

University of Lincoln Students' Union

Annual Risk Assessment for Activities

Activity Details	
Activity Name	Psychology Society
Date Of risk Assessment Completion	13/07/2019
Risk Assessment Review Date	01/05/2020
Ongoing Assessment	
<p>The Risk Assessment process <u>must</u> be 'on-going' and 'dynamic'.</p> <p>In other words, professional judgements and decisions regarding safety will need to be made <u>during</u> the activity. If the control measures aren't sufficient, the activity must not proceed.</p> <p>All personnel involved with the running of the activity must receive very clear guidance and instructions for the management of the activity and be very clear about their own roles and responsibilities for each aspect of the event and carry these out under the guidance given.</p> <p>The whole team must be told that under no circumstances are they to admit liability in case of any accidents; all incidents or questions involving insurance must be referred to Lincolns Students' Union as soon as possible, no later than the working next day.</p>	

What is an Annual Risk Assessment?

An Annual Risk Assessment is a risk assessment done once a year that covers all regular society or sport activity during that year period. It is designed to cover the regular activities that your society or sport undertakes (E.g. Meetings, Training, Competitions, and Trips in the UK). Larger-scale events and activities will need to be risk assessed separately and in more detail depending on the type of event (E.g. Trips abroad or to high risk sites, Guest Speakers).

How to fill out the Annual Risk Assessment

Like the normal Risk Assessment, the Annual Risk Assessment has the same sections requiring the same inputs. However the main difference of this assessment is that the hazards should be more general. It is there to cover all general activity that you undertake as a society. We have produced a template Annual Risk Assessment for you to use, this contains a wide selection of hazards that the majority of societies will encounter through the year. If your society does more activities with additional hazards, or the hazards are slightly different to the ones listed, you must **add these or make the necessary changes**.

Risk Rating Guide

Below is a simple guide to help risk assessors determine the risk rating of each hazard identified.

A Risk Assessment should be 'Suitable and Sufficient'. That is to say:

- ◆ It should identify the risks arising in connection with the activity.
- ◆ The level of detail included should be proportionate to the risk.
- ◆ It must consider all those who might be affected i.e. staff, students, etc.
- ◆ It should be appropriate to the activity and should identify the period of time for which it is to remain valid.

Risk = Likelihood X Consequences

Likelihood	Score	The consequence	Score
Highly Unlikely	1	Slightly Harmful Bruising, minor cuts, grazes, Strains, Sprains,	1
Unlikely	2	Harmful Loss of consciousness, blood loss, burns, breaks or injury resulting in Visit to A&E. Other non-permanent chemical effects. Corrosive toxic, flammable substances, mild chemical irritation of eyes or skin. Harmful, irritant substances	2
Likely	3	Extremely Harmful Permanent /partial/total disablement or other reportable injury/disease. Single Death or Multiple Death	3

Risk Rating	Action	Risk Score
Insignificant Risk	No further action required unless incidents occur	1
Low Risk	No additional controls may be needed overall, but specific hazards may be reduced. Monitoring is required to ensure controls are maintained. Review if an incident occurs or more effective controls become available.	2
Medium Risk	Efforts should be made to reduce the risk over a defined period of time.	4
High Risk	Work should not be started until the risk has been reduced. If work is in progress Urgent action should be taken to reduce or control risks.	6
Extreme Risk	The activity should cease until risks have been reduced to an acceptable level.	9

3 x 3 Risk Matrix

L I K E L I H O O D	Likely	Medium Risk	High Risk	Extreme Risk
	Unlikely	Low Risk	Medium Risk	High Risk
	Highly Unlikely	Insignificant Risk	Low Risk	Medium Risk
		Slightly Harmful	Harmful	Extremely Harmful
	CONSEQUENCES			

