

University of Lincoln Students' Union

Annual Risk Assessment for Activities

Activity Details	
Activity Name	History Society
Date Of risk Assessment Completion	16/07/2019
Risk Assessment Review Date	01/05/2020
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: Meet the Academic Events						
Wires loose in rooms	Tripping, falling,	The committee	1	Make sure the room is safe and secure	2	President and other committee members
Trip wire in the computers	Electrocution, fires	The committee	2	Test the computers before hand, if anything happens, contact office immediately, or if results in a fire, contact the fire brigade	2	All the committee
Area of Activity: Watching a film						
Electric issues	Electrocution, fires, sparks	Members and the committee	2	Check the source of the film and the computer or DVD that we are using.	2	President, other committee members.
Sound system too loud	Deafness, ears ringing	Members and the committee	1	Turn the volume down first, don't have the sound too loud	2	President and committee members
Area of Activity: Drinking socials						
Unstable drunkenness	Falls, scrapes, minor injuries	All the members	2	Initiate one to control the amount of alcohol intake	4	President and the Event secretary
Alcohol poisoning	Hospitalisation	All the members	3	Have one member of the committee to be able to take care of the members, have their phone numbers	6	President, Vice President, and Event secretary.
Area of Activity: Trips around Lincoln						
Cathedral trip	Falling old steps in the cathedral	All members	1	Have a guide to point out the hazards and warn us if the steps are tricky to walk on	2	President and other committee members
Walking the castle	Getting lost, falling over, trouble walking over old steps	All members	1	Make sure the guide explains where the potential hazards are	2	President and other members
Ghost walk	Getting lost when it is dark	All members	2	Make sure we all have a list of each-others phone numbers, stick with the guide at all times	2	President and other committee members

Area of Activity: Nottingham Day Trip						
Transport	People getting lost/separated	All members & participating non-members	1	Make sure all members know where to meet, make sure they meet 25 minutes before transport leaves, do frequent headcounts.	2	President, Vice President, and Treasurer.
Visiting the caves	Getting lost, falling over, trouble walking over old steps	All members & participating non-members	1	Make sure the guide explains where the potential hazards are	2	President, Vice President, and Treasurer.
Two-course meal	Allergic reactions	All members & participating non-members	2	Request information from participants in trip of any/all dietary restrictions, as well as informing them and the restaurant beforehand of any dietary restrictions to make appropriate substitutions available.	2	President, Vice President, and Treasurer.
Visiting the downtown area	Getting lost, losing track of time, and missing the train back to Lincoln	All members & participating non-members	2	Provide all participants with contact details of all participating committee members beforehand, as well as providing participants with updates as to what time it is / when to meet up to take the train back. Before the group disperses to explore the downtown area, make it clear where the meeting point is so that everyone can go back to the coach together.	1	President, Vice President, and Treasurer.
Area of Activity: Trip to RAF Digby Heritage Centre						
Transport	People getting lost/separated	All participants	1	Make sure that all members know where to meet, make sure they meet 25 minutes before transport leaves, do frequent headcounts.	2	President, Vice President, and Treasurer
Arriving and entering RAF Digby	People getting lost/separated, people prevented from entering.	All participants	1	Ensure that everyone has photographic ID and reports to the main guardroom at the main gate, where they should be met by the guide.	1	President, and Vice President
Exploring the Lima Sector heritage centre.	People getting lost/separated, tripping/falling over loose cables in rooms	All participants	2	Ensure that the participants follow the guide at all times, do regular headcounts to make sure no one has wandered off, ask the tour guide to point out any potential hazards, make sure the room is safe and secure.	2	President and other committee members
Area of Activity: Fundraising for Ball						
Cash Handling	<ul style="list-style-type: none"> Theft Loss 	All Participants	1	<ul style="list-style-type: none"> Always have the donations box in front of a committee member to guard against theft. Keep a note of donation amounts throughout the night. Count funds at end of the night to make sure these align. 	1	Committee

				<ul style="list-style-type: none"> • Have every committee member know the amount raised to safeguard against one another. • Hand the money into the SU at the closest opportunity (the next morning if an evening social). Until this is done keep in a locked room until it can be handed in. • Hand in the note of amount raised to the SU as well as the money, so the SU can check none is missing. • Have both President and Vice President sign the note confirming the amount raised. 		
Area of Activity: School of History and Heritage Ball						
Hog roast	<ul style="list-style-type: none"> • Allergic reactions, • Choking. • Cuts, burns and electric shock • Infections and Food Poisoning • Trips and falls 	All Participants	1	<ul style="list-style-type: none"> • Make sure all ingredients are listed • Obtain the risk assessment of the food provider • Have committee, food providers and Engine Shed staff on the lookout for a reaction or choking. • Make sure all food is cooked properly in correct facilities, so nothing is contained which could be choked on. • Make sure all cooks are wearing appropriate equipment, e.g. PPE, gloves when handling raw food. • Have all committee first aid trained. • Keep attendees separated from cooking facilities, preventing burnings and cuts. • Any loose wires to be taped onto the floor. • Obtain the Food Hygiene review of the provider, and make sure this is in date. Possibly have Engine Shed manager look into this. • Make sure food serving area is has an open accessway, with nothing left unattended to trip attendees. • Make sure cooking facilities have fire exits, and suitable ventilation in case of leaking gas. 	1	Committee, food provider, Engine Shed staff

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	Jordan Pilling		16/07/19
Societies Assistant	Jessica Skill		09/09/2019

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	Copy given to all members through the conduction of a briefing meeting.	President	16/07/19