

University of Lincoln Students' Union

Annual Risk Assessment for Activities

Activity Details	
Activity Name	Bio-Veterinary Society
Date Of risk Assessment Completion	18/07/2019
Risk Assessment Review Date	18/07/2020
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.

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			

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

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 : Socials						
Drinking - alcohol	Alcoholic poisoning Drunk individual	Committee and all Members	3	Ensure people do not drink too much (still able to stand unaided, eyes dilate regularly, speech isn't slurred) Ensure everyone knows when it is appropriate to ask for help (call 999 or take person home)	2	Committee and Members
Drinking - hot drinks	Spillages, burns	Committee and all Members	3	Ensure care is taken when handling/carrying/drinking hot drinks If any spillages occur alert a member of staff/committee and ensure spills are cleaned up Ask for help with minor burns with a trained First Aider (if available), or call 111 or 999 if necessary and follow directions	2	Committee and Members
Members	Lost member	Committee and all Members	2	Ensure everyone has a way of contacting members/committee Ensure everyone knows where the destination is Ensure everyone knows they should stick as a group Notify committee member if a member chooses to leave external location	1	Committee
Injury	Sprains Broken Bones/Fracture Bruising Gashes	Committee and all Members	2	Ensure everyone knows when it is appropriate to ask for help (call 999) Keep aware of local health services e.g. dentist, walk in centre General Road Safety	1	Committee and Members
Harmful Substances	Overdose	Committee and all Members	4	Ensure everyone is aware of the dangers related with harmful substances and usage will occur an immediate dismissal from the society	2	Committee
Weather Conditions	Slipping/Tripping Cold Sunburn	Committee and all Members	4	For all socials ensure members are dressed appropriately and have taken into account the expected weather for the day/night ahead	2	Committee
Film Nights	Eye Strain	Committee and all Members	3	Ensure members who wear glasses, wear them during films Adjust curtains or blinds to prevent intrusive light Ensure substantial break is taken between films, if more than one is being watched	2	Committee and Members
Food, Eating and Restaurant trips	Allergic Reaction, Choking, Food poisoning	Committee and all Members	4	Ensure all committee members are aware of any allergies, and know how to administer treatment, should it be required. Staff at the place the society is eating at, should be notified of any allergies, by a committee member. Avoid eating at a rapid pace Ensure food seems to be cooked fully before eating Only visit well-established and trusted food place.	2	Committee

Cash Handling	Theft, Being attacked	Committee Members (treasurer)	4	Ensure that money is always well hidden and never left unattended. Do not ever advertise that you are holding any cash. Always remain in a group, particularly when handling cash.	2	Committee
Cats (if attending Coffee Cats cat café)	Cat scratches, bites, emotional distress	Committee and all Members	4	Follow rules set out by the staff at the café. If unsure, consult a member of staff.	2	Committee and Members

