

<b>Event:</b> <b>Student Groups 2020/21</b>	<b>Dates</b> Academic Year 2020/21	<b>Date RA Undertaken</b>
<b>Main Venue</b> University of West London St Marys Road London W5 5RF	<b>RA Undertaken by</b> Alexander Lavall	<b>Distribution</b> UWLSU Staff University Health and Safety Staff Committee Members
<b>Halls/Rooms:</b>  Online Activities	<b>Organiser</b> Alexander Lavall	
	<b>Signed for</b>	

### Scope of risk assessment

This assessment covers the approach to supporting all online activity run by Student Groups during the Academic Year 2020/21. Outside of this, respective groups will produce general risk assessments and event specific Risk Assessments before in person activity is carried out

### Visitor Profile

All UWL Students engaging in Online Student Group Activity.

Probability (P)	Severity (S)	Calculation of Risk (R)						Action Level
5 Almost inevitable 4 Very likely 3 Likely 2 Unlikely 1 very unlikely	5 Mass data breach/punishable crime 4 Single data breach/law break 3 Breach of SGR/Student COC 2 Causing offense to other 1 Minor issue	Probability						Low – No action required
		5	5.M	10.H	15.H	20.H	25.H	
		4	4.L	8.H	12.H	16.H	20.H	Med – Justify/review for each event day
		3	3.L	6.M	9.H	12.H	15.H	
		2	2.L	4.L	6.M	8.H	10.H	High – Immediate action/further controls needed
		1	1.L	2.L	3.L	4.L	5.M	
		1	2	3	4	5		
		Severity						

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## Platforms

Hazard	Consequences	Who is at risk	P	S	R	Controls	P	S	R	Action	STAFF
Explicit Material shared via Online Platform	Reputational damage, complaints, safety of attendees	Students and Staff	3	2	6M	Ensure training made available for committee members on how to use Online Platforms Safely	1	2	2L	None	
COVID 19 Guidelines being Breached	Infection Spreading, Serious Illness, Death	Students and Staff	3	4	12H	<p>Ensure all Student Groups follow UWLSU Event Guidance/ Government guidance on events. Any Event needing Physical Presence will be Risk Assessed.</p> <p>Any Attendees who are unwell or have symptoms will be asked not to attend</p> <p>All Attendees to fill out Event Participation Form so Track and Trace can take place.</p>	1	4	4L	Ensure all groups follow guidance from USLWU/ Gov/NGB's	
Whatsapp Groups	Bullying, Harassment, Sharing of Inappropriate content, GDPR Breaches	Students	3	4	12H	<p>Only UWLSU created groups to be used and monitored.</p> <p>Committee members signed SGR's and expected to ensure that any incidents are reported.</p> <p>Committee members to undergo GDPR Training</p>	2	4	8H	Continual monitoring of groups and highlight of any issues.	

Social Media Pages (Twitter, Facebook, Instagram, Twitch etc)	Inappropriate or abusive content, Bullying, Harassment,	Students, Staff, UWLSU	3	3	6M	Ensure all members read Social Media Guidance, remind members of expectations, monitor online platforms.	1	3	3L		
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### Students/Participants

Hazard	Consequences	Who is at risk	P	S	R	Controls	P	S	R	Action	STAFF
Social Media	Libellous Offensive/reputation damaging	Students UWLSU staff UWLSU Venue Staff	3	3	9H	Comms team to monitor output on social media Respond and report any action that may cause a risk. All Group pages to be shared with Coordinators Social Media Training for Student Groups	2	3	6M	Monitor Social Media output. Report and reprimand any issues	
Dealing with member issues and queries	Students put into vulnerable situations	UWL students	4	3	12H	Ensure all students know the protocol and adhere to it. Ensure students know where to turn to for support when needed. Ensure all staff know the process for students getting advice from the university	2	3	6M	Ensure all Committee Members receive Training	

Breaking GDPR law	Fines, breaking the law, prison	Students UWL UWLSU	4	4	16 H	Ensure student groups are GDPR trained Get authorisation from UWLSU staff when retrieving data to ensure it is being collected correctly. Only use UWLSU agreed means to collect Student Data	2	4	8H	Monitor Student Groups and ensure training is completed
Harassment/Bullying within student group	Injuries, offensive behaviour, dropping out of university	Students	3	4	12 H	Ensure student groups are aware of the UWLSU bullying and harassment policies and how to report any bullying	2	4	8H	Ensure all member of groups know they can report any issues to UWLSU.
Fraudulent Activity	False claim of Money, Deceit of members	Students UWLSU UWL	3	5	15 H	All funds to be monitored by UWLSU. Any Purchased needed to be made MUST be done by UWLSU staff members. Any Breaches or concerning activity to be reported to Management.	1	5	5M	All finance transactions to be monitored.

