**health & Safety Risk Assessment**

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| **ACTIVITY:**  **TBC** |  | **LOCATION:**  **TBC** |  | **ASSESSMENT NUMBER:**  **Ref:000xxx** |  |
| **ASSESSOR:**  **TBC** |  | **DATE OF EVENT:**  **TBC** |  | **REVIEW DATE:**  **TBC** |  |



**PART A – Hazard Identification and Risk Assessment**

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| **Ref** | **Hazard** | **Potential Harm** | **Existing Risk**  **Control Measures** | **Level of Risk** | | | **Additional control measures** | **Residual risk** | | | **Person responsible** | **Target completion date** |
| Prob-ability | Severity | Risk Score | Prob-ability | Severity | Risk Score |
| 01 | Student discloses welfare concern during session | Harm to student if not followed up | PIC to read and follow procedures, for making reference to Welfare | **1** | **3** | **3** | Re read relevant Handbook – section on dealing with students in difficulty | **1** | **1** | **1** | ***PIC*** | Up to and including day of event |
| 02 | Content deemed offensive to some | Causing distress to participants | Conversation with host (PIC) that all content is within the Equality Act 2000 | **1** | **3** | **3** | Host must monitor all conversations and shut the session down if deemed necessary | **1** | **1** | **1** | ***PIC*** | Up to and including day of event |
| 03 | Use of Zoom or Collaborate as a platform for delivering the session which can be “raided” by malicious third parties and offensive material displayed. | Causing distress to participants | Link is only sent to participants registered to attend.  Agreed that the host will have control of the session and can shut the session down in the event of an “invasion” | **2** | **3** | **6** | Host must monitor all conversations and shut the session down if deemed necessary | **1** | **3** | **3** | ***PIC*** | Up to and including day of event |
| 04 | Student participant making offensive comment(s) during session  e.g. swearing or discriminatory | Causing distress to participants | Participants will all be ULaw existing students therefore known to ULaw and deemed to be low risk. | **2** | **3** | **6** | Control measure will be for the host to remind students of online rules of engagement to start the session. | **1** | **1** | **1** | ***PIC*** | Up to and including day of event |
| 05 | Student participant could type an offensive comment in the chat box | Causing distress to participants | Participants will all be ULaw existing students therefore known to ULaw and deemed to be low risk. | **2** | **3** | **6** | Host must monitor all conversations and shut the session down if deemed necessary | **1** | **1** | **1** | ***PIC*** | Up to and including day of event |
| 06 | Extremist organisations are given a platform to radicalise young people because of ineffective processes in the place for vetting speakers and events | Radicalisation of individuals at event | The External Speakers Policy applies to all students and staff and is included on the Safeguarding Microsite, ULaw website and in the Supporting Students in Difficulty handbook  Information about how to set up student clubs and societies on the Student Association Website contains information about the policy and procedures for booking external speakers by students | **1** | **4** | **4** | All events involving external speakers or organisations are referred in advance to the Responsible Officer for approval | **1** | **2** | **2** | ***PIC and Campus Responsible Officer*** | Prior to agreement and advertising of event |

**PART B – Action Plan**

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| **action plan** | | | | |
| **Ref No** | **Further action required** | **Action by whom** | **Action by when** | **Action Completed** |
|  | Actions as above i.e. read relevant welfare policies in advance of event/meeting | PIC | Prior to event/meeting |  |
|  | Only choose “safe” and non-offensive subjects to discuss and remind student participants about rules of engagement prior to start of sessions i.e. respect opinions of others, disagree respectfully, don’t talk over others. | PIC | Prior to/and at start of event/meeting |  |
|  | Require participants to register in advance. Link only sent to this who have registered | PIC | Prior to event/meeting |  |

| **Hazard(s)** | **Who is at risk?** | **Likelihood** | **Severity** | **Risk Rating** | **Planned control measures** | **Likelihood** | **Severity** | **Risk Rating** | **Further Action(s)**  **Required?** |
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| N/A |  |  |  |  |  |  |  |  |  |