

Ardri Brownlee Risk Assessment (Guest speaker)

Showing a film/documentary, or having any extra person on campus (anyone that isn't a UoB student or staff member), e.g. instructor/talks

Below are examples of control measures which you can use, but as committee members, you have responsibility to assess any additional risks that occur

Potential Hazard <i>What is the risk? What is posing it? What could happen?</i>	People at risk <i>Who could it affect?</i>	Potential Severity? <i>High, medium or low?</i>	Likelihood ? <i>Very likely, quite, slight, low</i>	Control Measures <i>What can you do to try and prevent the risk happening/minimise it? Only write things you actually can affect.</i>
Room too small – insufficient for activity or people could get trapped if there is an emergency	All attendees	High	Low	Request room that is large enough – based on previous membership/attendance numbers, and allowing for a reasonable degree of growth. Check 'Room Bookings' Group Guide for details of capacity and facilities If you haven't used the room before, visit the room to check If expecting very large numbers of people (such as to an introductory meeting), consider splitting attendees by holding an extra session. If getting close to breaching capacity limits, stop extra people from coming in – explain that more people attended than expected. If possible, have overspill area in a nearby venue.
Room not having required facilities (e.g. IT, furniture)	All attendees	Low	Medium	Check room facilities at point of booking, or after confirmation of booking Request additional facilities from venue staff with sufficient notice (if in the Guild, give at least 1 week's notice to request extra furniture from Reception, request IT from Student Activities Counter, request Tech Services (large speakers/lighting) from Tech Services.
Room doesn't meet physical accessibility needs of attendees	Attendees with mobility impairments	high	medium	If group has members with known/declared mobility impairment, ensure that room booked is accessible (e.g. wider doors, no steps, adequate lift access). If an open meeting, try to get accessible venue just in case, although limits on available rooms/buildings on campus means this won't always be practical.
People being offended by, or left out of, discussions within the meeting	All attendees	Medium	Quite likely	Plan content of meeting beforehand at committee meetings. Advertise agenda/items being discussed in advance. Committee to introduce themselves when new members are present, and make it clear that questions can be asked at any time Committee/event leader to look out for people that don't seem engaged or comfortable, and try to talk to them. Allow for question and answer where possible to allow for discussion If a speaker, consider getting additional speaker with alternate or counter-balance view to allow for balanced debate.

				Ensure that event is chaired effectively - chair to intervene if discussion becomes inappropriate or offensive. Consider getting security (Guild or University) to be in room or nearby if speaker is high-profile or controversial, to assist in event of incident.
Use of IT equipment – not working	All attendees	Med	Med	Allow a few minutes at start of meeting to turn on equipment and resolve any troubleshooting If any questions, contact staff responsible for buildings (Guild Reception if in the Guild, LRAT if a University room)
Use of IT equipment – electrical shock/injury and/or damage to equipment	Committee	Low	Med	Don't move cables/wires if it can be avoided. Keep liquids away from equipment. If see frayed wires, don't use equipment and report to relevant staff.
Choice of speaker film causing reputation damage to group/Guild/University	All members	Low	Low	Committee to research speaker/film before invitation is issued or event publicised. Complete speaker request form as soon as possible, and in advance of 3 week deadline, to allow time for review or additional measures if Guild/University research reveals cause for concern. Don't promote event until speaker request is approved, in case of query
Speaker not turning up, or film not available	All attendees	Med	Med	Check availability close to date of event to see if anything has changed since originally booked, postpone if needed. Look out for weather or travel disruptions that might affect audience or other attendees.
Reputational damage	University and the Guild	Med	Low	Members aware that it is a public event. Any issues that occur to be reported to the Guild.
Zoom admittance	The Club	Low	Low	The talk is being broadcast using a Zoom Webinar, not a Zoom meeting. The talk has pre-approval registration enabled, where the email address collected from the ticket sales will be added to the registrant list. Each will then be sent a link to finish registration and then a unique joining link if before the talk, else forward to the talk.
Zoom interference	All attendees	Low	Low	The talk is being broadcast using a Zoom Webinar, not a Zoom meeting. Participants do not have a video feed, cannot speak, and cannot share their screen. A committee member, as a Co-Host, will be monitoring the Q&A system for questions and filtering them.
Photography	All attendees	Low	Quite	Ensure that if photography is due to take place that there are signs up within the room informing individuals. If anyone requests that their photo is removed, for them to discuss with committee and photographer.
Communicating rules and appropriate conduct to those attending prior to the event	All attendees	Medium	Quite	Ensure that committee outline appropriate conduct in advance of the talk/ webinar either by making this clear in the chat function or sending out to members in advance via email. Ensure it is clear to everyone what the rules are.

				If any issues occur to give an individual a warning, if they continue to remove them or ask them to leave. Then to report the issue to the Guild for further guidance.
Students receiving scams/viruses	All attendees	High	Med	Make sure all participants are aware of all potential online risks – Scams, Viruses, Pop-Ups etc. before the event.
Confusion about online meeting location and time	All attendees	Med	Med	Check emails for confirmation of meeting link. Meeting link and time to be sent to all members in advance.
Communication of Cancellation	All attendees	Med	Med	Inform all members of cancellation by email and social media as soon as possible
Data breached/personal information shared without individuals' consent	All attendees	Med	Slight	Committee to have all completed the Guild's GDPR module on canvas Ensure that you have consent from your members to obtain and use their personal information prior to attending Ensure that any personal information is stored electronically in a password protected document If information needs to be printed, avoid making several copies and limit exposure to the wider committee / society members. Ensure that any printed documents are thereafter destroyed safely i.e. shredded after use. When promoting activities by email, use BCC (blind carbon copy) field so that people can't see everyone else's email addresses Avoid ever giving out personal contact details – contacts should be via group email/social media profiles Ensure that you have received permission for any photographs, recordings, videos etc. being placed online and on social media
Inappropriate Student Conduct	All attendees	Med	Med	Committee to have read the University's Freedom of Speech Policy and the Guild's Zero Tolerance Policy. Committee to share the University's Freedom of Speech Policy and the Guild's Zero Tolerance Policy with members prior to them joining the initial meeting.

If any content shared or verbal discussions take place which breaches either policy, the committee should give a warning to the individual/s and report this to the Guild immediately for guidance on further action.

If, after a warning has been issued, an individual continues to breach the Freedom of Speech Policy or Zero Tolerance Policy, committee should either mute the individual, ask the individual to leave, or end the meeting. Committee should notify the Guild immediately if this happens.

Clear rules and expectations to be accessible to members for everyone to follow such as no offensive language and respecting one another.

Reminder that discussions which are either explicit/targeted/breach the Freedom of Speech or Zero Tolerance Policy are not acceptable and this will be logged and reported to the Guild.

The sharing of inappropriate (explicit/illegal) images and/or videos or other media will be reported to the Guild.

Screen-sharing will be disabled unless required.

Meetings should not be recorded by guests.

Reiterate rules of conduct and ensure all members are aware of how to report issues (anonymously if necessary/possible).

In any public spaces, remember you're representing the university, and any conduct will be a reflection on the university.