



Activity Details	
Activity Name	Science Fiction and Horror Film Society
Date Of risk Assessment Completion	19/06/2017
Risk Assessment Review Date	19/01/2018
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>	

University of Lincoln Students' Union
Annual Risk Assessment for Activities

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

3 x 3 Risk Matrix

LIKELIHOOD	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		

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

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 : Weekly Meetings						
Stairs	Risk of injury from falling down stairs, or tripping up.	Anyone Involved	Low	1. 1) Try to make sure people know to be careful moving around when the lights are off during movies/tv shows.		Committee
Slips, Trips and Falls	Minor injuries, cuts bruises etc	Anyone Involved	Insignificant	1. Make sure to carry a first aid kit at all times and also remove any hazardous cables, objects or materials that are deemed a suitable risk.		Committee
Allergies	Potential Allergic reaction to food whilst in meetings	People with Allergies	Medium	1) Ask members of the society to inform the committee of any allergies that could be affect them. 2) Ask members about allergies if food is to be available		Committee
Medical Conditions	Potential for condition to act up or be triggered during meeting etc	People with medical conditions	Medium	1) Ask members to inform committee members of any medical conditions that could affect them during meetings. 2) We will then take suitable measure to make sure that they are not to be affected by the meeting.		Committee
Violence/ Disorderly Behaviour	Injury or verbal abuse to people at meetings	Anyone Involved	Low	1)Set out clear rules against violence and disorderly behaviour and how it will not be tolerated. 2)If anything does occur ask them to leave the meeting till they calm down or are ready to act accordingly. If it continues ask them the leave the meeting for the evening. 3)If they refuse to leave contact campus security. 4)If it becomes a regular thing talk with the SU about further action.		Committee
Area of Activity : Comic Con						

Participant Lost	Person Lost during time in London or at services	Anyone Involved	Low	<ol style="list-style-type: none"> 1. 1)Make sure everyone has at least one contact number of the Committee members 2. 2)Make sure everyone knows where and when the coach is leaving 3)Register People on to the Coach <p>Select a alternative point to meet at if someone is lost as the coach can only stay in the loading area for a set period of time.</p>		Committee
Coach Incident	Injury to person if coach is in a road accident or emergency	Anyone involved	Medium	<ol style="list-style-type: none"> 1) If available make sure everyone wears seatbelts 2) Make sure people know how to exit a coach in an emergency 3) Make sure people get clear of incident and road if it happens 		Committee and coach drivers
Minor Injury	Someone gets injured while off at the convention	Anyone involved	Medium	<ol style="list-style-type: none"> 1) Make sure people go around in groups to make sure everyone is safe. 2) Make sure everyone has at least one contact number of the Committee Members. 3) Encourage people to make themselves aware where the staff members and medical facilities are located in the arena 		Committee
Allergic Reaction and Medical Conditions	Potential Allergic reaction to whilst at comic con Potential for condition to act up or be triggered during comic con	Anyone with an allergy or medical condition	Medium	<ol style="list-style-type: none"> 1)Make sure that prior to the event we ask people if they have any allergies or medical conditions. 2)Make sure that they have any medication needed before leaving on the coach 3)Make sure people go around in groups to make sure everyone is safe. 4)Make sure everyone has at least one contact number of the Committee Members. 		Committee and people affected
Dehydration	People falling ill due to dehydration	Anyone Attending	Low	<ol style="list-style-type: none"> 1. 1)Make sure people are aware that they should take drink with them. 2)Make sure people are aware they should be drinking regularly <p>Also make people aware that drinks can be expensive within the venue itself.</p>		Anyone

Area of Activity :

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Area of Activity :

Area of Activity :

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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
Activities Manager	Lorna Cruickshank		7 December 2018

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 on ????? Copy given to all members on ?????		