

Activity Details	
Activity Name	Hong Kong
Date Of risk Assessment Completion	01/05/2018
Risk Assessment Review Date	02/05/2019
Ongoing Assessment	



The Risk Assessment process must be 'on-going' and 'dynamic'.

In other words, professional judgements and decisions regarding safety will need to be made during the activity. If the control measures aren't sufficient, the activity must not proceed.

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.

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.

## 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.

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 : Meetings / Socials</b>						
Conflict between members verbally and possibly physically; lead to physical injuries	Physical injuries	People involved and people around	2	1 Committee to separate those who are aggressive and ask to leave	1	Committee members
People falling over	Physical injuries	Person involved and people around	4	1 Insure committee check the space before activity. Remove any danger, put up signs.	1	Committee members
Food allergies	Allergic reaction e.g. rash, swelling, anaphylaxis.	People with allergies	4	4 Follow food policy. Ensure no cross contamination. Find out members with allergies.	1	Committee members
Paper cut	Bleeding	People involved in the preparation for events, like making posters and banners	1	1 Prepare plasters.	1	committee members

Electricity	Electrocution	All	8	Ensure no water near by the equipment Pat tested No lose cable(trip over)	1	committee members
<b>Area of Activity : <u>Events</u></b>						
Physical collision during activity	Concussion, sprains	People involved in the game	4	4 Report incidence to SU Ensure member is 'OK' Seek medical attention if need be	1	committee members
impact from different climates (hot and cold)	Hot- dehydration, headache  Cold- Hypothermia	People involved in activity	4	Remind members to wear sensible clothing. Protective gear.	1	committee members
Foul play	Lead to violence and physical injuries	Other members participating in the activity	4	Sent off those who are being destructive.	1	committee members
physical injury from inappropriate use of equipment provided	Physical injuries	Members involved in the activity and people around	6	Debrief members beforehand Remove dangerous equipment Seek medical attention Report to SU.	1	committee members
<b>Area of Activity : <u>Trips</u></b>						

Food allergies	Allergic reaction	People with allergies	4	Fresh ingredient Food in date Clean utensils and kitchen	1	committee member
Physical injuries	Something falling on someone leading to physical injuries (cuts, bruises, concussion)	Everyone	2	Check space before event	1	committee member
Feeling unwell/ Medical condition (e.g. disability/ injury)	Examples like travel sickness or changes in weather	Individuals not prepared before the trip	6	Be aware of those when travelling. Ask members to notify committee with any condition Be sure there are someone to take care of them	1	committee member
Transport	Vehicle	All	7	Remind members to wear seat belt	1	committee member
Getting lost	Emotional distress	That member	8	Print out maps and contact details to hand out to members Committee to do head count	1	committee member

## 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	Cecilia Ng	Wing Sze Ng	02/05/2018
Societies Assistant	Jessica Skill		20-08-2018
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
Members	Briefing meeting before each activity	President: Chang Chung Tin (Jonathan)	01/05/2018