## Action points

Hazard	Controls	Responsible	Action points
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<p>Explicit Material shared via Online Platform</p>	<p>Ensure training made available for committee members on how to use Online Platforms Safely</p>	<p>Committee Members  UWLSU Staff</p>	<p>UWLSU Staff to provide training on the Use of Online Platforms (Zoom, Teams) and for this to be recorded and put onto the Committee Member Training Hub.</p>
<p>COVID 19 Guidelines being Breached</p>	<p>Ensure all Student Groups follow UWLSU Event Guidance/ Government guidance on events. Any Event needing Physical Presence will be Risk Assessed.</p> <p>Any Attendees who are unwell or have symptoms will be asked not to attend</p> <p>All Attendees to fill out Event Participation Form so Track and Trace can take place.</p>	<p>Committee Members  UWLSU Staff</p>	<p>All Activity to follow UWLSU Guidance. Under Tiers 2/3 All activity must be virtual unless exempt (Sports training)</p> <p>Under tier 1 all physical activity to be reviewed on a case by case basis</p> <p>Under National Lockdown (tier 4) Government Guidelines to be followed for Sports. All Society Activity to be placed Online.</p>
<p>Whatsapp Groups</p>	<p>Only UWLSU created groups to be used and monitored.</p> <p>Committee members signed SGR's and expected to ensure that any incidents are reported.</p> <p>Committee members to undergo GDPR Training</p>	<p>Committee Members  UWLSU Staff</p>	<p>Student Groups to only use UWLSU created Whatsapp Groups.</p> <p>Committee Members to be trained in GDPR and have read and signed the Student Group Rules</p> <p>Any issues to be highlighted to Coordinators in cases of bullying/harassment and any data breaches</p>
<p>Social Media Pages (Twitter, Facebook, Instagram, Twitch etc)</p>	<p>Ensure all members read Social Media Guidance, remind members of expectations, monitor online platforms.</p>	<p>Committee Members  UWLSU Staff</p>	<p>Training to be delivered on Social Media Liabile, as well as Committee Members to be reminded about responsibilities.</p> <p>UWL Student Social Media Policy to be followed as well by Students.</p> <p>Any inappropriate content to be reported and disciplinary guidelines followed.</p>

## Students

Hazard	Controls	Responsible	Action Points
Social Media	Comms team to monitor output on social media Respond and report any action that may cause a risk.	Committee UWLSU Comms	Social media handles to be disclosed to UWLSU through development plans UWLSU Comms team to be made aware of any libellous comments made on social media
Dealing with student issues and queries	Ensure all students know the protocol and adhere to it. Ensure students know where to turn to for support when needed. Ensure all staff know the process for students getting advice from the university	Committee	Student groups to report any student queries to relevant UWLSU staff member
Breaking GDPR law	Ensure student groups are GDPR trained Get authorisation from UWLSU staff when retrieving data to ensure it is being collected correctly	Committee UWLSU staff	UWLSU staff to deliver GDPR training to student groups Student groups to be equipped with correct tools for collecting data (i.e. through the UWLSU website)
Harassment/Bullying within student group	Ensure student groups are aware of the UWLSU bullying and harassment policies and how to report any bullying	Committee	Student groups to report any bullying or harassment to UWLSU staff
Fraudulent Activity	All funds to be monitored by UWLSU. Any Purchased needed to be made MUST be done by UWLSU	Committee	Committee members to receive Finance Training and be aware of all policies and procedures with Student Accounts.

	staff members. Any Breaches or concerning activity to be reported to Management.		
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## Appendix 1 **Basic Emergency Scenarios and Contact Details**

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- UWLSU CEO | Tye McMahon –
- Operations Manager | Charlie Benson – 0208 231 2329
- Sports Development Coordinator | Jamie Traxon – 0208 231 2298
- Student Group and Events Coordinator | Jess Smith – 0208 231 2217
- Student Group and Events Coordinator | Zander Lavall – 02008 231 2969

### **Removal**

If a student needs to be removed from an event or group, special procedures apply and these issues should be referred to the C&B team before any action is taken.

### **Incidents**

A variety of other incidents may occur and before, during or after an event. All incidents should be reported using the incident and accident reporting tool and if necessary report to a manager

**Outside of Normal working hours:** In the event of an emergency outside of working hours the trained members of the management team (or relevant staff members) will be on call. If the incident needs escalating, the call should go directly to Charlie. Sabbaticals should not be dealing with emergency issues during events.

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