

## University of Lincoln Students' Union Annual Risk Assessment for Activities

Activity Details	
Activity Name	City Pubs
Date Of risk Assessment Completion	23.09.2019
Risk Assessment Review Date	01.05.2020
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.

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

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?
<b>Area of Activity : Socials</b>						
Alcohol Consumption	Alcohol-related injury, obnoxious or aggressive behaviour leading to concussion, vomiting, alcohol poisoning, general injury, lost members, vulnerability	Committee, members who drink alcohol	6	<ol style="list-style-type: none"> <li>1. Safe and responsible drinking will be promoted by the Committee and Society at all socials</li> <li>2. Members shall not be encouraged to drink alcohol at any event.</li> <li>3. If members are very intoxicated, the Committee will ensure they do not walk home alone.</li> <li>4. An ambulance will be called if the Committee or venue deems it to be necessary.</li> </ol>	2	Committee, members
General Injuries	Bruising, minor cuts, grazes, Strains, Sprains, broken bones, concussion, A&E trip	Committee, members	4	<ol style="list-style-type: none"> <li>1. Smaller issues, such as falls, will be treated with the contents of the First Aid kit and logged with an accident report. Larger issues will be resolved by calling 999/101 and seeking professional medical advice.</li> <li>2. The Committee will be aware of members, advising where necessary if they believe a member could become injured.</li> </ol>	2	Committee, members
Loud Music	Damage to hearing,	Committee, members	3	<ol style="list-style-type: none"> <li>1. Members will be advised not to stand too close to speakers or live instruments.</li> <li>2. If a member believes that their hearing is being affected by loud music, they will be advised to move further back and seek medical assistance where needed.</li> </ol>	1	Committee, members
Lost Members	Members unsure of where to go	Committee, members	4	<ol style="list-style-type: none"> <li>1. Members must report to the Committee when arriving and leaving an event.</li> <li>2. Members are advised to stick with the group at all times.</li> <li>3. In advance of an event, members will be informed of the venues for that social, and what times the Society will be arriving/departing each one.</li> </ol>	1	Committee, members
Street Safety	Walking home late at night, travelling while intoxicated,	Committee, members	4	<ol style="list-style-type: none"> <li>1. Members are advised to be aware of their surroundings at all times.</li> <li>2. Ensure members are aware of the routes being taken while travelling between venues.</li> <li>3. Members will be advised to use road crossings where possible.</li> </ol>	2	Committee, members
Handling Cash	Theft (potentially with assault)	Committee	2	<ol style="list-style-type: none"> <li>1. Any cash handled by the Committee will be kept in a locked container before being paid in to the Reception desk at the SU as soon as possible.</li> </ol>	1	Committee,

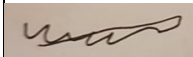
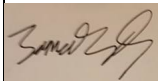


Hazard	What are the risks & potential injuries?	Who is at risk?	Severity	What are the controls and actions? (use numbers)	Frequency	Who is responsible for the control?
				2. The treasurer must always be accompanied by another Committee member when handling cash.		
Fire	Injuries sustained from burns, smoke inhalation, general injuries	Committee, members, public	9	<ol style="list-style-type: none"> <li>1. In the event of a fire, the Committee should be familiar with the venue's fire assessment and guide members to evacuate in a calm and orderly fashion.</li> <li>2. The Committee will disband members once all attending event have been counted. Nobody is to re-enter the building under any circumstances.</li> <li>3. The fire department shall be alerted to the situation.</li> <li>4. To prevent fires, no naked flames/candles shall be provided by members or Committee. Lighters for cigarettes must be used outside in a well-ventilated area.</li> </ol>	3	Committee, members, public
Food Consumption	Illness from poorly prepared food, or allergic reaction to ingredients in food.	Committee, members.	4	<ol style="list-style-type: none"> <li>1. Members with allergies must be sure that the food they order will not affect their allergy.</li> <li>2. If members have a negative reaction to food, the issue will be resolved with the contents of the First Aid kit.</li> <li>3. If First Aid is not suitable, 999/101 will be called and the incident will be logged in an accident report.</li> </ol>	2	Committee, members
Medical Conditions	Illness from pre-existing medical condition.	Members	4	<ol style="list-style-type: none"> <li>1. Members must inform the society of any medical condition that could affect their health at a Social.</li> <li>2. Members are to carry any necessary medication/inhalers/etc when at socials in case of an emergency.</li> <li>3. First Aid kits will be provided at all socials.</li> <li>4. If deemed necessary, professional medical help will be called and logged in an accident report form.</li> </ol>	2	Committee, members
Conflict (Verbal and Physical)	Injuries sustained from physical conflict	Committee, members	6	<ol style="list-style-type: none"> <li>1. If conflict does occur at any social, the Committee will attempt to diffuse the situation. If the situation does not improve, the appropriate staff member/security/police will be informed and consequences will be dealt to those involved once the situation has been reviewed.</li> </ol>	2	Committee, members
Area of Activity : Trips						