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 : Revision Sessions						
Using the projector	Electric Shock Fall when turning on/off	Committee	4	First aid kit/medical attention Ensure more than one person is present when setting up electrical equipment	2	Committee
Stairs/Desks in lecture theatres and rooms	Falls and bruises	Committee and all Members	4	Make everyone aware of the risks Don't allow running or messing around	2	Committee
Manual handling	Bruises Sprains	Committee and all Members	2	Ensure any lifting of tables etc is done correctly (straight back, legs bent)	1	Committee
Area of Activity : Pub quizzes/Events						
Fire Hazard	Burns General Injuries	Committee and all Members	4	Everyone to be made aware of fire exits and procedures Everyone to know when to call for help (999)	2	Committee and Members
Member Safety within establishment	Injury Lost Members	Committee and all Members	2	Ensure members have contact numbers of committee and other members Notify committee when leaving group if they wish to leave Stick with the group unless committee told otherwise Ensure everyone knows when appropriate to call for help (999)	1	Committee and Members
Medical Conditions and Injuries	Impaired ability Results in collisions Triggering of medical conditions Worsening injuries	Committee and all Members	4	Members to inform committee about pre-existing medical conditions; and show that they are able to participate safely with events and meeting (verbal confirmation unless serious, in which case doctors note) Ensure any members with medical conditions have their appropriate medication with them for all events/trips/meetings Committee ensure fast access to first aid should a problem arise and inform medical staff accordingly	2	Committee
Cash Handling	Theft, Being attacked	Committee Members (treasurer)	4	Ensure that money is always well hidden and never left unattended. Do not ever advertise that you are holding any cash. Always remain in a group, particularly when handling cash.	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?
Area of Activity : Lab sessions						
Chemicals	Burns Splashes/Spills	Committee, Members and Teaching Staff	4	Ensure everyone knows lab protocol Ensure correct member of Life Science staff is notified if a spillage occurs If a burn occurs ensure medical advice is sought immediately	2	Committee, Members and (Members of support staff)
Fire	Burns Accidental Fire	Committee, Members and Teaching Staff	4	Ensure everyone behaves suitably when using Bunsen burners Ensure everyone is wearing correct PPE (goggles, labcoat etc) Keep aware of when to use extinguishers, which extinguisher on what material Keep aware of when to phone for help (security, 999)	2	Committee, Members and (Members of support staff)
Glassware	Broken glass Cuts Splinters	Committee, Members and Teaching Staff	4	Ensure all members notify committee and members of staff if glassware is broken/cracked Ensure everyone is dressed appropriately, no open toed shoes etc	2	Committee, Members and (Members of support staff)
Lab Safety	General lab safety	Committee, Members and Teaching Staff	2	Ensure everyone who enters the lab knows basic lab safety Make everyone aware that they are not only responsible for themselves but others around them	1	Committee
Area of Activity : Fundraisers						
Members	Lost member	Committee and all Members	2	Ensure everyone has a way of contacting members/committee Ensure everyone knows where the destination is Ensure everyone knows they should stick as a group Notify committee member if a member chooses to leave external location	1	Committee
Stairs/Desks in lecture theatres and rooms	Falls and bruises	Committee and all Members	2	Make everyone is aware of the risks Don't allow running or messing around	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?
Cash Handling	Theft, Being attacked	Committee Members (treasurer)	4	Ensure that money is always well hidden and never left unattended. Do not ever advertise that you are holding any cash. Always remain in a group, particularly when handling cash.	2	Committee
Weather Conditions	Slipping/Tripping Cold Sunburn	Committee and all Members	1	For all socials ensure members are dressed appropriately and have taken into account the expected weather for the day/night ahead	1	Committee
Food, Eating and Restaurant trips	Allergic Reaction, Choking, Food poisoning	Committee and all Members	4	Ensure all committee members are aware of any allergies, and know how to administer treatment, should it be required. Staff at the place the society is eating at, should be notified of any allergies, by a committee member. Avoid eating at a rapid pace Ensure food seems to be cooked fully before eating Only visit well-established and trusted food place.	2	Committee
Area of Activity : Trips						
Travelling	Slips Falls Sickness Leaving people behind Unsafe Travel	Committee and all Members	4	General Code of Practice will be followed for transport Participant register to be completed to ensure number of bodies on outward journey matches the number of bodies on inward journey	2	Committee
Late Night Activity	All risk of being lost. Encountering other people and being victim of crime	Committee and all Members	4	Ensure all activity is well documented and finishing times are known by all Committee members will ensure appropriate travel options once event has finished Committee will try and ensure no member leaves to travel on their own, pairs at least will be recommended Committee ensure to keep a count of members and encourage people to stay together All members to provide contact details such as a mobile number, to aid contact with them should their presence become unknown	2	Committee
Cash Handling	Theft, Being attacked	Committee Members (treasurer)	4	Ensure that money is always well hidden and never left unattended. Do not ever advertise that you are holding any cash. Always remain in a group, particularly when handling cash.	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?
Horse Riding Trip	Falling off Allergy to Horses Spooking Horses and causing them to act aggressively Being Stood on/Bitten	Committee and all Members	4	Caution should always be taken when around the horses, it is essential to wear Protective equipment provided and to listen to and follow all instructions and safety advice given.	2	Committee and Members
Area of Activity : Conferences						
Members	Lost members	Members and Committee	2	Ensure everyone has a way of contacting members/committee Ensure everyone knows where the destination is Ensure everyone knows they should stick as a group Notify committee member if a member chooses to leave external location	1	Committee and Members
Travel	Leaving members behind. Being victims of a crime	Members and Committee	2	Ensure everyone has a way of contacting members/committee Ensure everyone knows where the destination is Ensure everyone knows they should stick as a group Notify committee member if a member chooses to leave external location	1	Committee and Members
Area of Activity : Adventurous Socials						
Horse Riding	Falling off Allergy to Horses Spooking Horses and causing them to act aggressively Being Stood on/Bitten	Committee and all Members	4	Caution should always be taken when around the horses, it is essential to wear Protective equipment provided and to listen to and follow all instructions and safety advice given.	2	Committee
Playzone	Friction Burns Tripping Concussion Twisting an ankle Rope Burns	Committee and all Members	4	Ensure all members are sensible and follow the safety rules provided by the establishment Sensible clothing should be worn to this event and should be advised beforehand by committee members If an accident does occur, a committee member is to be notified immediately	2	Committee and Members
Bowling	Straining back by picking up a ball that is too heavy. Dropping a bowling ball	Committee and all Members	4	Ensure all members are sensible and follow the safety rules provided by the establishment Be cautious when holding and picking up a ball that it is not beyond personal strength and that it is not dropped on toes Ensure a safe bowling technique is used	2	Committee and Members

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
President (19/20)	Alice Buckner		30/09/2019
Vice President (19/20)	Sophie Cutts		30/09/2019
Activities Co-ordinator	Jessica Skill		13/11/2019

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	Copy available to all members, sent via email.	President/Vice-president	18/05/2018