

| Activity Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Activity Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Lincoln Gaming Society |
| Date Of risk Assessment Completion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 16/12/2018             |
| Risk Assessment Review Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                        |
| 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> |                        |



## University of Lincoln Students’ Union

## Annual Risk Assessment for Activities

### 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<br>I<br>K<br>E<br>L<br>I<br>H<br>O<br>O<br>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                                                                                                                                      | What are the risks & potential injuries?                                                                                       | Who is at risk?                    | Risk Rating | What are the controls and actions?<br>(use numbers)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Residual rating | Who is responsible for the control?        |
|---------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------------|
| <b>Area of Activity : Playing Video Games in any locations including pay-to-access events, competitions (eg: raffles) &amp; tournaments</b> |                                                                                                                                |                                    |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |                                            |
| Tripping over things                                                                                                                        | bruises & cuts                                                                                                                 | Members & Council & general public | Low         | wires and cables behind TVs, stack up chairs and tables in one area away from play space.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Insignificant   |                                            |
| Epilepsy of members                                                                                                                         | Dependent on whether or not they hit anything while epileptic. Potential bruising & cuts if they hit anything on the way down. | Members & Council & general public | Low         | signs issued and members asked                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Low             |                                            |
| Strain related issues                                                                                                                       | Strain, mainly eye strain but also hands and thumbs.                                                                           | Members & Council & general public | Low         | signs circulated between playing and not playing and warning issued                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Low             |                                            |
| Fire hazard                                                                                                                                 | Burns, fire alarms going off, panic                                                                                            | Members & Council & general public | Low         | avoid overload plugs, use safe extension cables.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Low             |                                            |
| <b>Area of Activity :</b>                                                                                                                   |                                                                                                                                |                                    |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |                                            |
| Fighting                                                                                                                                    | Fighting, bruises, cuts, minor injuries to low but possible knockouts.                                                         | Members & Council & general public | Low         | signs issued, security, attempt to resolve conflict, inform those involved that fighting isn't tolerated.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Low             |                                            |
| Consumption of Alcohol                                                                                                                      | Alcohol Passing out, slips, trips, falls, alcohol poisoning, aggressive/irresponsible behaviour.                               | Members & Council & general public | High        | responsible drinking will be promoted on all socials. Council member available to help members get home if need be. Council member must be sober during any socials                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | High            |                                            |
| Cash Handling                                                                                                                               | Collecting cash from people for events, tracking cash, storing cash, receiving foreign currency, theft.                        | Public, members & council          | High        | Treasurer and/or President will monitor all cash given to the society at events. Cash must be tracked either by writing down on a tally tracking cash types (eg: 1ps, 2ps, £1s, £2s, £5s, etc.) that is written and stored with cash and a copy of the tally made after any event. Cash must be stored in a secure container with a lock, such as a cashbox. Cash must be counted before and after any event involving handling cash and must be handed in to SU reception as soon as possible. If not possible, cash must be handed into the tower bar to store over night if possible and then handed in at SU Reception. The Treasurer and/or President are responsible for this. | High            | , specifically the treasurer and president |

|  |  |  |                                                                                                                                                                                                                                                                                |  |  |
|--|--|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
|  |  |  | <p>In the event of theft of cash, an email or report of the incident must be sent to the SU as soon as possible along with anything.</p> <p>Cash handed in as payment must be checked to see if it is fake or foreign before the person paying can take part in the event.</p> |  |  |
|--|--|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|

## 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     |
| Vice President 18/19 | Jack Williams | Jack Williams | 16/12/18 |
| President 18/19      | Joshua Wilson | Joshua Wilson | 16/12/18 |

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, general public                  | Briefing meeting on ?????<br>Copy given to all members on ????? | Council            | Jan/Feb 2018 |