

University of Lincoln Students' Union

Annual Risk Assessment for Activities

Activity Details	
Activity Name	Cycling Club
Date Of risk Assessment Completion	15/05/2018
Risk Assessment Review Date	01/01/2019
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
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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 : Cycle on Roads						
Crashes and falls	Broken Bones Road rash Concussion Other injuries death	Everyone	Med	<p>Appropriate route will be selected based on participant's skills level, weather conditions and aims and objections of the trip. Such decision will be made by the society with support, advice and guidance from the student union.</p> <p>Prior to the event, participants will be fully briefed as to the extent of the trip, the equipment required and the weather conditions. Prior to a ride, participant's equipment such as tires and breaks should be checked.</p> <p>All participants in any event will be made aware of the ride smarts (British cycling) signalling and road etiquette to reduce risk.</p> <p>Participants will be encouraged to carry a mobile phone to reduce the risk of loss and to keep in contact in case there is an incident.</p>	5	Participants Committee Students Union
RTC	Broken Bones Road rash Concussion Other injuries death	Everyone	Low	<p>All participants in any event will be made aware of the ride smarts (British cycling) signalling and road etiquette to reduce risk.</p> <p>Prior to the event, participants will be fully briefed as to the extent of the trip, the equipment required and the weather conditions. Any participants who are not appropriately equipped (E.G. no Lights during a late ride) will no be allowed to participate.</p>	5	Participants Committee Students Union
Hypothermia	Shock Cardiac Arrest Death	Everyone	Low	The weather forecast and conditions will be checked by the society on the day to ensure it is safe proceed.	3	Participants Committee Students Union
Dehydration	Loss of consciousness	Everyone	Low	All ride will be planned beforehand, the length of the ride will be determined and appropriate fluids will be suggested to all participants.	3	Participants Committee Students Union
Area of Activity : Traveling to activities						

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?
Travelling to / from activities	Whiplash Broken bones Concussion Other injuries Death	Everyone	Low	Should vehicles be required, all vehicles will be full MOT and Taxed and all drivers will hold a current full and valid driving license. Should a member use their personal vehicle for society activity, the individual will be fully register as an authorised driver with the students Union in addition to holding the appropriate license, tax and insurance cover for the journey. Vehicles Should be fitted with an appropriate first aid kit, be in good working order and hold current MOT certificate status. Both driver and passenger will wear seatbelts at all times.	4	Participants Committee Students Union
Area of Activity : Social Events						
Drunk & Disorderly	Broken bones Concussion Other injuries	Anyone participating	low	Liaise with bar staff to identify over intoxicated participants and cease serving further drinks to him/her. If behaviour persists, ask site staff to eject him/her from the event.	4	
Lost or stolen property	Personal loss	Anyone	low	Functions in this environment can lead to personal property being stolen or lost. Participants will be encouraged to keep possessions safe and report any lost or stolen property to Venue staff	3	
Food poisoning	Sickness Diarrhoea	Anyone	low	Food will be provided by the venue. If participants feel unwell they'll be provided with general first aid	3	
Fire Risk	Death Burns	Anyone	low	In the event of a fire participants will be evacuated in line with the venues safety measures. 999 shall be called. Venue staff will be leading the situation. All smoking is to be done outside	1	

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	Richard Atkins	Richard Atkins	15/05/2018
Vice President	Kieran Williams	Kieran Williams	15/05/2018
Sports Development Assistant	Amber Newton	A.Newton	02/07/2018
Activities Manager	Lorna Cruickshank		7 November 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	Email and Social	Committee	15/05/2018