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| **Risk Assessment** |
| **Risk Assessment for the activity of** | UoS O&G Society | **Date** | 07/03/2023 |
| **Unit/Faculty/Directorate** | **MedSoc SUSU**  | **Assessor** |  |
| **Line Manager/Supervisor** | ***President*** | **Signed off** |  |

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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** |  |
| **Meetings & Socials** |
| 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
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| 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.  |
| 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** | 1. - Ask anyone experiencing symptoms or who has been a contact of Covid-19 not to attend- Proof of vaccination for all attendees- Require all attendees to show negative lateral flow test2. - Keep a register of attendees and their contact details- No other substitute possible as the point of the event is to practice doing O&G exams on models3. - Provide all attendees with hand sanitizer and sign post to the nearest hand-washing points.        Follow appropriate meeting room and local guidance | **2** | **4** | **8** | * 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>
* Use one way systems already in place in university buildings to further mitigate risk.

* Signpost toilets clearly
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| COVID-19 transmission continued  |  |  |  |  |  | - Keep windows in the room open at all times- Stagger attendees at different stations in small groups – so half of the attendees will come between 18.30—19.30 and the other half between 19.30 and 20.30- Keep attendees in small groups to allow social distancing, and minimise contact between different groups - Cleaning all equipment between uses and provide gloves for when examining the models5.- Attendees to wear face masks at all points |  |  |  |  |
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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) | President | TBC (on day of event) | TBC |  |
| 2 | Ask all event attendees to ensure a negative lateral flow test before attending event | President | 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: | Responsible manager’s signature: |
| Print name: JOY TNEOH | Date: 07/03/2023 | Print name: ROSIE SAWREY-COOKSON | Date8/3/2023 |

**Assessment Guidance**

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| * Eliminate
 | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| * Substitute
 | Replace the hazard with one less hazardous | If not possible then explain why |
| * Physical controls
 | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| * Admin controls
 | Examples: training, supervision, signage |  |
| * Personal protection
 | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |
| **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 |