

University of Lincoln Students' Union

Annual Risk Assessment for Activities

| Activity Details | |
|--|---------------|
| Activity Name | Indie Society |
| Date Of risk Assessment Completion | 01.08.2019 |
| 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? |
|--|---|-----------------------------|-------------|---|-----------------|-------------------------------------|
| 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 | 01.08.19 |
| VICE PRESIDENT | CHLOE WOODS | Chloe | 01.08.19 |
| Societies Assistant | Jessica Skill |  | 09/09/2019 |

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 |
| Members | Copy emailed to all members | President | tbc |