

## University of Lincoln Students' Union

### Annual Risk Assessment for Activities

Activity Details	
Activity Name	Drama Society
Date Of risk Assessment Completion	06/09/18
Risk Assessment Review Date	20/05/19
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?
<b>Area of Activity : Socials</b>						
Losing the group	At risk to a heightened likelihood of accidents, including trips and falling and public interference.	Everyone	3	Although this hazard in itself isn't very troubling, essentially low risk (2) the hazards that may arise with becoming dispatched from the group can rise to potentially medium risk or even high risk rating (4 and 6) leading to precautions having to be taken. These precautions are to have "buddy groups" to stick to, led by the three society members listed, as well as having emergency contact numbers to call if left alone.	1	The president, vice president and social secretary
Tripping and falling	Cuts and bruises, potential of more serious injuries such as loss of consciousness and A&E trips, however this is very unlikely.	Everyone	4	Although this still remains a medium risk (4) with issues only ranging from minor injuries usually, more extreme cases can always arise such as loss of consciousness and broken bones. To minimise this, the main thing we can do is to stick to groups, ensuring that if anything was to happen, it will be dealt with swiftly. Of course we can't do much to prevent trip hazards within the clubs, we can provide things such as alternate footwear if needed (mainly for girls to prevent risk of trips in heels)	2	The president, vice president and social secretary
Issues walking to the club i.e. public interference	Public interference may lead to altercations or in extreme cases fights and injuries.	Everyone	1	Although identified as very low risk, as there's no telling what type of people you may bump into, precautions will be taken during the walk to the clubs, such as sticking to groups and having leaders of said group to help ease the situation.	1	The president, vice president and social secretary
Overly drunk individuals	Heightened risk of injury and accidents.	Everyone	2	This risk is identified as low risk (2) in itself however again this could lead to higher risk situations ranging from 4-6. The precautions to be taken will be to firstly ensure people are drinking at a sensible level at rate, and if needs be, assisting the person if too intoxicated to maintain themselves, and getting the water and ensuring they get home safely	1	The president, vice president and social secretary
<b>Area of Activity : Rehearsals</b>						
Tripping, Falling	Anything from a sprained ankle to a broken arm.	Everyone	2	As rehearsals will include plenty of manoeuvring through small spaces in classrooms, there is a risk of accidents occurring resulting in injury. Though it is a medium risk, serious accidents happen few	2	The president, vice president

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?
				and far between, and as long as the members are careful in their actions and plan out their steps, they themselves will minimise the risk of self injury. Also, it will be the job of the committee to ensure every member is aware of the hazards of rehearsing, and to make everybody aware of how to lessen risk through thinking through their actions, and listening to what they are told to do.		and social secretary
Stage Combat	Cuts, bruises, sprains, and broken bones.	Everyone	3	Both unarmed and armed combat will be featured in the plays we plan to produce, so blunt weaponry such as swords and daggers will be used. Therefore, we will set up training for our members throughout the year, ensuring that in the first two months of members joining there is at least one training session for unarmed combat, and more advanced training to follow. We will not allow any member to perform acts of stage combat unless they have had some training. The best way to avoid accidents is to treat props used for combat seriously, with no playing around, and for them to be used only when we need them.	2	The president, vice president and social secretary
Becoming Lost	Ending up in the wrong place, anxiety for new members and new students, heightened risk if in evening when dark.	Everyone	1	Make it very clear on all social media sites what room we are in well prior to the meeting. Should anything change between the announcement and the date social media will be updated ASAP. Give all members access to social media, as well as contact details for members of the committee just in case they are unable to view the social media sites.	1	The president, vice president and social secretary
Allergic Reactions	Light/Heavy External and Internal injuries, Death.	Everyone	2	Have emergency contact details for every member of the society. Contact the emergency services, and then the emergency number. Ensure no further damaged is sustained by the individual.	2	The president, vice president and social secretary
<b>Area of Activity : Planned Trips</b>						
Unfamiliarity Of Location	Members becoming lost, members being left behind.	Everyone	1	Ensure everyone stays in a group and it on time and follows instructions given by the committee. Have contact numbers for everyone, and emergency contact in case they become lost and cannot be reached.	1	The president, vice president and social secretary

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?
				Create a rally point in a public area and ensure every member is aware of the location prior to the trip, and remind them often during the trip.		

## 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	MATTHEW DAVIS	MDAVIS	06/09/18
Vice-President	SAM STOREY	SSTOREY	06/09/18
Activities Manager	Lorna Cruickshank		7 December 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
Committee	Briefing meeting with committee before first welcoming session for new members	President	Week following 19/09/18 (Fresher's Week)
Members	Copy given to all members on our second meeting.	Committee	02/10/18