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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Day to Day work of the Obstetrics & Gynaecology Society as well as face to face events** | **Date** | **20/8/2021** |
| **Unit/Faculty/Directorate** | **MedSoc SUSU** | **Assessor** |  |
| **Line Manager/Supervisor** | ***SUSU Activities Teams*** | **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** |
| 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 using their University email address
* 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.
 | **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** |  |
| 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.
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| 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)
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| Physical injury while setting up venue for face to face events | Physical injury | Committee members involved in organising the eventInvited Speakers | **2** | **2** | **4** | * Ensure committee members are aware of possible physical hazards when setting up venues
* Committee members and invited speakers coordinate the organised and careful setting up of venues, including the transfer or materials and props such as obstetric models and medical equipment (e.g. speculums)
 | **1** | **3** | **3** | * Administrative control by ensuring the team work and supervision of transfer of materials and setting up venues by at least one member of the committee in a supervisory role.
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| COVID-19 transmission in face to face events | Physical illness and community transmission of virus | All participants, including committee members, guests, speakers, attending society members | **4** | **4** | **16** | * Wear and encourage face coverings when moving around inside our buildings or in crowded spaces
* Practise good personal and hand hygiene by offering hand sanitiser gel and hand washing facilities to participants
* Continue to practise physical distancing wherever possible
* Ensure areas of common space used are cleaned regularly
* . Follow appropriate meeting room and local guidance
 | **3** | **4** | **12** | * Physical controls – social distancing, regular cleaning of common areas, hand washing facilities and equipment, adequate room space and ventilation
* PPE – Encourage use of face coverings inside building and in crowded spaces
* Admin – collect contact details of all participants to allow tracking & tracing should there be any COVID-19 cases
* Facility guidance to be followed as per updated University Conduct Code found at <https://www.southampton.ac.uk/coronavirus.page>
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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 | Ensure hand sanitisers available at event venues (source from University) | Co-Presidents | TBC (on day of event) | TBC |  |
| 2 | Ask all event attendees to ensure a negative lateral flow test before attending event | Co-presidents | TBC (before day of event) | TBC |  |
| 3 | Ensure contact details of participants to face to face events are collected on the day | Committee Members | TBC (on day of event) | TBC |  |
| 4 | Encourage wearing face masks and social distancing at all events  | Committee Members | TBC (on day of event) | TBC |  |
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| Responsible manager’s signature: No description available. | https://lh3.googleusercontent.com/dxmCCIoXJTXMNLyHdh6-g8mTrWEVv3EfyNFvxEnIzodDIg6XZPjBY_ChE3f0Ap4MnQyFGaw99y56uMsCjkG2hUlYwLdStHA0b4sq5oBH4rd6xQgWgmucKcmOwsMA8DrSrBItAS0Responsible manager’s signature:  |
| Print name: CHRYSOULA MARGETI | Date: 20/8/21 | Print name: BETHANY CONNELL | Date 20/08/21 |

**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 |