

University of Lincoln Students' Union

Annual Risk Assessment for Activities

Activity Details	
Activity Name	Gaming Development
Date Of risk Assessment Completion	19/07/2019
Risk Assessment Review Date	19/07/2020
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.

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


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			

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 : Computer Labs or Library						
Tripping over PC cables	Tripping over wires from PCs and injuring self, possible bruises & cuts.	All members using PCs.	4	Ensure cables are tidied away under desks to reduce and hopefully prevent the likelihood of tripping.	2	President for setting these guidelines and each member for following them.
Cutting self on paper	Getting a paper cut.	All members using paper.	1	Keep paper organised and be being careful when handling paper.	1	President for setting these guidelines and each member for following them.
Eye Strain	Headaches, Dizziness, Eye Strain.	All members using TVs or Monitors	2	Encourage regular breaks when using monitors or TVs.	1	President for setting these guidelines and each member for following them.
R.S.I	Cramp in the wrists, Carpal Tunnel	All members using computer mice and Keyboards.	2	Encourage regular breaks when using computer mice or keyboards.	1	President for setting these guidelines and each member for following them.
Area of Activity : Lecture Room						
Falling / Tripping over chairs	Tripping over chairs and injuring self, possible bruises & cuts.	All members using chairs.	2	Keep chairs tucked in when not is use and making sure members are generally aware of their surroundings.	1	President for setting these guidelines and each member for following them.
Tripping over PC cables	Tripping over wires from PCs and injuring self, possible bruises & cuts.	All members using PCs	4	Ensure cables are tidied away under desks to reduce and hopefully prevent the likelihood of tripping.	2	President for setting these guidelines and each member for following them.

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	McClay Manktelow		19/07/2019

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	Briefing meeting upon joining the society. Copy given to all members at the first meeting and a digital copy distributed.	President (McClay Manktelow)	19/07/2019