

University of Lincoln Students' Union

Annual Risk Assessment for Activities

Activity Details	
Activity Name	The E.C.O Society
Date Of risk Assessment Completion	27/10/2018
Risk Assessment Review Date	27/10/2019
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

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 : Trips						
Group splitting up	Members getting lost	Everyone	1	Ensure all members have the contact information of a member in the committee, for example mobile numbers. If splitting up is a necessity guarantee there is an allotted time to meet back up and try to make sure there is a committee member in each group. Ensure there is a list of everyone attending the trip that is checked before setting off, on arrival, and before coming back to Lincoln.		Committee
Medical conditions	Fall ill due to a pre-existing medical condition	Everyone	2	Make sure the committee know of all members with medical conditions. Ensure all members with any medical conditions are responsible for their own treatment. Have a certified first aider and first aid kit on the trip.		Committee
Disabled access	No disabled access could withhold key parts of the trip	Members with disabilities	1	Before booking any trips ensure that everyone in the society will be able to access the venue.		Committee
Area of Activity: Socials (pizza nights, movie nights, etc.)						
Food allergies	Allergic reaction	People with allergies	3	Make a note of any members of the society with allergies and make sure there is food appropriate for them. Ensure any food we provide is labelled correctly and clearly. When eating out let the staff at the particular venue know about the allergies.		Committee
Food contamination	Food poisoning	Everyone	2	If we are providing the food we must ensure that it has been prepared in a sanitary area and that everything has been kept at the correct temperature. If eating out, the hygiene rating of any restaurant or venue must be checked prior to booking.		Committee
Walking home alone	Possibilities of attacks	Everyone	3	Encourage people who live near each other to walk together to avoid anyone walking on their own.		Committee
Electricity	Electric shock, or burns	Everyone	3	Ensure all technology used isn't faulty, if it is, it mustn't be used.		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?
Fire	Burns, smoke inhalation	Everyone	3	Make sure everyone attending knows where the fire safety point is and ensure we have a list of everyone to make sure no one is left inside the building.		Committee
Physical activity	Bruises, cuts, sprains, breakages, physical injury	Everyone	2	Make sure everyone only performs to their ability level, ensure first-aid trained committee members are present. Area of physical activity is ensured and to a high standard, that any workers are able to administer sufficient first aid.		Committee
Area of Activity : Volunteering (e.g. planting trees)						
Equipment	Injury from using new equipment	Everyone	3	Ensure anyone using equipment has been shown how to use it safely and responsibly. Don't use equipment that is faulty or broken.		Committee
Harmful plants	Irritated skin or allergic reactions	Everyone	2	Ensure all members cover any exposed skin by wearing long trousers, gloves, etc. Be aware of any harmful plants in the area we are volunteering in.		Committee
Allergies	Become ill from any plant allergies or hay fever	Everyone	2	The committee must be aware of any members who suffer from plant related allergies. Ensure those members are responsible for their own drugs and their own limits in terms of exposure to plants. Ensure that any members who have more severe allergies are only exposed for a short amount of time.		Committee
Area of Activity : Fundraising						
Exposure to consistent loud noise if we're playing music or in a big crowd	Hearing impairment	Members with sensitive hearing	2	Make sure we are aware of any members who have sensitive hearing so we can warn them in advance to any of these events. Ensure that they are not exposed to the noise for longer than necessary.		Committee
Cash handling	Theft	Committee	2	Make sure when handling money e.g. selling tickets, do so in pairs. If using buckets or tins to collect money ensure that they have 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

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
Social Secretary	Abigail Shires	AShires	27.11.2018
President	George Young	George Young	27.11.2018
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	Debrief of health and safety before setting off from the meeting location to the event.	George Young (President): SU First Aid trained	30.11.2018