

Company Name:	University of Wolverhampton	Event Name:	Women in Chemistry: Making the Difference DIG IT UP Q&A			AT RISK		RISK LIKELIHOOD	RISK SEVERITY
Site Supervisors:	STEM Response Team			Audience	A		Very Likely	Death	
Installation Period:	n/a			Delivery and set up team	D		Likely	Major Injury	
Breakdown Period:	n/a			Audience Volunteer (s) / participant	AVP		Possible	3 Day + Injury	
Responsible Person:	STEM Response Team			Delivery team and volunteer (s)	DTV		Unlikely	Minor Injury	
Telephone:		E-mail:	STEMResponseTeam@wlv.ac.uk			All persons at the event	AP	Very Unlikely	Near Miss
TASK / ACTIVITY	HAZARD	WHO MIGHT BE HARMED	RISK LIKELIHOOD	RISK SEVERITY	RISK LEVEL	CONTROL MEASURES PUT IN PLACE TO REDUCE RISK	NEW RISK LIKELIHOOD	NEW RISK SEVERITY	CONTROLLED RISK LEVEL
Online Event	Security of platform used (i.e.: Zoom / Teams).	All persons at the event	Possible	3 Day + Injury	3 9	Access to the event advertised on the WIC Making the Difference website. Even shall be a webinar. Attendees will only be able to ask questions and comments - they will not be able to use their cameras/mics or screenshare.	Unlikely	2 Minor Injury	2 4
	GDPR Information governance risks	Audience	Possible	3 Day + Injury	3 9	Do not share any data sources without setting them up with a password first. Only data collected will be names and email addresses which the attendees will be informed of prior.	Very Unlikely	1 Minor Injury	2 2
	Computer security (unauthorised access)	All persons at the event	Possible	3 Day + Injury	3 9	Attendees can only access through link posted on the WIC Making the Difference website. Attendance to the webinar will be monitored by the events manager. Be aware of unusual behaviour - remove if necessary.	Unlikely	2 Minor Injury	2 4
	Reputational risk	Delivery and set up team	Possible	3 Day + Injury	3 9	Only correct and clear information should be shared. Ensure speakers and presenters are aware of reputational risk and advise them to act accordingly	Very Unlikely	1 Minor Injury	2 2
	Reliability of the technical equipment and platform used	Delivery and set up team	Possible	3 Day + Injury	3 9	Schedule a test prior to the event and ensure your device is fully working and reliable. Have a back-up presenter who can take over in the case of the initial presenter having a technical issue.	Very Unlikely	1 Minor Injury	2 2
	Not providing a professional online experience for attendees	Audience	Possible	3 Day + Injury	3 9	Rehearse ahead of going live and ensure all speakers are fully aware of the flow of content / slides / agenda	Very Unlikely	1 Minor Injury	2 2
	Uninvited attention e.g. intruders, offensive behaviour	Audience	Possible	3 Day + Injury	3 9	Never share your personal meeting ID online and enable the waiting room feature (if using Zoom)	Very Unlikely	1 Minor Injury	2 2
	External hazards: e.g. power cut loss of WIFI	All persons at the event	Possible	3 Day + Injury	3 9	Have a back-up presenter who can take over in the case of the initial presenter having a technical issue	Very Unlikely	1 Minor Injury	2 2
	Online event accessibility	Audience	Possible	3 Day + Injury	3 9	Request specific access requirements from attendees in advance of the event. Ensure all relevant support mechanisms are in place (closed captions, good lighting for speakers etc.)	Very Unlikely	1 Minor Injury	2 2