

University of Lincoln Students' Union

Annual Risk Assessment for Activities

Activity Details	
Activity Name	Creative Writing Society
Date Of risk Assessment Completion	25/10/2019
Risk Assessment Review Date	September 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

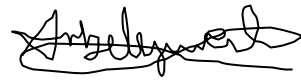


Hazard	What are the risks & potential injuries?	Who is at risk?	Risk Rating	What are the controls and actions? (use numbers)	Residual rating	Who is responsible for the control?
Area of Activity: Outdoor Activities						
Traffic	Potential broken bones, or life threatening injury	Everyone	3	Ensure members are aware of traffic rules and do not attempt to cross any roads unless using the traffic light system. Stick to safe footpaths and avoid walking beside any hazardous main roads.	2	Committee
Trip or environmental hazards	Potential broken bones, sprains or just general painful bumps and bruises.	Everyone	2	Stick to clearly marked paths, with even surfaces, avoid walking below tree canopy with visibly loose branches or in severely windy conditions. Advise members to wear appropriate footwear for the activity.	1	Committee
Allergies	Allergic reaction	Members with allergies	3	Make sure we have a list of all allergies that people may have and the appropriate medication is provided for the trip. For food allergies, if food is provided by us, we should label all food with potential allergens to ensure that people can recognise safe foods. If eating out, make sure that waiting staff are made aware of food allergies to ensure the food is safe.	2	Committee
Medical Conditions	Illness due to pre-existing medical condition	Members with medical needs	3	Make sure that members make us aware of any health issues e.g. asthma so that we are able to account for any problems that might occur. Make sure people with a medical condition take responsibility for the provision of their own drugs. Make sure that it is known to the society that they have this condition. Make sure that there will be a first aider and first aid kit present at relevant activity.	2	Committee
Lack of Disabled Access	Cannot access the venue or join the activity	Members with disabilities	1	Make sure that all venues are checked prior to use for their accessibility for disabled users to ensure that there will not be any problems last minute. Make sure that committee know those who are attending with disabilities and can alter the activity to make sure it is accessible for everyone.	1	Committee
Groups splitting up	Members getting lost	Everyone	1	Ensure that all members have the number of a member of the committee in case of any emergency. If groups are splitting up try to ensure that each group has a committee member with them to minimise the risk. Make sure that a list of members that are present is checked by two committee members before leaving an event to ensure that people are not left behind.	1	Committee
Member vulnerability	Could admit to self-destructive thoughts or	Vulnerable members	4	Try to hold meetings and events during office times of the well-being centre to be able to either advise them to go talk to them, or in case	2	Committee

[illegible]

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?
Cash handling	Theft	Committee and members	2	Always sell tickets/handle cash/collect/transport in pairs. Always use a lockable cash tin. If collecting for charity, use buckets/tins with security seals. If handling any cash at street level then take care to distribute cash away from the point-of-sale/collection and regularly pay surplus cash in to the Reception Aim to reduce the amount of cash being handed over by using approved methods.	1	Committee, particularly treasurer
Medical Conditions	Illness due to pre-existing medical condition	Members with medical needs	3	Make sure that members make us aware of any health issues e.g. asthma so that we are able to account for any problems that might occur. Make sure people with a medical condition take responsibility for the provision of their own drugs. Make sure that it is known to the society that they have this condition. Make sure that there will be a first aider and first aid kit present at relevant activity.	2	Committee
Lack of Disabled Access	Cannot access the venue or join the activity	Members with disabilities	1	Make sure that all venues are checked prior to use for their accessibility for disabled users to ensure that there will not be any problems last minute. Make sure that committee know those who are attending with disabilities and can alter the activity to make sure it is accessible for everyone.	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	Yuval Arbel		25/10/2019
Vice-President	Amy Newton		25/10/2019
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 07/11/2019 Copy given to all members on 07/11/2019	Yuval Arbel	25/10/2019