**RISK ASSESSMENT - Voluntary Professional Experience for businesses**

**Key:**

Risk severity: I - insignificant, L - low, M - medium, H - high, VH - very high

Risk likelihood: R - rare, U - unlikely, P - possible, L - likely, C - certain

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Hazards** | **Risk level**  **without controls** | | **Control measures** | **Residual risk** | | **Action by whom** |
|  |  | Severity | Like-  lihood |  | Severity | Likelihood |  |
| Student supporting a business | Potential business vulnerability and pressure for support to be successful, causing tension/stress to employer or student. | M | P | Student and business guidelines shared with both parties.  Both parties to take part in briefing phone call with university explaining scope of scheme before commencement. University to remain in contact with both parties throughout voluntary activity to mediate as required.  All guidance to be provided verbally and in writing. | L | U | DMUworks team,  DMU |
| Student offering their skills to business | Student may not have skills required by the business.  Student may not understand what the business needs.  Student may not feel able to be honest if the work is beyond their capability.  Potential negative impact on the business or its standing. Potential negative impact on DMU’s reputation. | M | P | Students briefed to prepare for the activity, listen carefully, ask questions if they are not clear and be honest if they cannot provide the support required.  University to remain in frequent contact with both parties to ensure satisfaction and good progress. | L | U | Student.  DMUworks team, DMU |
| Student using own personal equipment to potentially work on business website. | Cyber-risk to business website or other systems. | VH | P | Business briefed to discuss with student the equipment they are using, virus protections and satisfy themselves of acceptable level of risk. | L | P | Business. |
| Voluntary work | Student may be asked to carry out a quantity and level of work that exceeds what could reasonably be classed as voluntary work, and should be paid. | M | P | Each voluntary arrangement is reviewed after every two weeks and can be stopped by either side at any time.  University to monitor progress of each volunteering arrangement and maintain communication with business and student should any issues arise. | L | P | Business.  Student.  DMUworks team,  DMU. |
| Student has access to business information, people or systems | Student may breach confidentiality, data protection or GDPR rules | VH | P | Student provided with basic briefing by the university on taking due caution with business information and data.  Business advised in written guidelines to provide student with their own business guidance regarding confidentiality and GDPR rules. | H | U | DMUworks team,  DMU  Business. |
| Student is working from home | Student may feel out of their depth working alone, if finding the work difficult.  Student may feel isolated or be stressed for personal reasons | L | U | Student advised to contact named individuals DMUworks team, DMU at any time if they need support. | R | U | Student.  DMUworks team,  DMU |

I have read and acknowledge the risks outlined in this risk assessment and the control measures in place, and my responsibilities to carry out the control measures where required.