Hazard	What are the risks & potential injuries?	Who is at risk?	Risk Rating	What are the controls and actions? (use numbers)	Residual rating	Who is responsible for the control?
Area of Activity : General Meetings						
Trip/Obstruction Hazards	Falling over/Grazing/ Bruising /Broken and/or Fractured Bones	Everyone	4	<ol style="list-style-type: none"> 1. Ensure prior investigations of an environment prior to club activity 2. Ensure the non-presence of hazards brought about by committee member or present person's actions (e.g. bags/charger wires) 3. Ensure loose wiring are clearly and fluorescently taped to prevent potential trip hazards 4. Ensure spillages are immediately cleaned before activity can resume 5. Always have a qualified first-aider present 	2	Committee
Food & Drink	Allergies/Choking Hazards/ Burning and/or Scalding from Hot Drinks	Everyone, markedly members with additional needs	4	<ol style="list-style-type: none"> 1. Ensure all Hot Drinks are kept within secure receptacles outside of potentially being knocked over or obstructing general movements 2. Identify individuals with additional allergy needs prior to meetings 3. Label foods which may contain possible allergy inducing ingredients, or better yet, remove the presence of any of these foods if possible 4. Always have a qualified first-aider present 	2	Committee
Basic and Advanced Equipment (e.g. paper/scissors/pens, computers/whiteboard etc.	Cutting/Bruising/Abrasions	Everyone	2	<ol style="list-style-type: none"> 1. Ensure adequate briefing of all committee members before using equipment, along with monitoring from an experienced member should it be deemed as necessary 2. Ensure all members are responsible when handling equipment 3. Always have a qualified first-aider present 	1	Committee
Handling Money	Assault/Injury inflicted by others/Death	Committee Members (specifically those of the Treasury)	6	<ol style="list-style-type: none"> 1. Ensure the presence of 2+ Committee members during the handling of money with no singular individual being left alone with such 2. Inform other members of when the money is safely delivered 3. Keep money out of sight in an opaque carrying vesicle (e.g. bag) 4. Deliver money quickly and securely 	2	Committee

Hazard	What are the risks & potential injuries?	Who is at risk?	Risk Rating	What are the controls and actions? (use numbers)	Residual rating	Who is responsible for the control?
General Injuries	Cutting/Bruising/Broken and/or fractured Bones, e.g. induced from falling over (tripping)	Everyone	4	<ol style="list-style-type: none"> 1. Ensure people are educated and cautions of potential dangers 2. Always have a qualified first-aider present 	2	Committee
The Needs of Individual Participants	Specific Illnesses and/or Disabilities, e.g. photo-sensitive epilepsy = seizures	Members with additional needs	4	<ol style="list-style-type: none"> 1. Identify serious additional needs prior to meetings, and ensure specific precautions are taken to minimise risky situations 2. Always have a qualified first-aider present 	2	Committee
Area of Activity : Social Events						
Alcohol Consumption	Vomiting/Alcohol Poisoning/Vulnerability/Physical Weakness/Loss of Consciousness/Unexpected negative reactions/Dehydration	Members participating in the consumption of alcohol	6	<ol style="list-style-type: none"> 1. Ensure responsible drinking of those in attendance 2. Monitor the drinking habits of members and accordingly monitor persons with additional safety needs 3. Ensure no individual is left alone, especially if they have been drinking 4. Always have a qualified first-aider present and contact Emergency Services should the situation call for it 	2	Committee
Usage of Illegal Substances	Vomiting/Dehydration/Negative Reactions/Overdose/Loss of Consciousness	Everyone	6	<ol style="list-style-type: none"> 1. Operate and maintain a No-Tolerance policy on drugs 2. Always have a qualified first-aider present 	1	Committee
Handling Money	Assault/Injury inflicted by others/Death	Committee Members (specifically those of the Treasury)	6	<ol style="list-style-type: none"> 1. Ensure the presence of 2+ Committee members during the handling of money with no singular individual being left alone with such 2. Inform other members of when the money is safely delivered 3. Keep money out of sight in an opaque carrying vesicle (e.g. bag) 4. Deliver money quickly and securely 	2	Committee
General Injuries	Cutting/Bruising/Broken and/or fractured Bones, e.g. induced from falling over (tripping)	Everyone, especially those who have participated in alcohol consumption	4	<ol style="list-style-type: none"> 1. Ensure people are educated and cautions of potential dangers 2. Always have a qualified first-aider present 	2	Committee

