

University of Lincoln Students' Union

Annual Risk Assessment for Activities

Activity Details	
Activity Name	Indie Society
Date Of risk Assessment Completion	20.11.18
Risk Assessment Review Date	24.09.19
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: Weekly meet ups						
Surroundings	Minor injuries such as cuts, bruises, grazes etc	Everyone	1	Make sure everyone present is aware of anything in the area that could cause injury, such as trip hazards. Bring first aid kit to the meetings so we are prepared in the event of an accident.	1	Committee
Electricity	Electrical shocks, burns and fires	Everyone	3	Make sure any devices we are using aren't faulty, e.g. speakers if we wanted to play music at the meet-up. Don't use any faulty equipment and report to technicians so they're aware of the fault.	2	Committee
Food allergies	Allergic reactions	Members with allergies	3	Make sure we are made aware of the food allergies any members have and make a list so that we can refer back to it if we are thinking about getting food for the meet-ups.	1	Committee
Fire	Burns, smoke inhalation	Everyone	3	Make sure everyone is aware of where the fire exits are and where to meet up in the event of a fire. Make a list of everyone there so we would be able to consult this list to make sure everyone got out the building ok.	2	Committee
Area of Activity: Socials e.g. nights out/ parties and bar crawls						
Drinking too much	Accidents, falling over, breaking bones, cuts, bruises, sprains, sickness, passing out, alcohol poisoning	Members who choose to drink	4	Us committee members are responsible for the members safety and making sure people don't drink too much, to the point where they are likely to cause harm to themselves or others. Make sure the first aid kit is ready to hand at parties/ pre-drinks etc so we are prepared for any injuries. Check the surrounding area beforehand and get rid of any potential hazards.	2	Committee
Surroundings	Cuts, bruises, grazes	Everyone	2	Make sure everyone present is aware of anything in the area that could cause injury, such as trip hazards (try to eliminate these if possible). Bring first aid kit to the meetings so we are prepared in the event of an accident.	2	Committee
Getting lost/ separated from everyone/ walking home alone	Possibility of attack, not being able to get home	Everyone	3	Make sure we have everyone's contact details so we can get in touch if we lose them. Encourage people who live near each other to walk home together. Arrange taxis for those who live far away or don't have anyone to walk with and don't leave the social until everyone is accounted for.	2	Committee
Fire	Burns, smoke inhalation	Everyone	3	Make sure everyone is aware of where the fire exits are and where to meet up in the event of a fire. Make a list of everyone there so we would be able to consult this list to make sure everyone got out the building ok.	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?
Area of Activity: Socials such as movie nights, quiz nights, bingo etc						
Food allergies	Allergic reaction	Members with allergies	3	Make sure we are made aware of the food allergies any members have and make a list so that we can refer back to it if we are thinking about getting food for the socials. If eating out, we will inform staff members of any allergies that members have so they won't get served food with them in.	2	Committee
Food contamination	Food poisoning	Everyone	2	Check the hygiene rating of any places we are visiting that serve food. If we are providing food, then we will make sure it is prepared in a clean environment and make sure it reaches health and safety guidelines. We will not leave food left out for long periods of time.	1	Committee
Fire	Burns and smoke inhalation	Everyone	3	Make sure everyone is aware of where the fire exits are and where to meet up in the event of a fire. Make a list of everyone there so we would be able to consult this list to make sure everyone got out the building ok.	2	Committee
Surroundings	Cuts, bruises, grazes	Everyone	1	Make sure everyone present is aware of anything in the area that could cause injury, such as trip hazards (try to eliminate these if possible). Bring first aid kit to the meetings so we are prepared in the event of an accident.	1	Committee
Lack of disabled access	Cannot access the venue	Members with disabilities	1	Check beforehand that any places we are visiting have disabled access if necessary.	1	Committee
Area of Activity: Trips						
Members getting lost or separated from everyone else	Members getting lost/ not being able to get home	Everyone	2	We will make sure we have everyone's contact details, so we can get in touch if we lose them. If there are multiple groups, we will aim to have one committee member with each group. Make a list beforehand of everyone attending the trip (and get other committee members to double check this) so we can make sure everyone is accounted for before we leave.	1	Committee
Lack of disabled access	Cannot access the venue	Members with disabilities	1	Check beforehand that any places we are visiting have disabled access if necessary.	1	Committee
Surroundings	Cuts, bruises, scrapes	Everyone	1	Check the area before entering and have first aid kit on hand to treat any minor injuries.	1	

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?
Pre-existing medical conditions	Illness due to medical condition	Members with medical conditions	2	Make sure committee are aware of anyone who has a pre-existing medical condition (and make members aware) and know what to do in the event of an emergency. Make sure people with a medical condition take responsibility for provision of their own drugs. Ensure someone on the committee is first aid trained and brings a first aid kit to relevant events.	1	Committee/ person with medical condition
Area of Activity: Fundraisers						
Cash handling	Theft	Committee/ society/ volunteers	2	Ensure when selling tickets/ handling cash that there are two people present. Use a lockable cash tin to store any money collected and make sure this is handed into the SU reception as soon as the fundraiser is over. Take care when handling money in the street that this is not done at the point of sale/ collection to minimise risk of theft. Aim to use other approved methods to reduce the amount of cash being handled.	1	Committee, especially treasurer
Food allergies	Allergic reaction	Members with food allergies	3	If handing out or selling food, ask people if they have any allergies and check the food beforehand for any obvious allergens to make people aware of.	2	Committee
Excessive noise exposure, from music playing or if in a busy area	Hearing impairment/ damage	Members who are there all day or have sensitive hearing	2	If the fundraiser is being held in a loud environment, make sure people who are there all day get adequate breaks, where they can leave the area if they wish to. Make sure people are made aware beforehand if is likely to be loud so members with sensitive hearing can bring relevant tools or they can take the option not to attend.	1	Committee
Members forgetting medication	Members' health could be at risk	Members with medical conditions	3	Ensure the committee are aware of anyone with a pre-existing medical condition and know what to do in the event of an emergency. We can let members know if there's going to be anything at our events that could put them at risk.	1	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
PRESIDENT	KAMALA ADAMS	Kamala	18.11.18
TREASURER	CHLOE WOODS	Chloe	21.11.18
VICE PRESIDENT	EDWARD BOULTER	Edward	19.11.18

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 28.11.18 Copy emailed to all members on 1.12.18	President	18.11.18