

Activity Details	
Activity Name	The Mental Health Society
Date Of risk Assessment Completion	13/12/2018
Risk Assessment Review Date	01/07/2019
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

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 = 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 involving food, for example pizza nights etc						
Food Allergies	Allergic reaction	People with allergies	3	Make sure we have a list of all allergies that people may have and have food that is appropriate for them. If food is provided by us, we should label all food with potential allergens to ensure that people can recognise safe foods. If eating out, make sure that waiting staff are made aware of food allergies to ensure the food is safe.		Committee
Food contamination	Food poisoning	everyone	2	Ensure that the cleanliness rating of any restaurant being visited has been checked prior to booking and is of a sufficient level. If food is being provided by us we ensure that food has been prepared in a clean and hygienic environment and reaches health and safety guidelines such as temperature of food when cooking or how the food is prepared.		committee
Members walking home	Possibilities of attack	everyone	3	Make sure that no member goes home alone by encouraging those who live near each other to walk each other home		committee
Fire	Burns and smoke inhalation	everyone	3	Make sure everyone know the fire safety point, also have a list of names of those attending to make sure everyone is safe		committee
Area of Activity : socials like movie and game night, no food						
Electricity	Shocks, burns and fires	everyone	3	Make sure every piece of equipment we use is working correctly without any breaks, worn out pieces or exposed wires and if they have do not use and report to technicians to be fixed		committee
Trips and slips and falls from lose wires or lose pieces of games or from down stairs etc	Potential broken bones, sprains or just general painful bumps and bruises.	everyone	2	Make sure all lose wires are tucked away neatly and the floor is clear of anything that can cause an accident. Warn people of a high step or if they are close to the edge of the stage or step to be careful		committee
Fire	Burns, smoke inhalation	everyone	3	Make sure everyone knows the meeting point and have a list of names of those who have attended to make sure everyone is safe and accounted for		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	Cannot access the venue	Members with disabilities	1	Make sure that all venues (especially those off campus) are checked prior to use for their accessibility for disabled users to ensure that there will not be any problems last minute		committee
Area of Activity : campaigns and all members meetings						
Food allergies	Allergic reaction	Members with allergies	3	Make sure we have a list of all allergies that people may have and have food that is appropriate for them. If food is provided by us, we should label all food with potential allergens to ensure that people can recognise safe foods. If eating out, make sure that waiting staff are made aware of food allergies to ensure the food is safe.		committee
Food contamination	Food poisoning	everyone	2	Ensure that the cleanliness rating of any restaurant being visited has been checked prior to booking and is of a sufficient level. If food is being provided by us we ensure that food has been prepared in a clean and hygienic environment and reaches health and safety guidelines such as temperature of food when cooking or how the food is prepared.		committee
Member vulnerability	Could admit to selfdestructive thoughts or behaviours that are dangerous	Vulnerable members	4	Try to hold meetings and events during office times of the wellbeing centre to be able to either advise them to go talk to them, or in case of a more serious event to contact someone from the centre for help with the situation.		committee
High exposure to sunlight if outside	Sun burn, dehydration, headaches, sun stroke	everyone	2	If we are outside for a long period of time on a sunny day we will make sure all members have and are wearing sunscreen and have water with them, for them to have regular sips. We will also make sure we are near some shade for them to sit in to allow them to get out of the sun.		committee
Area of Activity: fundraisers						
Contestant exposure to noise if in a busy area or if we have music playing	Hearing impairment	Members with sensitive hearing	2	If members are sensitive to loud noises we will make sure that we are made aware of this and either make sure they bring to relevant tools they need to attend or just turn keep them out of them busy places and away from the music		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?
Members forgetting important medication	Members may find themselves in a situation very dangerous for their health	Member with medication needs	3	Make sure that members make us aware of any health issues e.g. asthma so that we are able to account for any problems that might occur, e.g. Make sure that they aren't exposed to a smoky environment that could cause an asthma attack.		committee
Food allergies	Allergic reaction	Members with allergies	3	Make sure we have a list of all allergies that people may have and have food that is appropriate for them. If food is provided by us, we should label all food with potential allergens to ensure that people can recognise safe foods. If eating out, make sure that waiting staff are made aware of food allergies to ensure the food is safe.		committee
Food contaminations	Food poisoning	everyone	2	Ensure that the cleanliness rating of any restaurant being visited has been checked prior to booking and is of a sufficient level. If food is being provided by us we ensure that food has been prepared in a clean and hygienic environment and reaches health and safety guidelines such as temperature of food when cooking or how the food is prepared.		committee
Cash handling	Theft	Committee/volunteers	2	Always sell tickets/handle cash/collect/transport in pairs. Always use a lockable cash tin. If collecting for charity, use buckets/tins with security seals. If handling any cash at street level then take care to distribute cash away from the point-of-sale/collection and regularly pay surplus cash in to the Reception Aim to reduce the amount of cash being handed over by using approved methods.		Committee, particularly treasurer
Area of Activity: Trips						
Group splitting up	Members getting lost	everyone	1	Ensure that all members have the number of a member of the committee in case of any emergency. If groups are splitting up try to ensure that each group has a committee member with them to minimise the risk. Make sure that a list of members that are present is checked by two committee members before leaving an event to ensure that people are not left behind.		committee

Cash handling	Theft	Committee and members		Always sell tickets/handle cash/collect/transport in pairs. Always use a lockable cash tin. If collecting for charity, use buckets/tins with security seals. If handling any cash at street level then take care to distribute cash away from the point-of-sale/collection and regularly pay surplus cash in to the Reception Aim to reduce the amount of cash being handed over by using approved methods.		Committee, particularly treasurer
Lack of disabled access	Cannot access the venue	members with disabilities	1	Make sure that all venues are checked prior to use for their accessibility for disabled users to ensure that there will not be any problems last minute.		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?
Medical conditions	Illness due to pre-existing medical condition	everyone	2	Make sure people with a medical condition take responsibility for the provision of their own drugs. Make sure that it is known to the society that they have this condition. Make sure that there will be a first aider and first aid kit present at relevant activity.		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
President	Poppy Lingard	Poppy Lingard	13/12/2018

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 email sent to members	Committee	13/12/2018
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