

University of Lincoln Students' Union

Annual Risk Assessment for Activities



Activity Details	
Activity Name	Art History Society
Date Of risk Assessment Completion	24th September 2019
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 incident 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 and Fundraisers involving food						
Food Allergies	Allergic Reaction	People with said allergies	3	Make sure there is a list of and that food is labeled for people to view, and make sure there is no cross contamination when cooking or baking. Members will also be asked once joined if they have any allergies and we will avoid food allergies are triggered by. Also if we are at a restaurant, to make the waiter and staff aware of that person's allergy.	2	Committee
Food Contaminations	Food Poisoning	Everyone	2	To make sure that restaurants are up to a high standard on hygiene rating (no less than a 4). If food is being made by us we will make sure that the cooking space is clean and up to hygiene level and that food will be cooked properly and to a high standard	1	Committee
Cash Handling	Theft	Committee/ Volunteers	2	Always handle/sell cash in pairs and to always use a lockable cash tin, charity buckets will have a sealed lid, always count the money before and end of events, and use a change counting method to make sure that proper change is handed over to participants	1	Committee but mostly Treasurer
Trips and falls	bruising, cuts or worst case scenario broken bones	Everyone	2	If one campus make sure that staff are on hand to help, at restaurants or in public make sure we have a first aid trained committee member on hand. Look out for signs that indicate a trip or fall hazard and warn people of the dangers.	1	Committee
Area of Activity : General Socials e.g Quizzes, movie nights and meetings						
Trip and falls involving electrical wires	Brucing, cuts or broken bones	Everyone	2	Makes sure we have a first aid trained committee member or if on campus make sure staff are available if needed, Make sure all wires are out of the way in a safe manner to avoid tripping hazards and tables are out of the way as well.	1	Committee
Electrical	electrical shock, burns or death	Everyone	3	Make sure no water is spilled near electrical equipment, all plugs and light switches are safe to use and if not report it to the university or student union. Make sure electrical wiring in other venues are up to standard	1	Committee/venue owners
Fire Safety	Burns and smoke inhalation	Everyone	3	Have a register of the members at the event to make sure everyone is accounted for, and make sure everyone knows the meeting points and fire exits are.	2	Committee

Members walking home	Possibilities of being attacked	everyone, particularly women or LGBT members	3	Make sure everyone feels safe, and to encourage those who live near each other to walk home in groups, or offer to walk members home if they are worried or anxious about walking home. Also to offer university lead resources like self defense classes or sexual assault alarms.	2	
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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	Glenn Pierce	G Pierce	24/09/19
Vice President	Samuel Neal	S Neal	24/09/19

Social Secretary	Emma Holt	E Holt	24/09/19
Societies Assistant	Jessica Skill		25/09/19

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	A copy will be given to Members to look over and a copy shall be brought to every meeting to ensure it is enforced.	Vice President Samuel Neal	24/09/19