

University of Lincoln Students' Union

Annual Risk Assessment for Activities

Activity Details	
Activity Name	Christian Union
Date Of risk Assessment Completion	18/09/2019
Risk Assessment Review Date	18/08/2020
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

LIKELIHOOD	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?
Weekly Meetings- (Held in the Minerva Building)						
Fire	Burns, smoke inhalation and potential death.	Everyone at event	3	Ensure all society members are careful with items that could cause fires. Additionally make sure fire exits are known and event equipment isn't blocking them. Make sure that there is no increased risk of fire i.e. by the use of candles/matches etc. Always follow Minerva Building's fire risk assessment.	2	Committee Members

Slips and Trips	Members and guest could obtain general injuries	Everyone at event	2	sure that any leads or cables are securely taped down wherever possible. Keeping the area well lit and any leads visible. Cleaning up spills as soon as possible and generally keeping the area tidy. Make sure walk ways are clear from obstruction.	1	Committee Members/ Group Organisers
Travelling to/ from events	Potential injury for unknown persons, getting lost etc.	Everyone- mainly society members	2	Students advised never to travel to/from events alone in the dark- and remain only in well-lit areas. Additionally to know where event is being held to avoid getting lost if location is unknown. Also have a list of expected members arriving, to ensure safety travelling to and from event.	1	Committee members and society members aiding in organising
Consuming/Serving hot drinks	Members could be scalded/suffer electric shock.	Society Members	2	Take care not to overfill kettle. Advise members that liquids are hot and potentially unsafe. Not serve any drinks without appropriate materials to deal with a potential spillage. Take care when pouring	1	Committee Members
Electrical Usage	Members could get shocks/burns from faulty equipment. Faulty electrics can also lead to fires.	Mainly committee members- some society members	2	A visual inspection of equipment/electrical items carried out before each use. All Supplied Equipment to be PAT tested annually. Members will be advised to not bring in their own electrical equipment unless absolutely necessary- use equipment provided wherever possible. Equipment brought in should be double insulated. All committee members must be vigilant as to identify faulty equipment. Any defective equipment will be taken out of use and replaced immediately.	1	Committee members mainly, also some society members
Food service to members	Sickness from ill prepared food	All Members and guests	2	Any food served should be clearly labelled for potential allergens. Any event held by the Christian Union for the example acoustic nights or lunch bars will serve food prepared by the Student Union.	1	Committee members – Or student union facilities being used
Hangover Breakfast						

Food service to members	Sickness from ill prepared food	All Members and guests	2	Any food served should be clearly labelled for potential allergens.	1	Committee members – Or student union
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				Any event held by the Christian Union for the example acoustic nights or lunch bars will serve food prepared by the Student Union or local churches with food licences.		facilities being used
Fire	Burns, smoke inhalation and potential death.	Everyone at event	3	Ensure all society members are careful with items that could cause fires. Additionally, make sure fire exits are known and access isn't blocked. Make sure that there is no increased risk of fire (no candles etc). Always follow the Hub's fire risk assessment.	2	Committee Members
Slips and Trips	Members and guest could obtain general injuries	Everyone at event	2	sure that any leads or cables are securely taped down wherever possible. Keeping the area well lit and any leads visible. Cleaning up spills as soon as possible and keep the area clear and tidy. Make sure walk ways aren't obstructed.	1	Committee Members/ Group Organisers
Travelling to/ from events	Potential injury for unknown persons, getting lost etc.	Everyone- mainly society members	2	Students advised never to travel to/from events alone in the dark- and remain only in well-lit areas. Additionally to know where event is being held to avoid getting lost if location is unknown. Have a list of members expected to attend the event to identify individuals who could potentially be lost.	1	Committee members and society members aiding in organising
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Fresher's Week – Church Search						
Participants Lost	Members becoming lost- significant as large majority are likely to be fresher's	All at event	2	Walk in groups to the different churches and give a contact number for each church. Ensure everyone is accounted for when leaving the venue.	1	Committee members

