

University of Lincoln Students' Union

Annual Risk Assessment for Activities

Activity Details	
Activity Name	Islamic Society
Date Of risk Assessment Completion	20/05/18
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


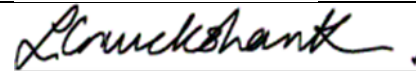
Hazard	What are the risks & potential injuries?	Who is at risk?	Risk Rating	What are the controls and actions? (use numbers)	Residual rating	Who is responsible for the control?
Area of Activity : Weekly Socials						
Fire alarms	Participants may be unaware of fire safety protocol or exit procedure	All Participants	3	Inform all participants of fires alarm guidelines and points of exit at the start of the event. Ensure all fire exits are clear.	1	All Committee
Unsafe food products	consumption of unsafe food or drink may result in allergic reactions or food poisoning	All Participants	3	Make sure that all food provided has been approved for consumption and any particular dietary requirements and allergies are considered when ordering or preparing food. Ensure all participants are made aware of these preferences and requirements, and are aware of the contents of the food provided.	1	All Committee
Missing participants	Participants may become lost	All Participants	2	Specify location and date of event explicitly beforehand, ensure that all participants are familiarized with the location; provide maps etc. nominate a guide if necessary.	1	All Committee
Tripping hazards; Chairs, loose wires etc.	May result in minor injuries to students present e.g. cuts and bruises	All Participants	2	Check area prior to event and ensure it is safe for activity	1	All Committee
Area of Activity : Weekly football tournament						
Missing participants	Participants may become lost	All Participants	2	Specify location, date and time of activity beforehand. Ensure that all participants are familiarized with location; provide maps, nominate a guide if necessary.	1	Shahraze Haider Hakim Iskandar
Unfavourable weather	Heavy rain may result in slipping hazard. falls may result in minor injuries such as bruises, cuts and sprains	All Participants	3	If playing outdoors, the activity will be brought to a halt or cancelled beforehand and all participants will be notified.	1	Shahraze Haider Hakim Iskandar
Damage done to University property e.g. sports equipment	Potential fines for damages and distrust of University sports centre towards the society and S.U	All Participants Students Union	3	Inform all participants to play carefully prior to activity and be aware throughout. If any participant causes persistent damages or is unco-operative, they will be banned from future events.	1	All Committee
Foul play/ students not abiding by the	Potential injury to oneself and or other players	All Participants	2	all participants will be made aware of the guidelines of the university sports centre, sportsmanship and good conduct will be encouraged, those who choose not to abide by the given guidelines and deliberately break the	1	Shahraze Haider Hakim Iskandar

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?
guidelines of the sports centre				code of conduct will be asked to leave and will be barred from future games.		
Area of Activity : Speakers/ Visiting Lecturers						
Parking Distribution	Visitors unable to find legal/ safe parking	Visitors, Society members	3	Discuss parking concerns with the University's security department and instruct visitors accordingly.	1	All Committee
Participants unable to find location of activity	Participants may become lost	All Participants	2	Specify location and date of event explicitly beforehand, ensure that all participants are familiarized with the location; provide maps etc. nominate a guide if necessary.	1	All Committee
Breaking University Protocol	Risk of danger to the S.U and distrust from the University	All Participants, S.U	3	Ensure all speakers are approved by the Students Union, ensure that all speakers and participants are familiarized with S.U regulations and follow accordingly.	1	All Committee
participants consume unsafe food or items misaligned with our dietary requirements or lifestyle choices	Consumption of unsafe food or drink may result in allergic reactions or food poisoning. Also possible offense to choice of lifestyle	All Participants	3	Ensure that all food items are approved for consumption and that all dietary requirements, food preferences and lifestyle choices are considered when booking places for members.	1	All Committee
Area of Activity : Charity street collection						
Lack of appropriate licenses/ paperwork	Potential legal action against S.U	All Participants	3	Ensure a grant has been obtained from the licensing department and that all participants have a copy of the letter at hand as evidence.	1	Ibraheem Ali
Donations not submitted in time	Loss of trust from charity towards the society and S.U	All Participants	3	Ensure donations are kept in a secure location, recorded accurately and sent to the appropriate person at the appropriate time.	1	Ibraheem Ali Hakim Iskandar
Donations being stolen during collection	donations lost, potential risk of bodily harm to participants	All Participants	3	Ensure that participants are made aware that in such a case their safety takes priority over that of the donations; if threatened they will explicitly be told to hand in donations. Participants will be encouraged to work in groups and not during the evening.	1	All Committee

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?
Missing Participants	Participants may become lost	All Participants	2	Specify location and date of event explicitly beforehand, ensure that all participants are familiarized with the location; provide maps etc. nominate a guide if necessary.	1	Ibraheem Ali
Area of Activity : working with external organizations on/off University of Lincoln Premises						
visitors unable to find premises	visitors may become lost	All Participants	2	Specify location and date of event explicitly beforehand, ensure that all participants are familiarized with the location; provide maps etc. nominate a guide if necessary.	1	All Committee
breaking outside organisation's protocol	risk of danger to the organisation and those it serves	All Participants	3	Ensure all participants are aware of guidelines when working with children or vulnerable adults, ensure permission has been granted and all relevant checks are made.	1	All Committee
Parking distribution	Visitors unable to find legal/ safe parking	Visitors, Society Members	3	Discuss parking concerns with the University's security department and instruct visitors accordingly.	1	All Committee
participants consume food misaligned with our dietary requirements or lifestyle choices	Offense to choice of lifestyle	All Participants	3	ensure that all food items are approved for consumption and that all dietary requirements, food preferences and lifestyle choices are considered when booking places for members	1	All Committee
Area of Activity : Data protection rules regarding storage and distribution of member sensitive data						
loss or leak of sensitive data	member details are distributed and misused in the public sphere	All Members	2	Ensure all committee members are aware of data protection when implementing their roles especially when working with information using email or social media.	1	Ibraheem Ali Shahraze Haider

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	IBRAHEEM ALI	IBRAHEEM ALI	20/05/18
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 Committee	Briefing meeting on 27/09/18 Copy given to all members on 27/09/18	Ibraheem Ali	20/05/18