

# University of Lincoln Students' Union

## Annual Risk Assessment for Activities



Activity Details	
Activity Name	Business Society
Date Of risk Assessment Completion	18 <sup>th</sup> August 2019
Risk Assessment Review Date	01/05/2020
Ongoing Assessment	
<p>The Risk Assessment process <u>must</u> be 'ongoing' 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 Lincoln's 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.

**Risk = Likelihood X Consequences**

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

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 / Risk	Potential injuries/Symptoms?	Who is at risk?	Risk Rating	What are the controls and actions? (use numbers)	Residual rating	Who is responsible for the control?
The Floor (falling over during an event or on the way to the building).	causes grazes, cuts, bruises etc	All Members of the society	2	Ensure the floor is dry before the event takes place. Move any obstacles out the way that may cause harm.  If anyone gets injured See if the person injured needs medical attention Move the obstacle out of the way that was missed or clean up the surface that was slipped on (if possible).	3	Cleaners, higher members of the society, staff at the event.
Lack of water (or any form of hydration) available on site	Dehydration, feeling light headed, headache, unable to function normally etc.	All members of the society	6	Make sure there is water on hand at the event. Recommend everyone to keep hydrated and state it in an email (especially when it is hot).  If dehydration occurs Seek medical attention Ask if anyone has any form of hydration on hand. Try to move the person(s) into a shady/cool area.	4	Staff. higher members of the society
Food available during a business society event.	Allergic reaction unable to breath, rash	Members who have allergies to certain types of food. .	4	Be aware of any of the allergies within the group that has been disclosed. Recommend people with allergies to speak up when we host an event with food involved.  If risk becomes a reality, Administer an EpiPen if the person has epi-pen on hand and can't get to it. Get medical attention if allergic reaction is severe.	4	Cooks, staff, higher members of the society, members with food allergies.
Sporting or events that require some sort of exercise.	Asthma Attack, sprains etc	Any members that have asthma (for the asthma attack) Sprains (everyone else taking part	4	People with Asthma carry an inhaler just in case.  if risk is presented, Acquire medical attention Try to calm them down if possible and simulate how to breathe and tell them to follow if they are having an asthma attack.  For sprains try and get them as comfortable as possible	2 (sprains) 4 (asthma attack)	Members with Asthma, higher members of the society, any member who is already injured who is more likely to get a sprain.

				and wait for medical attention.		
Fire in the building	Serious Burns if there's a fire outbreak  Cuts and bruises could be presented if everyone is rushing	Anyone in the building the event is held in.	2	Point out where the fire alarms are and fire exits as well as the fire extinguishes Discuss where the fire assembly points are and what happens when the alarm goes off.  When there is a fire in the building ensure all members that attended the event are counted for. Get people out the building as quickly and as safely as possible.	4 (fire outbreak)  2 (bruises, cuts)	Staff, Higher members
Intoxication	Nausea, vomiting, loss of balance, unable to communicate clearly	All members	4	Ask everyone before the event to drink responsibly/watch their alcoholic intake and reinforce the fact drinking on an empty stomach isn't wise. Bar staff should also be aware when a member has ordered or drank too much.  When intoxication occurs, and the person is vomiting, take them outside, if this is at a event where food is available recommend them having some bread or substance that will help them sober up.	3	Staff, Higher members, bar staff.
Inappropriate clothing	Grazes, cuts, bruises etc(sporting event) unwanted attention (other events).	All members	1	Before the event set a reminder of the type of activity being held and the suitable types of clothing (e.g sporting attire, casual attire etc.  If the clothing is incorrect but is casual at a sporting event or one which requires physical activity usually shoes being changed should suffice.  if clothing is very inappropriate ask the individual ask them to leave and get changed accordingly.	1 or 2	Higher Members and Staff.
Alcohol Poisoning	extreme confusion, unresponsive, disorientated, shallow breathing , pass out,	Most likely members who have been identified to	6	Advise everyone drink responsibly and watch the intake of members who are known to drink in high quantity.	2	Bar staff

		have a drinking problem.		If this occurs it requires immediate medical attention.		
Food Poisoning	Nausea, vomiting, abdominal cramps, diarrhea, weakness, loss of appetite, mild fever.	All members and staff who have decided to eat any of the food provided.	4	Do some research on the place the food is being ordered from. Maybe try to reduce the amount of food that people could be poisoned from; ensure the product is cooked and prepared correctly.  Food poisoning may not be presented straight away but ensure feedback is received from members who were sick. If food poisoning is presented at the event, remove the food and gain reason as to why it is making people sick to ensure it doesn't happen again.	4	Cooks, Staff, Higher members of the society.
Drug taking	(depends on the drug) Dilated pupils, behavioural changes, chills and sweating, reduced inhibitions, involuntary shaking.	All members	6	Ensure members are aware no drugs are allowed at any of the events and the effects of drugs of health.  It depends on the type of drug, some drugs will just wear off with time so the person may have to sit out. It depends on their state of mind and if they become a danger to themselves or others; the police may have to be called.  The individual(s) may have to go to A&E if there has been an overdose or has been taken incorrectly.	4	Bouncers if presented on the door of the event, staff, higher members of the society, other members.
Cash Handling	Disciplinary action may be taken if cash handling is poor.	Committee members	-	Ensure all cash is accounted for and recorded. Keep receipts as evidence for large purchases.	-	Committee members
UAV bubble fundraiser	Allergic reaction to soap inside the mixture  also the paint if consumed can be toxic	All Members who attend	4	UAV bubble fundraising event: ensure people attending know what's in the bubble mixture to prevent allergic reactions to certain soaps.  Ensure everyone know not to consume paint. If either scenarios happen seek medical attention or administer epi-pen if allergic reaction is present	4	Committee members  Venue Hosts

## 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	Grace Parry	Grace Parry	18 August 2019
Vice President	Callum Gibson	Callum Gibson	18 August 2019
Societies Assistant	Jessica Skill		12/09/2019

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	Briefing meeting Copy given to all members by email		