

University of Lincoln Students' Union

Annual Risk Assessment for Activities

Activity Details	
Activity Name	English Society
Date Of risk Assessment Completion	18/05/2018
Risk Assessment Review Date	18/05/2019
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 (Bar crawls)						
Drinking	Intoxicated individuals	Committee and members	2	<ol style="list-style-type: none"> Warn people if we think they are drinking too much. Hand out glasses of water for those who are too intoxicated. Take intoxicated people back to residence. 	3	Committee members
Members	Lost member	Committee and members	1	<ol style="list-style-type: none"> Set up a buddy system so people know who has gone missing out of the group. Ensure everyone has the mobile number of at least one Committee member. Do head counts when moving long distances. 	2	Whole group
Injuries	Grazes, cuts, fracturing, bruising	Committee and members1	1	<ol style="list-style-type: none"> Have basic first aid knowledge. Ensure people look out for each other. Eg. Spot those who are unsteady on their feet and provide assistance. 	3	Committee members
Area of Activity : Socials (meals out)						
Drinking	Intoxicated individuals	Committee and members	1	<ol style="list-style-type: none"> Gently warn people if they are drinking excessively. Hand out glasses of water for those who are too intoxicated. Take intoxicated people back to residence. 	3	Committee members
Eating	Food poisoning, choking	Committee and members	1	<ol style="list-style-type: none"> Go to places with good levels of health and safety ratings. Check food before eating. Ensure committee members know correct first aid procedures. 	2	Whole group
Area of Activity : Socials (Film nights)						

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?
Drinking	Intoxicated individuals	Committee and members	1	<ol style="list-style-type: none"> 1. Gently warn people if they are drinking excessively. 2. Hand out glasses of water for those who are too intoxicated. 3. Take intoxicated people back to residence. 	2	Committee members
General safety of members	Injuries through slipping, walking objects, cuts and bruises.	Committee and members	1	<ol style="list-style-type: none"> 1. Remove and tuck away any hazards, such as running cables. Push tables to the side if not needed. 	3	Committee members
Area of Activity : Meetings						
Fire hazards	Burns, bruising	Committee and members	1	<ol style="list-style-type: none"> 1. Ensure rooms have the correct fire safety equipment. 2. Warn people if a drill is not expected. 3. Take note of the fire escapes within the room. 	2	Committee members
General safety of members	Injuries through slipping, walking objects, cuts and bruises.	Committee and members	1	<ol style="list-style-type: none"> 1. Remove and tuck away any hazards, such as running cables. Push tables to the side if not needed. 	3	Committee members
Area of Activity : External Trips						
Members	Lost member	Committee and members	2	<ol style="list-style-type: none"> 1. Set up a buddy system so people know who has gone missing out of the group. 2. Ensure everyone has the mobile number of at least one Committee member. 3. Do head counts when moving long distances. 	2	Whole group

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?
Location	Injuries due to problems with location such as slips, trips, cuts and bruises	Committee and members	2	<ol style="list-style-type: none"> 1. Ensure that any locations we visit follows health and safety regulations. 2. Remove and/or alert a member of staff of any potential risks. 3. Remove the members away from any risks that need not be taken. 	1	Committee members
Transportation	Collisions, breakdowns	Committee and members	2	<ol style="list-style-type: none"> 1. Use certified and insure drivers to take the society to location. 2. Consider taking public transport if possible. 3. Warn members to look out for any potential risks and encourage them to alert a member of staff if any. 4. Fill out appropriate forms and follow correct procedure if a member is a driver. 	2	Committee members and drivers
Health care	Members do not have the correct medical health care whilst on an external trip	Committee and members	2	<ol style="list-style-type: none"> 1. Ensure that all members have correct and necessary medication (if applicable). 2. Remove any potential risks such as food allergies. 3. Inform all members of any serious health conditions another other 4. member/ committee member may have. 5. Ensure that members of the committee know how to deal with potential health risks, such as basic first aid and knowledge of how to treat basic illness until the correct health professionals arrive. 	1	Committee 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	Rebekah Lee	<i>R Lee</i>	18/05/2018
Social Sec	James Buxton	<i>J Buxton</i>	18/05/2018
Societies Assistant	Jessica Skill	<i>J Skill</i>	20-08-2018
Activities Manager	Lorna Cruickshank	<i>L Cruickshank</i>	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 in the new academic year (September) Copy given to all members at earliest meeting	President	18/05/2018