

Activity Details	
Activity Name	HINDU SOCIETY
Date Of risk Assessment Completion	30/05/18
Risk Assessment Review Date	May 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.

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

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 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 : Regular socials						
Injury	Fracture Bones broken Scars and bruises	All members	4	Keep members well aware of any risks that may be present in the area to make them more alert. If injury does occur, be ready to dial 999 in case of an emergency	2	Committee
Drinking	Drunk individual Poisoning addiction	members	5	Make sure no one drinks to a certain extent that they are unable to walk straight. If needed, for e.g. If poisoning occurs, be ready to dial 999	2	committee
Area of Activity : Events						
Fire hazard	Building on fire Burns on individual	members	6	Make sure there is no activity of event that is dangerous and could cause fire. If there is a fire, make sure all members know where the fire exits are, and call 999 if necessary	3	Committee
Members	Any lost members	members	2	Ensure contact details of all numbers are readily available in case of an emergency	1	Committee
Use of equipment	Injury Falling Burns Bruises	members	4	Safety checks carried out on all equipment's before use. All equipment will be showed through by committee members on how to use it.	2	Committee
Area of Activity : Trips						
Journey there and back	Falls Lost members accidents	members	4	Do regular checks on number of people – have a register Keep a first aid kit, if serious dial 999	2	Committee
Loss of members	Lost members	members	2	Keep all contacts details at all times	1	Committee
Equipment	Damage to skin Bruises burns	members	3	Ensure all members know how to use equipment before use	2	Committee

Tripping over, falls, accidents	Bruises Cuts scars	members	3	Warn members of any potential hazards before entering/arriving and keep away from them	2	Committee
Area of Activity :						

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	ABINAYA NADARAJAH	Abinaya Nadarajah	17/08/17
Vice President	RADHIKA TAILOR	Radhika Tailor	17/08/17
Treasurer	RAJ SODHA	Raj Sodha	17/08/17
Societies Assistant	Jessica Skill		20-08-2018

Activities Manager

Lorna Cruickshank

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	First social for academic year 2017-2018 will be held in September 2017, copy will be given to all members and discussion will take place	President + Vice president	17/08/17
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