Hazard	What are the risks & potential injuries?	Who is at risk?	Risk Rating	What are the controls and actions? (use numbers)	Residual rating	Who is responsible for the control?
The Needs of Individual Participants	Specific Illnesses and/or Disabilities, e.g. photo-sensitive epilepsy = seizures	Members with additional needs	4	<ol style="list-style-type: none"> 1. Identify serious additional needs prior to meetings, and ensure specific precautions are taken to minimise risky situations 2. Always have a qualified first-aider present 	2	Committee
Walking home late at night	Kidnapping/Assault/Mugging/Getting Lost	Everyone	6	<ol style="list-style-type: none"> 1. Ensure individuals are accompanied by other's over long distances (especially if the individual has participated in alcohol consumption) 2. Ensure no individual will walk a substantial distance alone 3. Ensure individuals are informed of general dangers (e.g. road safety, suspicious behaviour, etc.), and know how to react should they face them (e.g. calling the police) 4. Avoid this situation should alternatives be available (e.g. carpooling) 	2	Committee
Loss/Damage of Personal Belongings	Losing personal effects (e.g. wallet/purse/phone/credit or debit cards/cash/jewellery)/Damage to personal properties	Everyone	4	<ol style="list-style-type: none"> 1. Remind individuals to be careful with their personal belongings 2. Ensure people are mindful of the belongings of themselves and of others 3. Ensure people do not pass around personal belongings without consideration for the safety of the belongings 	1	Committee
Trip/Obstruction Hazards	Falling over/Grazing/Bruising /Broken and/or Fractured Bones	Everyone	4	<ol style="list-style-type: none"> 1. Ensure prior investigations of an environment prior to club activity 2. Ensure the non-presence of hazards brought about by committee member or present person's actions (e.g. bags/charger wires) 3. Ensure loose wiring are clearly and fluorescently taped to prevent potential trip hazards 4. Ensure spillages are immediately cleaned before activity can resume 5. Always have a qualified first-aider present 	2	Committee
Assault/Robbery	Death/Serious Injuries/Loss of Possessions/General Injuries	Everyone	6	<ol style="list-style-type: none"> 1. Ensure attendees are aware of their valuables and the safety of such 2. Be aware of surroundings and other persons 3. Ensure distancing from potential dangers/hazards 4. Ensure no individual is left alone 	2	Committee

Hazard	What are the risks & potential injuries?	Who is at risk?	Risk Rating	What are the controls and actions? (use numbers)	Residual rating	Who is responsible for the control?
Lost Member	General Injuries/Getting Lost/Assault/Damage	Everyone	6	<ol style="list-style-type: none"> 1. Ensure no individual is left alone and secluded from the group 2. Ensure the sharing of contact details prior to social events 	1	Committee
Area of Activity : Guest Speakers						
Trip/Obstruction Hazards	Falling over/Grazing/ Bruising /Broken and/or Fractured Bones	Everyone	4	<ol style="list-style-type: none"> 1. Ensure prior investigations of an environment prior to club activity 2. Ensure the non-presence of hazards brought about by committee member or present person's actions (e.g. bags/charger wires) 3. Ensure loose wiring are clearly and fluorescently taped to prevent potential trip hazards 4. Ensure spillages are immediately cleaned before activity can resume 5. Always have a qualified first-aider present 	2	Committee
Food & Drink	Allergies/Choking Hazards/ Burning and/or Scalding from Hot Drinks	Everyone, markedly members with additional needs	4	<ol style="list-style-type: none"> 1. Ensure all Hot Drinks are kept within secure receptacles outside of potentially being knocked over or obstructing general movements 2. Identify individuals with additional allergy needs prior to meetings 3. Label foods which may contain possible allergy inducing ingredients, or better yet, remove the presence of any of these foods if possible 4. Always have a qualified first-aider present 	2	Committee
Basic and Advanced Equipment (e.g. paper/scissors/pens, computers/whiteboard etc.	Cutting/Bruising/Abrasions	Everyone	2	<ol style="list-style-type: none"> 1. Ensure adequate briefing of all committee members before using equipment, along with monitoring from an experienced member should it be deemed as necessary 2. Ensure all members are responsible when handling equipment 3. Always have a qualified first-aider present 	1	Committee
The Needs of Individual Participants	Specific Illnesses and/or Disabilities, e.g. photo-sensitive epilepsy = seizures	Members with additional needs	4	<ol style="list-style-type: none"> 1. Identify serious additional needs prior to meetings, and ensure specific precautions are taken to minimise risky situations 2. Always have a qualified first-aider present 	2	Committee
Area of Activity : Meetings beyond the boundaries of University Campus						

