

Appendix 3: Risk Assessment Procedure

1. A risk assessment may be conducted where we have reason to believe that a Member, society or club may pose a risk to the health, safety and/or wellbeing of themselves, the student community, the Union's reputation or public safety, or where it may be more appropriate for a matter to be referred to a third party, for example the University or the police, due the seriousness of the matter.
2. Situations which may require a formal risk assessment include:
 - Where a report has been received of serious misconduct of a Member, society or club which suggests that they pose a risk to others;
 - Where a concern is raised during an investigation that the circumstances being investigated suggest that a Member, society or club poses a risk to others.
3. The purpose of the risk assessment is to evaluate the specific circumstances, identify the current and potential risks and consider what action, if any, should be taken to reduce those risks.
4. A person or panel conducting a risk assessment will act in the best interests of the Union and our Members, using the information available at the time.
5. A risk assessment panel will normally include a Sabbatical Officer and a member of the Senior Management Team.
6. It may also include a representative from the University, where necessary and/or appropriate.
7. Member(s) would not normally be required to meet with a risk assessment panel, however this may be requested in certain circumstances.
8. The risk assessment panel will not be able to take disciplinary action against any Member, society or club, but they can recommend measures to be put in place to reduce actual or perceived risk to others and/or to the Union, while an investigation is carried out.
9. Possible outcomes of a risk assessment could include:
 - Recommendation for a temporary suspension of a Member from Union premises and/or activities;
 - Recommendations for specific measures to be put in place, which might include adjustments to societies, events or activities or access to specific spaces;
 - Specific restrictions to be put in place preventing the Member from participating in certain activities or events;
 - Specific restrictions to be put in place preventing certain club or society activity including meetings, events or online communication;
 - A specific requirement that the Member is not permitted to represent the Union in a society, club or as part of a committee until the investigation has concluded;
 - Referral to the University's Student Support and Wellbeing service; and/or
 - Referral to the University's Casework Team for investigation under their own procedures.

- 10.** When assessing the extent of any recommended suspension, the risk assessment panel will consider all Union activities that the Member (s) is currently participating in by checking against the following list:

Activity
Employed by the Union as a Member of student staff
Participating in volunteering activities
Course Representative
Member of a Club or Society
Committee Member of a club or society
Standing in a Union election
Use of the advice centre

- 11.** This may require the panel to liaise with colleagues and/or external organisations, such as volunteering organisations. Information relating to the case, beyond the name of the Member (s), will only be shared where strictly necessary.
- 12.** Consideration should be given by the panel to the impact or potential impact on the Member (s) of any measures taken, particularly in relation to recommendations involving temporary suspension of access to services or premises.
- 13.** Full suspension from Union premises and activities will only be recommended in high-risk circumstances where there are no alternative measures that can be put in place to appropriately manage the identified risks.
- 14.** Any suspensions will usually only be put in place pending the outcome of a disciplinary investigation and hearing. Any suspension will be for a fixed period and subject to regular review.
- 15.** In cases where there has been a complaint from another Member, the risk assessment will take the interests and welfare of both Members into consideration when deciding on the appropriate precautionary measures. The panel will consider any support arrangements that need to be put in place for either party.
- 16.** Where complaints have been made that relate to serious allegations of bullying, harassment, discrimination or sexual misconduct or violence, the panel will take into consideration the potential risk to the health, safety and wellbeing of all students and the general public, with particular consideration to those with protected characteristics under the Equality Act 2010.
- 17.** Any refusal by a Member to meet the requirements put in place following recommendations made following a risk assessment may be investigated under the disciplinary procedure.
- 18.** The risk assessment panel will ensure that appropriate confidentiality is maintained for the Member (s) and any other people involved.
- 19.** All decisions will be recorded and retained in line with the Union’s Data Protection & Privacy Policy.