

## University of Lincoln Students' Union

### Annual Risk Assessment for Activities

HActivity Details	
Activity Name	HipHop Society
Date Of risk Assessment Completion	17/05/2019
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>						
Excessive Alcohol Consumption	This can lead to injuries which would be sustained whilst in a drunken state where you're not fully functional, as well as that the possibility of getting alcohol poisoning	Members of the society	2	There will be no activities which will encourage or support excessive alcohol consumption as all members will be made aware and told this isn't acceptable, this includes initiations etc... As well as that if a society member was to get too drunk then they will be looked after by either providing them with water and watching over them or escorting them to a safe location, e.g. Home.		The committee when watching over members and the members when consuming alcohol.
Society members travelling home	This could lead to a member being attacked on their way home or even getting lost.	Members of the society	2	Encourage all the members to look out for each other whilst on socials as well as encouraging the members to walk home with one another if they live in similar locations. Provide all members with phone numbers for committee members or the SU who can help with getting around the city.		Committee and society members.
Disabled access	Will not be able to access the venue properly	Members with a disability	1	When we have any socials, we will ensure we research beforehand to allow our members with a disability to have access to the venue.		Committee members.
Dehydration	This could be due to the alcohol consumption or if the venue becomes too crowded/hot.	Members of the society	2	Make it aware to all members of the society that they need to be hydrated during the socials, one way they can do this is by asking for tap water at the venue.		Committee and society members
Public transport/Bikes/Roads	This could cause collisions and accidents with vehicles which would cause injuries to the members, driver and public.	Members of the society	2	They will be made aware to be mindful of the environment they are in and make sure they report anything suspicious to the correct person of authority in that moment, as well as ensuring members doing walk around alone especially during socials late at night.		Committee and society members
General injuries	Bruises/cuts/grazes, sprains etc...	All involved	2	Make sure belongings are out of the way, keep drinks in responsible positions, depending on the injury either a first trained committee member will deal with it or will we call for emergency services.		Committee and Society members
Food related injuries	Allergies/choking	Members of the society	4	Ensure that all members inform us about any allergies they may have and committee members will provide this information to whomever necessary. Ensure that all members are responsible with their food to ensure no one chokes and have someone first aid trained on the committee ready.		Society and Committee members

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?
Medical conditions	Any type of medical; condition that could harm you	Members of the society	2	All members will be required to tell us about any medical conditions that are relevant to prevent any injuries or illness.		Committee and society members
Handling of cash	Theft	Everyone	2	Assign responsibility of society funds to treasurer and committee only. Keep funds hidden or safely stored. Keep aware of it at all times.	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	FARHAD NOURI	<u>F.NOURI</u>	17/05/19
Societies Assistant	Jessica Skill		09/09/2020

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	On the LIncolnSU website as well as our social media.	President	17/05/19