**Student Groups Pre-prepared Risk Assessment: Meetings on campus**

***e.g. committee meeting/introductory meeting or internal discussion, in the Guild, Chaplaincy or University rooms***

**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 checkIf 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 bookingRequest 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 timeCommittee/event leader to look out for people that don’t seem engaged or comfortable, and try to talk to them. |
| People’s personal data being shared inappropriately.  | All members | Low | Low | When promoting meetings 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 unless strictly necessary – contacts should be via group email/social media profilesIf giving out someone’s personal data, ensure you have asked their permission to do so and explained who it will be shared with and for what purpose. |
| Confusion about room booked | All attendees | Med | Med | Check emails for confirmation of booking. If any uncertainty, check with the relevant room bookings staff |
| Needing to cancel room as no longer needed | CommitteeOther users | Med | Med | If need to cancel activity, remember to inform relevant room booking staff so that room can be released for other users.Inform all members of cancellation by all reasonable means – email and social media. If cancelled at short-notice, put a note on the room door, or get a committee member to go to the venue and explain in person. |
| 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 troubleshootingIf 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/wiresKeep liquids away from equipmentIf see frayed wires, don’t use equipment and report to relevant staff. |

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| **Additional notes:** If you have any queries before or during an event (during office hours), consult Student Opportunities staff for assistance. |

*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.*