Hazard	What are the risks & potential injuries?	Who is at risk?	Risk Rating	What are the controls and actions? (use numbers)	Residual rating	Who is responsible for the control?
Trip/Obstruction Hazards	Falling over/Grazing/ Bruising /Broken and/or Fractured Bones	Everyone	4	<ol style="list-style-type: none"> 1. Ensure prior investigations of an environment prior to club activity 2. Ensure the non-presence of hazards brought about by committee member or present person's actions (e.g. bags/charger wires) 3. Ensure loose wiring are clearly and fluorescently taped to prevent potential trip hazards 4. Ensure spillages are immediately cleaned before activity can resume 5. Always have a qualified first-aider present 	2	Committee
Food & Drink	Allergies/Choking Hazards/ Burning and/or Scalding from Hot Drinks	Everyone, markedly members with additional needs	4	<ol style="list-style-type: none"> 1. Ensure all Hot Drinks are kept within secure receptacles outside of potentially being knocked over or obstructing general movements 2. Identify individuals with additional allergy needs prior to meetings 3. Label foods which may contain possible allergy inducing ingredients, or better yet, remove the presence of any of these foods if possible 4. Always have a qualified first-aider present 	2	Committee
Basic and Advanced Equipment (e.g. paper/scissors/pens, computers/whiteboard etc.	Cutting/Bruising/Abrasions	Everyone	2	<ol style="list-style-type: none"> 1. Ensure adequate briefing of all committee members before using equipment, along with monitoring from an experienced member should it be deemed as necessary 2. Ensure all members are responsible when handling equipment 3. Always have a qualified first-aider present 	1	Committee
Walking home late at night	Kidnapping/Assault/ Mugging/Getting Lost	Everyone	6	<ol style="list-style-type: none"> 1. Ensure individuals are accompanied by other's over long distances 2. Ensure no individual will walk a substantial distance alone 3. Ensure individuals are informed of general dangers (e.g. road safety, suspicious behaviour, etc.), and know how to react should they face them (e.g. calling the police) 4. Avoid this situation should alternatives be available (e.g. carpooling) 	2	Committee
General Injuries	Cutting/Bruising/Broken and/or fractured Bones,	Everyone	4	<ol style="list-style-type: none"> 1. Ensure people are educated and cautions of potential dangers 2. Always have a qualified first-aider present 	2	Committee

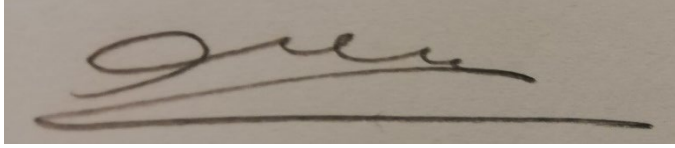

Hazard	What are the risks & potential injuries?	Who is at risk?	Risk Rating	What are the controls and actions? (use numbers)	Residual rating	Who is responsible for the control?
	e.g. induced from falling over (tripping)					
The Needs of Individual Participants	Specific Illnesses and/or Disabilities, e.g. photo-sensitive epilepsy = seizures	Members with additional needs	4	<ol style="list-style-type: none"> 1. Identify serious additional needs prior to meetings, and ensure specific precautions are taken to minimise risky situations 2. Always have a qualified first-aider present 	2	Committee
Loss/Damage of Personal Belongings	Losing personal effects (e.g. wallet/purse/phone/credit or debit cards/cash/jewellery)/Damage to personal properties	Everyone	4	<ol style="list-style-type: none"> 1. Remind individuals to be careful with their personal belongings 2. Ensure people are mindful of the belongings of themselves and of others 3. Ensure people do not pass around personal belongings without consideration for the safety of the belongings 	1	Committee
Lost Member	General Injuries/Getting Lost/Assault/Damage	Everyone	6	<ol style="list-style-type: none"> 1. Ensure no individual is left alone and secluded from the group 2. Ensure the sharing of contact details prior to social events 	1	Committee
Area of Activity : Travel/Transit (specifically Trains)						
Loss/Damage of Personal Belongings	Losing personal effects (e.g. wallet/purse/phone/credit or debit cards/cash/jewellery)/Damage to personal properties	Everyone	4	<ol style="list-style-type: none"> 1. Remind individuals to be careful with their personal belongings 2. Ensure people are mindful of the belongings of themselves and of others 3. Ensure people do not pass around personal belongings without consideration for the safety of the belongings 	1	Committee
Lost Member	General Injuries/Getting Lost/Assault/Damage	Everyone	6	<ol style="list-style-type: none"> 1. Ensure no individual is left alone and secluded from the group 2. Ensure the sharing of contact details prior to social events 	1	Committee
Major Incident	Serious Injuries/Death/Physical Impairment	Everyone	3	<ol style="list-style-type: none"> 1. Ensure Contact Details are shared prior to travel between those who are on the trip, as well as distributing Contact Cards with details of Emergency Services and SU Contacts 2. Check for the presence of Fire Alarms/Extinguishers in all public areas, and ensure members Exits are marked and not obstructed 3. Ensure all persons are educated and aware of Emergency procedure 	2	Committee

