

University of Lincoln Students' Union

Annual Risk Assessment for Activities

Activity Details	
Activity Name	The Book Club Society
Date Of risk Assessment Completion	
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.

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?
Area of Activity : Socials with no food, eg- Film Nights, Author Talks or Group Presentations.						
Electronics	Electrical burns, eye strain, fires	Everyone	2	Ensure all equipment used meets electrical safety standards, and that all cables are connected properly with no damages. Provide good lighting and know where the fire blankets are in the building.		Committee
Fire	Burns and smoke inhalation	Everyone	3	Ensure we know the building's fire exits and correct procedure. Keep a list of the attending members and do a role call once outside the building. Avoid creating any fire hazards ourselves.		Committee
Accidents such as tripping over loose wires, chairs, game pieces	Bruises and scratches, potentially broken bones.	Everyone	2	We must keep walkways clear and maintain a tidy area to avoid tripping or slipping over obstacles.		Committee
Medical Conditions	Lapse and consequential illness from these pre-existing medical conditions	Members with pre-existing conditions	4	Talk to members so the committee are aware of these conditions, so we can attempt to avoid anything that may trigger these illnesses- E.g.) Avoid strenuous activity if someone has a heart condition or asthma.		Committee
Walking home from events alone.	Threat of, or potential attack.	Singular members	3	Make sure people leave in groups of two or more, or organise group transport via taxis if people live near each other.		Committee
Lack of Disabled Access	Inability to access the event.	Members with disabilities	1	Ensure event locations have lifts and ramps, by calling ahead or researching online.		Committee
Group splitting up	Threat of/ or potential attack Members getting lost	Everyone	2	Keep the group together and ensure that anyone needing to split off is not alone. Keep phones charged and ensure members have at least one of the committee's mobile numbers.		Committee
Area of Activity : Socials- involving food, such as meals or nights out.						
Food Allergies	Allergic reactions- throat and facial swelling, rashes.	Members with allergies.	6	Make a list of allergies within the society and call ahead when booking restaurants to ensure they cater towards our member's needs. If food is prepped by us, we must label all allergens clearly and tell members about them too. Must ensure all waiting staff and other members are aware of allergens to be avoided.		Committee
Food Contamination	Allergic reactions- as above. Illness- stomach pains,	Members with allergies and/ or	2	Check ahead that the restaurant has a good food safety rating and is clean. Repeat procedure with allergen checks. Any food we prep ourselves must be on a clean surface and not be out of date.		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?
	viruses.	everyone				
Group splitting up	Members getting lost	Everyone	2	Keep the group together and ensure that anyone needing to split off is not alone. Keep phones charged and ensure members have at least one of the committee's mobile numbers. Arrange a familiar meeting point should anyone get lost.		Committee
Medical Conditions	Lapse and consequential illness from these pre-existing medical conditions	Members with pre-existing medical conditions	4	Talk to members so the committee are aware of these conditions, so we can attempt to avoid anything that may trigger these illnesses- Eg) Avoid strenuous activity if someone has a heart condition or asthma.		Committee
Walking home from events alone	Threat of, or potential attack	Singular members	3	Make sure people leave in groups of two or more, or organise group transport via taxis if people live near each other.		Committee
Lack of Disabled Access	Inability to access the event	Members with disabilities	1	Ensure event locations have lifts and ramps, by calling ahead or researching online		Committee
Fire	Burns and smoke inhalation	Everyone	3	Ensure we know the building's fire exits and correct procedure. Keep a list of the attending members and do a role call once outside the building. Avoid creating any fire hazards ourselves.		Committee
Alcohol	Falls from relating behaviour/actions, alcohol poisoning	Everyone who drinks alcoholic beverages	3	Ensure people understand to be responsible when drinking alcohol and have non-alcoholic beverages available. Never encourage students to drink alcohol. Have one 'sober' member.		Committee
Area of Activity : Trips Out.						
Group splitting up	Members getting lost	Everyone	3	Keep the group together and ensure that anyone needing to split off is not alone. Keep phones charged and ensure members have at least one of the committee's mobile numbers. Arrange a meeting point should anyone get lost.		Committee
Food Allergies	Allergic reactions- throat and facial swelling, rashes.	Members with allergies	6	Make a list of allergies within the society and call ahead when booking restaurants to ensure they cater towards our member's needs. If food is prepped by us, we must label all allergens clearly and tell members about them too. Must ensure all waiting staff and		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?
				other members are aware of allergens to be avoided.		
Food Contamination	Allergic reactions- as above. Illness- stomach pains, viruses.	Members with allergies and/ or everyone	2	Check ahead that the restaurant has a good food safety rating and is clean. Repeat procedure with allergen checks. Any food we prep ourselves must be on a clean surface and not be out of date.		Committee
Lack of Disabled Access	Inability to access the event	Members with disabilities	1	Ensure event locations have lifts and ramps, by calling ahead or researching online.		Committee
