

University of Lincoln Students' Union

Annual Risk Assessment for Activities

Activity Details	
Activity Name	Economics Society
Date Of risk Assessment Completion	18/10/2018
Risk Assessment Review Date	May 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


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: Group Study						
Tripping over equipment	Minor cuts, bruises and sprains.	Students	1	Make sure the room is suitable for the amount of people going to the event and not overcrowded, make sure people using laptops and chargers are placed nearest to the plug sockets.	1	Person (s) running the activity (Academic Officers)
Knocking self on corner of table	Bruising, minor cuts.	Students	1	Make sure there is a suitable amount of space to walk around the table and use appropriate covers to smooth edges if appropriate/ particularly sharp.	1	Person (s) running the activity (Academic Officers)
Electrical fire	Major burns, loss of consciousness, death.	Students	3	Be clear on the fire evacuation procedure of the room being hired out, make sure there are visible fire extinguishers and exit signs within the building and that they are made aware of by participating members of the society.	3	Person (s) running the activity (Academic Officers)
Eye Strain	Strains and headaches.	Students	2	Make sure that there are regular breaks scheduled within these events and that the board is in clear sight of all participating members so that they are not having to strain.	2	Person (s) running the activity (Academic Officers)
Area of Activity: Social Events, Sports Events and Business School Ball						
Crossing roads	Broken bones, cuts, blood loss, loss of consciousness. (Visit to A&E)	Students	4	All members participating will be told to use designated crossing areas/ marked crossing points.	4	Person (s) running the activity (Social Secretary)
Slipping on spilt drinks	Bruising, minor cuts.	Students	2	If a liquid is spilt on the floor it should be cleaned up as soon as possible and/or a wet floor sign should be put up near the site of the spillage as soon as possible.	2	Person (s) running the activity (Social Secretary)
Fall down stairs	Bruising, breaks (Visit to A&E), cuts and loss of consciousness.	Students	2	Make sure that the venue used provides a safe method of accessing different level floors in the building such as a hand rail or an elevator.	2	Person (s) running the activity (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?
Food	Choking, allergic reactions, burns	Students	1	If food is hot, take care when eating Always check allergies of those in attendance Take time eating food to avoid choking	1	Individuals and Persons (s) running event.
Area of Activity: Debate and Academic Insight Sessions						
Tripping over equipment	Minor cuts, bruises and sprains.	Students	1	Make sure the room is suitable for the amount of people going to the event and not overcrowded, make sure people using laptops and chargers are placed nearest to the plug sockets.	1	Person (s) running the activity (Academic Officers)
Knocking self on corner of table	Bruising, minor cuts.	Students	1	Make sure there is a suitable amount of space to walk around the table and use appropriate covers to smooth edges if appropriate/ particularly sharp.	1	Person (s) running the activity (Academic Officers)
Electrical fire	Major burns, loss of consciousness, death.	Students	3	Be clear on the fire evacuation procedure of the room being hired out, make sure there are visible fire extinguishers and exit signs within the building and that they are made aware of by participating members of the society.	3	Person (s) running the activity (Academic Officers)
Area of Activity: Membership Meetings, Committee Meetings, Academic Liaisons						
Tripping over equipment	Minor cuts, bruises and sprains.	Students	1	Make sure the room is suitable for the amount of people going to the event and not overcrowded, make sure people using laptops and chargers are placed nearest to the plug sockets.	1	Person (s) running the activity (Academic Officers)
Knocking self on corner of table	Bruising, minor cuts.	Students	1	Make sure there is a suitable amount of space to walk around the table and use appropriate covers to smooth edges if appropriate/ particularly sharp.	1	Person (s) running the activity (Academic Officers)
Electrical fire	Major burns, loss of consciousness, death.	Students	3	Be clear on the fire evacuation procedure of the room being hired out, make sure there are visible fire extinguishers and exit signs within the building and that they are made aware of by participating members of the society.	3	Person (s) running the activity

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?
						(Academic Officers)
Area of Activity: External Visits and Trips						
Falls	Bruising, Breaks, Cuts and Blood Loss	Staff and Students	2	Taking care when using stairs. Holding onto safety rails and other barriers, and taking care when in areas where balance is hard.	2	Person(s) in charge
Traffic	Bruising, Major Breaks, Cuts and Blood Loss (Visit to A&E)	Staff and Students	3	Taking care when crossing roads, with basic safety procedures to be taken into action. Cross at designated and marked crossing points,	3	Person(s) in charge
Members of Trip getting Lost	People becoming lost and unable to find the group/ vice versa	Staff and Students	2	Groups should be established before the event/trip, with a committee or staff member taking charge and being responsible for delivering safety information etc. This person will also, subsequently, maintain a vigilance in supervising their group and making sure everyone is within eyesight. Furthermore, emergency contact numbers will be given out so people will be able to stay in contact if they do manage to get lost.	2	Person(s) in charge
Vehicle and Transport Incidents	Bruising, Major Breaks, Cuts and Blood Loss (Visit to A&E)	Staff and Students	2	Staff and students to maintain care and safety whilst driving themselves to destinations. Outsourced transport will be pricked using stringent guidelines, to ascertain that the quality of the driving/transport is at a suitable level and fits everyone's needs, maintaining safety above all.	2	Person(s) in charge of activity, with event co-ordinator to organise emergency contact.
Terrorist/ Major Criminal Incident	Bruising, Major Breaks, Cuts and Blood Loss, Mass injuries and (Visit to A&E)	Staff and Students	3	To maintain calm, and to find a member of authority for guidance. Report using 999 or relevant emergency numbers and stay with team/group leaders. Group leaders to collect group and find shelter and contact authority. Person in charge of trip to help support and the keep overall group together, whilst relaying and working with point of authority.	2	Person(s) in charge of activity, until authorities arrive

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	Thomas Stockill	STO14572325	25-10-2018
Vice-President	Rebecca Robinson	ROB15595515	25-10-2018
Treasurer	William Fisher	FIS15595942	25-10-2018
Social Secretary	Niamh Lundy	LUN15592567	25-10-2018
Academic Officer	Harry Parker	PAR14579285	25-10-2018
Academic Officer	Connor Senior	SEN15591029	25-10-2018
Fundraising Officer	Emily Desborough	DES15593930	25-10-2018
Fundraising Officer	Huslen Bold	BOL16624093	25-10-2018
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 Members	All members will be briefed at the first meeting of the year, whilst members who don't attend or join after this date will be informed on their first session.	President, Vice President and Social Secretary will take direct responsibility for safety and communication of risks at events, whilst other committee members should be supportive of their efforts.	September/October 2018. (October due to official start date of society)
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