

University of Lincoln Students' Union

Annual Risk Assessment for Activities

Activity Details	
Activity Name	Labour
Date Of risk Assessment Completion	08/11/2019
Risk Assessment Review Date	08/11/2020
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

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			

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 : Indoor activities/presentations						
Uncomfortable working environment	Eye strain from poor lighting, fainting from heat, headache from noise	Members	1	Means of heating, ventilation and cooling available in meeting rooms. Additional lighting will be used if needed.	1	Committee
Fire/Drill	Burns/smoke inhalation	Members	3	Members will be made aware of the fire exits in the building the meeting is being held, and will be informed of the procedure in event of fire, or a fire drill.	2	Committee
Trips/falls	Sprain, bruise, head injury	Members	2	Ensure that all loose wires and objects are tucked away as to not trip anybody up during the meeting	1	Committee
Electricity/shock	Fires, burns, shocks	Members	3	Make sure that all equipment used in presentations/meetings is working correctly and any frayed/exposed wires are reported to technicians.	2	Committee
Lack of Disabled Access	Those with disabilities unable to join in activity	Members with disabilities	1	Ensure that all venues used for meetings (such as university buildings) have adequate disability access. Make sure that any activity is catering to any disabled members in the society so they are able to join.	1	Committee
Food Allergies/contamination	Sickness/food poisoning	Members with allergies/every one	3	When food is provided at meetings ensure that any allergies are accounted for and check the cleanliness ratings/reviews reach health and safety guidelines and is of repute.	2	Committee
Area of Activity : Socials						
Group splitting up/lost members	Members getting lost	Everyone	1	Ensure that members have the contact details of the committee in case of getting lost or an emergency. If splitting up occurs ensure that each group has a member of the committee. Create a list of members present to ensure that all members are accounted for.	1	Committee
Alcohol consumption	Alcohol poisoning, illness	Everyone	2	Ensure that all members drink responsibly. Have atleast one member of the committee stay sober or drink lightly in order to remain level-headed in any situations	1	Committee
Medical condition	Illness due to members medical condition	Members with medical conditions	3	Make sure that any members with medical conditions such as asthma have made us aware so any issues are accounted for. Ensure members with these conditions take responsibility for any drugs/inhalers they may need. Make sure a first aider and first aid kit is present at all points.	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?
Lack of Disabled Access	Those with disabilities unable to join in activity	Members with disabilities	1	Ensure that all venues used for meetings (such as university buildings) have adequate disability access. Make sure that any activity is catering to any disabled members in the society so they are able to join.	1	Committee
Area of Activity : Awareness raising of student issues						
Exposure to noise if in busy area	Hearing impairment/headache	Members with sensitive hearing/susceptible to headache	2	If members have sensitive hearing ensure that they have any necessary provisions if they need them, keep them away from busy areas.	1	Committee
Medical condition	Illness due to members medical condition	Members with medical conditions	3	Make sure that any members with medical conditions such as asthma have made us aware so any issues are accounted for. Ensure members with these conditions take responsibility for any drugs/inhalers they may need. Make sure a first aider and first aid kit is present at all points.	2	Committee
Lack of Disabled Access	Those with disabilities unable to join in activity	Members with disabilities	1	Ensure that all venues used for meetings (such as university buildings) have adequate disability access. Make sure that any activity is catering to any disabled members in the society so they are able to join.	1	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
Secretary	Harry Millard	H. Millard	08/11/19
Activities Co-ordinator	Jessica Skill		13/11/19

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	Harry Millard	08/11/19