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?
Alcohol Consumption	Alcohol-related injury, obnoxious or aggressive behaviour leading to concussion, vomiting, alcohol poisoning, general injury, lost members, vulnerability	Committee, members who drink alcohol	6	<ol style="list-style-type: none"> <li>1. Safe and responsible drinking will be promoted by the Committee and Society at all trips.</li> <li>2. Members shall not be encouraged to drink alcohol at any event.</li> <li>3. If members are very intoxicated, the Committee will ensure they do not walk home alone. An ambulance will be called if the Committee or venue deems it to be necessary.</li> </ol>	2	Committee, members
General Injuries	Bruising, minor cuts, grazes, Strains, Sprains, broken bones, concussion, A&E trip	Committee, members	4	<ol style="list-style-type: none"> <li>1. Smaller issues, such as falls, will be treated with the contents of the First Aid kit and logged with an accident report. Larger issues will be resolved by calling 999/101 and seeking professional medical advice.</li> <li>2. The Committee will be aware of members, advising where necessary if they believe a member could become injured.</li> </ol>	2	Committee, members
Transport	Injuries sustained while using transport	Committee, members	4	<ol style="list-style-type: none"> <li>1. Public transport will be used as much as possible, booked in advance of any trip.</li> <li>2. Passengers must act orderly while using any transport and adhere to the rules of the transport as stated by the company.</li> <li>3. Where possible, seatbelts are compulsory while travelling.</li> </ol>	2	Committee, members
Medical Conditions	Illness from pre-existing medical condition.	Members	4	<ol style="list-style-type: none"> <li>1. Members must inform the society of any medical condition that could affect their health at a Social.</li> <li>2. Members are to carry any necessary medication/inhalers/etc when at socials in case of an emergency.</li> <li>3. First Aid kits will be provided at all socials. If deemed necessary, professional medical help will be called and logged in an accident report form.</li> </ol>	2	Committee, members
Fire	Injuries sustained from burns, smoke inhalation, general injuries	Committee, members, public	9	<ol style="list-style-type: none"> <li>1. In the event of a fire, the Committee should be familiar with the venue's fire assessment and guide members to evacuate in a calm and orderly fashion.</li> <li>2. The Committee will disband members once all attending event have been counted. Nobody is to re-enter the building.</li> <li>3. The fire department shall be alerted to the situation.</li> <li>4. To prevent fires, no naked flames/candles shall be provided by members or Committee. Lighters for cigarettes must be used outside in a well-ventilated area.</li> </ol>	3	Committee, members, public

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?
Lost Members	Members unsure of where to go	Committee, members	4	<ol style="list-style-type: none"> <li>1. Members must report to the Committee when arriving and leaving an event.</li> <li>2. Members are advised to stick with the group at all times.</li> <li>3. In advance of an event, members will be informed of the venues for that social, and what times the Society will be arriving/departing each one.</li> </ol>	1	Committee, members

## 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	Isaac Cummings		23.09.2019
Vice President	James Richards		23.09.2019
Treasurer	Holly Knaggs		23.09.2019
Societies Assistant	Jessica Skill		23/09/2019

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
All members, including Committee	Ongoing briefing at all socials, trips and events.  This document must also be available on the SU website for members and potential members to access.	All committee members	23.09.2019

