

University of Lincoln Students' Union

Annual Risk Assessment for Activities

Activity Details	
Activity Name	African Caribbean Society (ACS)
Date Of risk Assessment Completion	24/09/2019
Risk Assessment Review Date	
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 : University classroom						
Physical	<ol style="list-style-type: none"> 1. Falling off chairs or falling in general 2. Tripping over bags and coats 3. Injuries on the way home from an event 4. Not making it home from an event 	Members	2	<ol style="list-style-type: none"> 1. Keep heated discussions and humour controlled to avoid reckless or natural impulses 2. Ensure floor remains clear throughout event 3. Encourage members to make their way back in groups 4. Our society will be like a family so numbers will be exchanged for members to text each other (committee included) to make sure everyone gets home 	1	Committee
Biological	<ol style="list-style-type: none"> 1. Allergic reactions to nuts or any other common allergens 	Members	6	<ol style="list-style-type: none"> 1. Absolutely no nuts will be available as snacks during an event, and members will be made aware of other allergens such as dairy for those who may be lactose intolerant 	2	Committee
Chemical	<ol style="list-style-type: none"> 1. Showing up intoxicated or high to an event 2. Alcohol or illegal substances being present at event 	Members	4	<ol style="list-style-type: none"> 1. We will not tolerate such physical states at our events and so, once made aware, that member will be asked to leave. (We will make efforts to ensure said members returns home safely) 2. Our intolerance for such substances will be made clear at our first event to avoid it happening. If it does occur, the member will be acted to leave with said substances. 	1	Committee
Other	<ol style="list-style-type: none"> 1. Noise levels during an event 	University students	2	<ol style="list-style-type: none"> 1. We will try to control noise levels and not disturb others within the building. 	1	Committee
Area of Activity: university pitches						
Physical	<ol style="list-style-type: none"> 1. Injuries due to tackling during football 2. Injuries due to environmental conditions 3. Injuries due to fights 	Members and committee	6	<ol style="list-style-type: none"> 1. Ensure members are dressed appropriately to reduce injuries, seeing as tackling is a-part of the sport 2. In the event that it is raining or there is some other weather condition, we will postpone or cancel the event. 3.) Fighting will not be tolerated. In the event that it does, the member will be asked to leave and banned from taking part in future games 	2	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?
Physical	1. Sporting events outside. (Football)	Members and committee	6	Checking the weather forecast beforehand, this would be for any form of trips and outings completed by the society. Ensuring that the pitch used has been thoroughly checked by a fully qualified referee. One of the way.	2	Committee
Physical	1. Pulling muscles or to injure their body	Members and committee	5	If any member of ACS would be hurt through Manual Handling this would mean that they would need to call the emergency services. Furthermore, not moving the individual at all	2	Committee
Physical	Use of transport, Individuals can get ill during travel and be sick on in the specific means of transport of which they had been put within.	members and committee	4	If the individuals are to then take their own form of transport to the events of which are arrange for the societies they would find themselves reliable for their own actions. When transport is being provided for the society members, this would then mean that they are under the responsibility of the ACS committee. To prevent risk all transport would be approved through SU.	3	Committee
Physical	Uneven floor boards within the sports hall, causing broken bones and potential pulled limbs	members and committee	4	Ensuring that all of the sporting facilities would have been accessed and approved before the game. Ensuring that all sports players would be lead through the appropriate stretches furthermore, health checks before games	3	Committee
Physical	Dehydration	sports teams	2	Allowing for there to be bottled water of which would be provided for all of the sports games, ensuring that hydration of players is key maintaining health.	3	committee
Physical	spectators getting hit with sports balls during games	all spectators	2	If any individual would be at the game watching and they are hit with the balls or respective equipment, bottle of water, ice pack and seating for them to rest in case they are in pain would need to be provided	2	committee
Biological	Out of date dry food or drink	all	4	Ensure that all dry food and drink would be checked for packaging and ensuring that are correctly sealed before being dispensed	2	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?
Physical	Fighting against other sports player	sports players	4	Ensure all sports players are briefed and aware of zero tolerance for any form of physical violence. Removal from games and suspension of found accountable	2	committee
Verbal abuse racial/homophobic	Members making offensive comments based on individuals race faith or sexual orientation. Causing people to leave ACS	All members and committee	3	Make clear to all members that the society is meant to be a professional environment, no disrespect allowed. Make sure both sides sign confirmation of no slander.		committee
Loose lighting fixtures	There could be loose lighting fixtures of which could then fall, and they could then hit individuals to whom are at events.	all members and committee	3	Making sure that all of the different events there is an individual to whom has the ACS first aid box. Ensuring that all injuries can be controlled until the emergency services would have arrived.		committee and venue owners
fires	fires within the university classrooms	all	5	Allow time at all events to explain that fire drills aren't planned for that specific event although all people must be aware of fire exits.		committee
Faulty chairs and tables	equipment breaking	all		Ensure that at each venue the chairs or tables being used would be up to standard to sustain the weight of each individual of which would be sat there		committee
Film Viewing	Potential licensing issues	Committee	4	Committee member checking all attendees are members of ACS before being allowed entry.	2	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
ACS President	Indika Roseway		25/01/19
ACS educations officer	Hector Yapp		25/01/19
Societies Assistant	Jessica Skill		26/09/2019

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 on at the beginning of the meetings, furthermore ACS meet and greet will have SU rules read out of which will allow all of the individuals to see what needs to be upheld such as respect for all members, Ensuring that of the ACS members have an E-copy of the risk assessment of which has been sent by email allowing them to refer to it an any given time they so wish.	All committee members must have an understanding that all rules are to be followed. Furthermore, they must all have an understating of the health and safety procedures of the SU. This would allow for there to be an accountable person to whom to would be trained and they would also be able to handle the situation until then emergency service would arrive at the venue.	25/01/19