Hazard	What are the risks & potential injuries?	Who is at risk?	Risk Rating	What are the controls and actions? (use numbers)	Residual rating	Who is responsible for the control?
				<ul style="list-style-type: none"> 4. Ensure the registration of the whole party following an emergency 5. Always have a qualified first-aider present 		
General Injuries	Cutting/Bruising/Broken and/or fractured Bones, e.g. induced from falling over (tripping)	Everyone	4	<ul style="list-style-type: none"> 1. Ensure people are educated and cautions of potential dangers 2. Always have a qualified first-aider present 	2	Committee
The Needs of Individual Participants	Specific Illnesses and/or Disabilities, e.g. photo-sensitive epilepsy = seizures	Members with additional needs	4	<ul style="list-style-type: none"> 1. Identify serious additional needs prior to meetings, and ensure specific precautions are taken to minimise risky situations 2. Always have a qualified first-aider present 	2	Committee
Area of Activity : Residential Trips						
General Injuries	Cutting/Bruising/Broken and/or fractured Bones, e.g. induced from falling over (tripping)	Everyone	4	<ul style="list-style-type: none"> 1. Ensure people are educated and cautions of potential dangers 2. Always have a qualified first-aider present 	2	Committee
The Needs of Individual Participants	Specific Illnesses and/or Disabilities, e.g. photo-sensitive epilepsy = seizures	Members with additional needs	4	<ul style="list-style-type: none"> 1. Identify serious additional needs prior to meetings, and ensure specific precautions are taken to minimise risky situations 2. Always have a qualified first-aider present 	2	Committee
Major Incident	Serious Injuries/Death/Physical Impairment	Everyone	3	<ul style="list-style-type: none"> 1. Ensure Contact Details are shared prior to travel between those who are on the trip, as well as distributing Contact Cards with details of Emergency Services and SU Contacts 2. Check for the presence of Fire Alarms/Extinguishers in all public areas, and ensure members Exits are marked and not obstructed 3. Ensure all persons are educated and aware of Emergency procedure 4. Ensure the registration of the whole party following an emergency 5. Always have a qualified first-aider present 	2	Committee
Lost Member	General Injuries/Getting Lost/Assault/Damage	Everyone	6	<ul style="list-style-type: none"> 1. Ensure no individual is left alone and secluded from the group 2. Ensure the sharing of contact details prior to social events 	1	Committee

Hazard	What are the risks & potential injuries?	Who is at risk?	Risk Rating	What are the controls and actions? (use numbers)	Residual rating	Who is responsible for the control?
Loss/Damage of Personal Belongings	Losing personal effects (e.g. wallet/purse/phone/credit or debit cards/cash/jewellery)/Damage to personal properties	Everyone	4	<ol style="list-style-type: none"> 1. Remind individuals to be careful with their personal belongings 2. Ensure people are mindful of the belongings of themselves and of others 3. Ensure people do not pass around personal belongings without consideration for the safety of the belongings 	1	Committee
Assault/Robbery	Death/Serious Injuries/Loss of Possessions/General Injuries	Everyone	6	<ol style="list-style-type: none"> 1. Ensure attendees are aware of their valuables and the safety of such 2. Be aware of surroundings and other persons 3. Ensure distancing from potential dangers/hazards 4. Ensure no individual is left alone 	2	Committee

Sign Off

The undersigned believe this assessment to cover all significant risks associated with the above activity and accept their responsibilities for ensuring associated controls are in place

Authorisation			
Position	Print Name	Sign	Date
Vice President	Jacob Moorcroft		13/07/2019
Societies Assistant	Jessica Skill		09/09/2019

Please detail how this risk assessment will be communicated to all parties who must comply:

Communication			
Who needs to understand this assessment?	How will this be communicated to them?	Person Responsible	Date
Members	Briefing meeting during September	Jacob Moorcroft	13/07/2019
	Copy given to all members during September	Georgia Allen	