APPENDIX 2

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|  | Dokumentation av risker som en del av det systematiska arbetsmiljöarbetet och  förebyggande arbetet mot diskriminering gällande studenter vid Lunds universitet  *Documentation of risks as a part of systematic work environment management and preventive work  against discrimination regarding students at Lund University* | | | | | | |
| Titel  *Title* |  | Datum  *Date* |  | Diarienummer  *Reg. no* |  |
| Fakultet/institution/motsvarande  *Faculty/department/equivalent* |  | Deltagare  *Participants* |  | | |

Systematiskt arbetsmiljöarbete

*Systematic work environment management*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Resultat av riskbedömning  *Result of risk assessment* | | | | | Handlingsplan  *Action plan* | | | |
| Riskkällor och risker  *Risks and risk sources* | | Riskbedömning  *Risk assessment* | | | Åtgärder  *Measures* | Ansvarig  *Person responsible* | Klart datum  *Finished by* | Åtgärd uppföljd  *Measure reviewed* |
| Låg  *Low* | Medel  *Medium* | Allvarlig  *High* |
| Risk that students in the introduction to the course or programme do not receive the information they need to ensure prevention of the risk of ill-health due to studies | |  |  |  |  |  |  |  |
| Risk that students may develop ill-health due to inadequate social support during studies | |  |  |  |  |  |  |  |
| Risk that there are norms, values and jargon at the faculty/department/  equivalent that may lead to ill-health among the students | |  |  |  |  |  |  |  |
| Risk that the design of the course or programme creates an excessively high workload that may lead to ill-health among the students | |  |  |  |  |  |  |  |
| Risk that different teaching components, e.g. group work, may lead to ill-health among the students | |  |  |  |  |  |  |  |
| Risk that remote teaching may lead to ill-health among the students | |  |  |  |  |  |  |  |
| Risk that current examinations and assessments of students’ performance may lead to ill-health among the students | |  |  |  |  |  |  |  |
| Risk that students do not have their adaptation needs met, both within the framework of learning support and in individual adaptations | |  |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |  |
| **Other identified risks relating to the work environment:** | |  |  |  |  |  |  |  |
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|  | |  |  |  |  |  |  |  |
| Låg risk  *Low risk* |  | | | | Risk som kan ge **obetydlig eller snabbt övergående** ohälsa/skada på person, organisation, miljö eller fastighet.  *Risk that can cause* ***insignificant or rapid transient*** *illness/damage to person, organization, environment or property.* | | | |
| Medel risk  *Medium risk* |  | | | | Risk som kan ge **betydande** ohälsa/skada (behandling motsv. 1:a hjälpen) på person, org., miljö eller fastighet. Alternativt **obetydlig eller snabbt** **övergående** ohälsa/skada som förekommer ofta.  *Risk that can cause* ***significant*** *illness/injury (first aid treatment) to a person, organization, environment or property. Alternatively* ***insignificant or rapid transient*** *illness/damage that occurs frequently*. | | | |
| Allvarlig risk  *High risk* |  | | | | Risk som kan ge **allvarlig och/eller bestående** ohälsa/skada på person (sjukfrånvaro/bestående men), organisation, miljö eller fastighet alternativt **betydande** ohälsa/skada som förekommer ofta.  *Risk that can cause* ***serious and/or permanent*** *illness/injury to a person (sick leave/permanent injury), org., environment or property or alternatively* ***significant*** *illness /injury that occurs frequently.* | | | |

Systematiskt förebyggande arbete mot diskriminering

*Systematic preventive work against discrimination*

According to the Discrimination Act, all risks are to be assessed based on the six forms of discrimination (direct discrimination, indirect discrimination, inadequate accessibility, harassment, sexual harassment and instructions to discriminate) and the seven grounds of discrimination (sex, transgender identity or expression, ethnicity, disability, religion or other belief, sexual orientation or age).

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| --- | --- | --- | --- | --- | --- | --- |
| Steg 1 – Undersökning av risker  *Step 1 – Investigation of risks* | | Steg 2 – Analys  Step 2 – *Analysis* | Steg 3 – Åtgärder/åtgärdsplan  Step 3 – *Actions/action plan* | | | |
| Riskområden  *Areas of risk* | Beskriv eventuell risk eller hinder  *Describe possible risk or hindrance* | Beskriv orsakerna  *Describe the causes* | Åtgärder  *Measures* | Ansvarig  *Responsible* | Klart datum  *Finished by* | Åtgärd genomförd  *Measures completed reviewed* |
| **Admission and recruitment procedures**  Is there a risk that someone will be treated unfairly or have inferior conditions due to one of the seven grounds of discrimination because of the entry requirements and alternative selection procedures that determine which students are admitted to the course or programme? |  |  |  |  |  |  |
| Is there a risk that someone will be treated unfairly or have inferior conditions due to one of the seven grounds of discrimination because of the way students are recruited to the course or programme? |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Study environment**  Is there a risk of harassment or sexual harassment in the study environment? |  |  |  |  |  |  |
| Is there a risk of students being subjected to reprisals as a result of them having reported harassment/sexual harassment or having pointed out that the University has in some other way infringed the Discrimination Act? |  |  |  |  |  |  |
| Is there a risk of inadequate accessibility regarding premises and teaching environments? |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Teaching methods and organisation of education**  Is there a risk that teaching methods and organisation of education can lead to students being treated unfairly or have inferior conditions due to one of the seven grounds of discrimination? |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Examinations and assessment of students’ performance**  Is there a risk that students are examined or assessed differently due to one of the seven grounds of discrimination? |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Possibilities to reconcile studies with parenthood**  *Is there a risk that the organisation of education is designed in a way that makes it difficult for students to reconcile studies with parenthood?* |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Other identified risks relating to gender equality/equal opportunities/**  **discrimination:** |  |  |  |  |  |  |

**Step 4 – Follow-up on the results of measures, see support document on the HR web.**

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Signatur – ansvarig prefekt/motsvarande Signatur – studerandeskyddsombud/studeranderepresentant

*Signature – head of department/equivalent representative* *Signature – student health and safety representative/student representative*

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Signatur – anställd

*Signature – employee*