**Student Groups Pre-prepared Risk Assessment: Guest speakers and film showings**

***Showing a film/documentary, or having any extra person on campus (anyone that isn’t a UoN 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**

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| **Potential Hazard**  *What is the risk? What is posing it? What could happen?* | **People at risk**  *Who could it affect?* | **Potential Severity?**  *High, medium or low?* | **Likelihood?**  *Very likely, quite, slight, low* | **Control Measures**  *What can you do to try and prevent the risk happening/minimise it? Only write things you actually can affect.* |
| 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.  Consult Students’ Union or venue staff for details of capacity and facilities.  If you haven’t used the venue before, visit the room to check  If expecting very large numbers of people (such as to an audition session, or audience for a show), consider splitting attendees by holding an extra session/performance where possible.  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 if possible or look to hire externally in good time. |
| 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. |
| 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 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 (Students’ Union staff if in SU, Platform staff if in Platform and IT services or Security if a University room) |
| Use of IT equipment – electrical shock/injury and/or damage to equipment | All attendees | Med | 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/Students’ Union/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 2 week deadline, to allow time for review or additional measures if Students’ Union/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. |

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| **Additional notes:** Read and follow guest speaker policy, including filling out speaker request form; consult Student Opportunities staff as appropriate. |

*This pre-prepared risk assessment is a version produced 22nd August 2018; last edited August 2018; due for review August 2019 or sooner if required.*