Slips and Trips	Minor injuries/ general cuts and bruises	All members	2	Make any uneven paths know and make sure all members are wearing appropriate footwear.	1	Committee members
Fresher's Week- Grub Crawl	Risk of members getting lost, risk of falls, risk of allergies	All at Event	2	Make sure members know all venues and give society phone number. Additionally make sure floor is clear of potential trip hazards. Ensure that food is labelled with any food allergens and ingredients made clear.	1	Committee Members and Hosts
Fresher's Week- Student's Guide to Lincoln	Members lost, crossing road.	All at Event	2	Make sure all at event know start, stopping and end points and stay in groups to prevent getting lost. Give society phone number/committee members as a contact if members do get lost. Follow highway code when crossing the road and use appropriate crossings.	1	Members
Slips and Trips	Minor injuries/ general cuts and bruises	All at Event	2	Make any uneven paths know and make sure all members are wearing appropriate footwear. Consider cancelling event in adverse weather.		
Fresher's Week- Girls/Guys Night	Members lost, crossing road and risk of food allergies	All at Event	2	Make sure all at event know start and end meeting points and times and walk in groups to prevent getting lost. All members must have a contact number of committee members/society phone number if they do get lost. Ensure that appropriate crossings are used where possible and use of the highway code. Food labelled with potential allergens.	1	Members
Annual Weekend Away- (to Harby Centre)						
Transport Use	Members could suffer injury whilst aboard vehicles and entering and exiting onto roads.	All society members	2	Travellers to be reminded by the organiser of the safest way to disembark the vehicles (e.g. acknowledging oncoming traffic hazards). Private cars should be approved by committee member. Licensed taxis preferably used over any private car use where possible. All passengers must follow the rules as set by the transport company. Passengers must remain seated, with fastened seat belts on journeys whenever possible.	1	Committee Members
Ill prepared food	Sickness	All Members	2	Food prepared on site is the responsibility of the Harby Centre. Committee members to prevent sickness where possible by labelling food with potential allergens and making ingredients known.	1	Harby Centre

General trips and falls	Minor injuries	All members	2	The Harby Centre will have their own health and safety procedures so will deal with anything occurring onsite. However committee members will do everything possible to prevent injuries and ensure sensible behaviour is adhered to by all members.	1	Harby Centre
Transport of Money – e.g. from hoodie payments etc.						
Cash Handling	Potential mishandling of money for products/ events or possible incidents when moving cash. Theft/ theft with assault	Mainly Committee Members/ Treasurer	2	Movement of money should be done in pairs when necessary. Students should pay for any society products/ events online via the S.U. Receipts should always be given after purchase.	1	Committee Members
Carol Concert – (Held in the Engine Shed)						
Slips and Trips	Members and guests could obtain general injuries	Everyone at event	2	sure that any leads or cables are securely taped down wherever possible. Keeping the area well lit and any leads visible. Cleaning up spills as soon as possible and generally keeping the area clear and tidy. Make sure walk ways are clear from obstruction.	1	Committee Members/ Group Organisers
Fire	Burns, smoke inhalation and potential death.	Everyone at event	3	all society members are careful with items that could cause fires. Additionally make sure fire exits are known and event equipment isn't blocking them. Make sure that there is no increased risk of fire i.e. by the use of candles/ matches etc. Always follow Engine Shed's fire risk assessment.	2	Committee Members
Travelling to/ from events	Potential injury for unknown persons, getting lost etc.	Everyone- mainly society members	2	Students advised never to travel to/from events alone in the dark- and remain only in well-lit areas. Additionally to know where event is being held to avoid getting lost if location is unknown. Have a list of members expected to attend the event to identify individuals who could potentially be lost.	1	Committee members and society members aiding in organising

Lone Activity	Members could suffer illness or injury whilst alone on an activity	Mainly Committee Members	2	No person should work alone when setting up or clearing an activity. Members should not be asked to complete activities when alone. Members/Organisers running errands alone should make it known to another members where they are going and how long the task should take. Where appropriate, contact details should be exchanged.	1	Committee and Society Members
Consuming/Serving hot drinks	Members could be scalded/suffer electric shock.	Society Members	2	Take care not to overfill kettle. Advise members that liquids are hot and potentially unsafe. Not serve any drinks without appropriate materials to deal with a potential spillage. Take care when pouring	1	Committee Members
Electrical Usage	Members could get shocks/burns from faulty equipment. Faulty electrics can also lead to fires.	Mainly committee members- some society members	2	A visual inspection of equipment/electrical items carried out before each use. All Supplied Equipment to be PAT tested annually. Members will be advised to not bring in their own electrical equipment unless absolutely necessary- use equipment provided wherever possible. Equipment brought in should be double insulated. All committee members must be vigilant as to identify faulty equipment. Any defective equipment will be taken out of use and replaced immediately.	1	Committee members mainly, also some society members
Food Service- i.e. mince pies	Sickness from food contamination	All at event	2	All mince pies and mulled wine will be bought from a pre-packaged source. Also all relevant food health and safety forms will be completed through the S.U.	1	Committee members
Water Stations/Prayer meetings						
Late Night early morning activity e.g.- water station or prayer meeting	Risk of becoming lost, encountering other people and being a victim of crime/ attack	Mainly society members	2	Ensure that all activities late at night/ early morning have clear start and end times set out before the event. Committee should ensure that there are appropriate travel options for students once the event has finished i.e. walking home in a group and before early morning meetings where possible. Committee should ensure, where possible, no student is allowed to leave on their own. Committee needs to have a definite list of attendees to the event and contact	1	Committee/ society members