Medical Conditions	Lapse and consequential illness from these pre-existing medical conditions	Members with pre-existing medical conditions	4	Talk to members so the committee are aware of these conditions, so we can attempt to avoid anything that may trigger these illnesses- Eg) Avoid strenuous activity if someone has a heart condition or asthma.		Committee
Members forgetting important medication	Lapse and consequential illness, allergic reactions, dizziness/withdrawal symptoms	Members with pre-existing medical conditions or allergies	4	Remind members about the trip and the need to bring their relevant medications. On the day of the trip ask them where they are in the case of emergency intervention- for example if someone requires an epi pen. Keep a first aid kit on hand with a committee member.		Committee
Handling of cash	Theft	Everyone involved	2	Assign responsibility of society funds (whether for accommodation or deposits) to Treasurer and committee only. Keep funds hidden or safely stored. Keep aware of this at all times. Remind members to keep an eye on their bags.		Committee
Loss of personal items	Theft, loss of valuables such as money and electronics	Everyone	2	Remind members to keep an eye on their bags and advise them on not what to bring on trips. For example- laptops not suitable for a walking day out.		Committee
Over-exposure to sunlight if outdoors for prolonged time	Sun burn, sun stroke, wind burn	Everyone	2	Ensure that members have access to sufficient hydration. Keep a bottle of sunscreen and a first aid kit with a member of the committee at all times.		Committee
Walking home from events alone	Threat of/ or potential attack	Singular members	3	Make sure people leave in groups of two or more, or organise group transport via taxis if people live near each other.		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 and smoke inhalation	Everyone	3	Ensure we are aware of the building's fire exits in new surroundings. Keep a list of those attending and do role call once outside the building.		Committee
Alcohol	Falls from relating behaviour/actions, alcohol poisoning	Everyone who drinks alcoholic beverages	3	Ensure people understand to be responsible when drinking alcohol and have non-alcoholic beverages available. Never encourage students to drink alcohol. Have one 'sober' member.		Committee
Area of Activity : Fundraisers						
Anxiety/ or discomfort at crowds	Panic attacks, personal safety, lapse of self-destructive coping methods	Members with anxiety issues	1	Keep an eye on vulnerable members and arrange Wellbeing support for them should they need it. Either suggest it to them or offer to support them with anything they need when with the society. Make sure that an individual is not placed in a situation they find uncomfortable.		Committee
Handling of cash	Theft	Everyone involved	2	Assign responsibility of society funds to the Treasurer and committee only. Keep funds hidden or safely stored. Keep aware of this at all times.		Committee
Setting up stalls-handling gazebos and moving furniture	Tripping over, bruises, scratches	Everyone	2	Ensure heavy equipment is lifted properly, or refrain from using any heavy kit. Don't attempt to move anything that is fixed or too heavy. Make sure gazebos etc are installed correctly and that no trip hazards are created with banners or signs. Make sure these are fastened correctly.		Committee
Exposure to loud noises	Panic attacks, headaches, disorientation	Members with sensitive hearing	3	Try to keep members with sensitive hearing away from the source of the noise, and refrain from using loud music or megaphones on the stall. Calm anyone down that feels dizzy or ill and provide a quieter area to sit in.		Committee
Food Contamination	Allergic reactions- as below. Illness- stomach pains, viruses.	Members with allergies and/ or everyone	2	Repeat procedure with allergen checks. Any food we prep ourselves must be on a clean surface and not be out of date, ensure that food is labelled correctly for the public.		Committee
Food Allergies	Allergic reactions- throat and facial swelling, rashes.	Members with allergies	4	Make a list of allergies within the society and call ahead to ensure a venue caters towards allergies. If food is prepped by us, we must label all allergens clearly and tell members and the public about them too. Must ensure all staff and other members are aware of allergens to be avoided.		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?
Over-exposure to sunlight if outdoors for prolonged time	Sun burn, sun stroke, wind burn	Everyone	2	Ensure that members have access to sufficient hydration. Keep a bottle of sunscreen and a first aid kit with a member of the committee at all times.		Committee
Area of Activity : Campaigns						
Member Vulnerability	Can admit to self destructive behaviours	Vulnerable members	1	Keep an eye on vulnerable members and arrange Wellbeing support for them should they need it. Either suggest it to them or offer to support them with anything they need when with the society. Make sure that an individual is not placed in a situation they find uncomfortable.		Committee
Food Contamination	Allergic Reactions, as below. Illness- stomach pains, viruses.	Everyone	2	Repeat procedure with allergen checks. Any food we prep ourselves must be on a clean surface and not be out of date, ensure that food is labelled correctly for the public.		Committee
Food Allergies	Allergic reactions- throat and facial swelling, rashes.	Members with allergies	2	Make a list of allergies within the society and call ahead to ensure a venue caters towards allergies. If food is prepped by us, we must label all allergens clearly and tell members and the public about them too. Must ensure all staff and other members are aware of allergens to be avoided.		Committee
Over-exposure to sunlight if outdoors for prolonged time	Sun burn, sun stroke, wind burn	Everyone	3	Ensure that members have access to sufficient hydration. Keep a bottle of sunscreen and a first aid kit with a member of the committee at all times.		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
P			
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 and Committee	Briefing meeting on ????? Copy given to all members on ?????		