

University of Lincoln Students' Union

Annual Risk Assessment for Activities

Activity Details	
Activity Name	Table Tennis Society
Date Of risk Assessment Completion	05/11/2018
Risk Assessment Review Date	01/06/2019
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
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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 : TRAINING						
Slips, trips & falls	Bruises, cuts etc; Possibilities of sprains and/or breakages; could hit head	Everyone	4	Ensure everyone wears the correct footwear Ensure the floors are clean and dry Make sure there is no debris on the floor Ensure first aid equipment is nearby	2	Committee, Venue & Members
Being hit by a bat	Bruising	Everyone	2	Be sure all members know the proper technique to holding/using a racquet Make sure members don't stand too close when others are playing	1	Committee & Members
Fire	Smoke inhalation/Burns	Everyone	2	Show everyone the fire exits and make sure everyone knows where the assembly point is, make sure the venue abides by a strict fire evacuation plan	1	Committee, Venue & Members
Area of Activity : SOCIAL						
Excessive alcohol consumption	Alcohol poisoning/Lack of balance/Asphyxiation from vomit	Everyone	4	Make sure there is free water wherever attended Ensure nobody is pressured to drink Be sure all venues attended are licensed to serve alcohol	2	Members
Area of Activity : COMPETITIVE GAMES (HOME)						
Tripping over	Bruises, cuts etc; Possibilities of sprains and/or breakages; could hit head	All players	4	Ensure everyone wears the correct footwear Ensure the floors are clean and dry Make sure there is no debris on the floor Ensure first aid equipment is nearby	2	Players, Committee
Area of Activity : COMPETITIVE GAMES (AWAY)						
Tripping over	Bruises, cuts etc; Possibilities of sprains and/or breakages; could hit head	All players	4	Ensure everyone wears the correct footwear Ensure the floors are clean and dry Make sure there is no debris on the floor Ensure first aid equipment is nearby	2	Players, Committee
Left Behind	Player left behind at away fixtures	Competitive players	2	Ensure all players are accounted for Stay as a group at fixtures	2	Players, 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	Jordan Mason	J. Mason	06/11/2018
Activities Manager	Lorna Cruickshank		7 November 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	<p>Briefing meeting with committee members to make sure everyone is aware of the risk assessment</p> <p>Explanation to each member on the first session they attend</p> <p>Put a copy of the risk assessment on the dashboard so all members can see it</p>	Committee	06/11/2018