

## University of Lincoln Students' Union

### Annual Risk Assessment for Activities

Activity Details	
Activity Name	Poker Society Charity Poker Tournament
Date Of risk Assessment Completion	13/11/2018
Risk Assessment Review Date	26/11/2019
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.

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 : Charity Poker Tournament at Walkabout</b>						
Alcoholic Drinks	Alcohol poisoning Loss of balance Affected behaviour	Everyone who drinks	4	<ul style="list-style-type: none"> <li>Ensure everyone is over the age of 18</li> <li>Make sure people are aware of the dangers of drinking</li> </ul>	2	Committee (President, Vice President, Treasurer, Tournament Director, Social Secretary), Walkabout staff
Slips, trips, and falls	People falling and injuring themselves	Everyone	3	<ul style="list-style-type: none"> <li>Make sure nothing low is in the way</li> <li>Nothing left on the floor</li> <li>People don't run around</li> </ul>	2	Committee (President, Vice President, Treasurer, Tournament Director, Social Secretary), Walkabout staff
Cards	Paper cuts	Everyone playing	1	<ul style="list-style-type: none"> <li>No controls</li> </ul>	1	Committee (President, Vice President, Treasurer, Tournament Director, Social Secretary), Walkabout staff
Food	Allergies Choking	Anyone who orders food or buys baked goods	4	<ul style="list-style-type: none"> <li>Menus have allergy information</li> <li>Baked goods sold will contain no nuts and people will be asked about allergies before receiving one</li> </ul>	1	Committee (President, Vice President, Treasurer, Tournament Director, Social Secretary), Walkabout staff

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?
Gambling laws	Potential risk of unlawful gambling	Walkabout Poker Society	4	<ul style="list-style-type: none"> <li>• Knowledge of the gambling commission guidelines on poker in alcohol licensed premises</li> <li>• All money goes through a Committee member and amount given per person will be recorded</li> <li>• No more than £8 per person is to be paid for entry</li> <li>• The pot can't exceed £600 which means no more than 75 people can enter (There is a maximum capacity of 40 anyway)</li> <li>• Prizes are donated and independent from the tournament entry</li> <li>• All information can be verified by viewing these guidelines from the Gambling Commission;  <a href="https://www.gamblingcommission.gov.uk/PDF/quick-guides/Can-I-hold-a-race-night-casino-night-or-poker-night-quick-guide.pdf">https://www.gamblingcommission.gov.uk/PDF/quick-guides/Can-I-hold-a-race-night-casino-night-or-poker-night-quick-guide.pdf</a> </li> </ul>	1	Vice President (Sean Young)

## 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
Vice President	Sean Young	Sean Young	13/11/2018
Societies Assistant	Jessica Skill		14/11/2018
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	Briefing meeting on 26/11/2018 Copy given to all members on N/a	Sean Young	13/11/2018