that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.      Reference <https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm> |
| Covid-19 | 9. Mental Health | · Club/Soc Members  · Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions  · Anyone else who physically comes in contact with you in relation to your activity | **3** | **5** | **15** | · Committee members will promote mental health & wellbeing awareness to members during the Coronavirus outbreak and will offer whatever support through training such as WIDE  · Committee to share relevant support services to members i.e. Student Services, Security, Enabling Team, Advice Centre, Emergency Services | **2** | **4** | **8** | · Regular communication of mental health information and SUSU policies for those who need additional support. |

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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: | | | | | Responsible manager’s signature: | | |
| Print name: Ali Khan | | | Date: 08/10/20 | | Print name: Usama Hussain | | Date: 08/10/20 |

**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. |



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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 |