			numbers for those attending. Members sure also be clear where the event is being held.		
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Water Station- interaction with drunken students	Abuse/violence for drunken students	Society members	4	Ensure everyone attending the event is aware of the potential dangers when interacting from drunken students. Ensure that no one is left alone and remain in reasonably large groups.	1	Committee/ society members
Cold temperatures	Becoming ill	All Participants	2	Ensure members are dressed appropriately especially during the winter months.	1	Committee/ society members
Washing Up in Courts						
Travelling to/ from events	Potential injury for unknown persons, getting lost etc.	Everyone- mainly society members	2	Students advised never to travel to/from events alone in the dark- and remain only in well-lit areas. Additionally to know where event is being held to avoid getting lost if location is unknown. Have a list of members expected to attend the event to identify individuals who could potentially be lost.	1	Committee members and society members aiding in organising
Lone Activity	Members could suffer illness or injury whilst alone on an activity	Mainly Committee Members	2	No person should work alone when setting up or clearing an activity. Members should not be asked to complete activities when alone. Members/Organisers running errands alone should make it known to another members where they are going and how long the task should take. Where appropriate, contact details should be exchanged.	1	Committee and Society Members
Injury in flat i.e. from washing up or fall on wet floor	Cuts or general injury from falling	All Participants	2	Ensure appropriate wear is used e.g. rubber gloves and that any spillages are cleared up immediately.	1	Committee
Fire	Burns, smoke inhalation and potential death.	Everyone at event	3	Ensure all society members are careful with items that could cause fires. Additionally make sure fire exits are known and access isn't blocked. Make sure that there is no increased risk of fire (no candles etc).	2	Committee Members
Quiz Night- Held in the Tower Bar/The Swan)						

Serving of Food	Illness from poorly prepared food	All attending event i.e. mainly new fresher's/ society members	2	Any food being served will be done via the Tower Bar/ The Swan student service- any potential food issues should be ruled out by their own health and safety procedures. Food will be labelled with allergens.	1	Committee members and S.U
Slips and Trips	Members and guest could obtain general injuries	Everyone at event	2	sure that any leads or cables are securely taped down wherever possible. Keeping the area well lit and any leads visible. Cleaning up spills as soon as possible and generally keeping the area clear and tidy. Make sure walk ways are clear from obstruction.	1	Committee Members/ Group Organisers
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Missions Week						
Serving of Food	Illness from poorly prepared food	All attending event i.e. mainly new fresher's/ society members	2	Any food being served will be done via the Tower Bar/ The Swan student service- any potential food issues should be ruled out by their own health and safety procedures. Food will be labelled with potential allergens.	1	Committee members and S.U

Slips and Trips	Members and guest could obtain general injuries	Everyone at event	2	sure that any leads or cables are securely taped down wherever possible. Keeping the area well lit and any leads visible. Cleaning up spills as soon as possible and generally keeping the area clear and tidy. Make sure walk ways are clear from obstruction.	1	Committee Members/ Group Organisers
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Running tea and coffee stall	Burns from hot liquids, injury through set up, slips and trips from spillages.	All members attending		Ensure members handle hot liquids carefully and spillages are avoided. Any spillages that do occur should be wiped up immediately and any wet areas marked. Ensure enough members help to set up when heavy lifting required.		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	Terrell Alegre	Terrell Alegre	18/09/2019
Vice-President	Stephen Eastman	Stephen Eastman	18/09/2019
Activities Co-ordinator	Jessica Skill		13/11/2019

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 on 18/09/2019 Copy made available via Facebook group.	Stephen Eastman	02/05/2019