

University of Lincoln Students' Union

Annual Risk Assessment for Activities

Activity Details	
Activity Name	Musical Theatre Society
Date Of risk Assessment Completion	19/06/2016
Risk Assessment Review Date	18/09/2016
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.

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

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			

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: The destination of the show/showcases (LPAC, Engine Shed, Platform, any other venues)						
Performing on the stage	Risk of slipping or falling on the stage Risk of falling off the stage	Performers who are on the stage Members of the public in the audience	4	Stage areas monitored at all times Rehearsed moves during the performance, to insure the safety of all performers Stage cleared of all trip hazards before performance Anti-slip advice given to all cast before performance	2	Rachel to check the stage for hazards and clear any unnecessary object that could obstruct performance All Cast to monitor stage before performance
Lighting and sound equipment	Risk of electrocution from the equipment if not handled correctly	Performers Technicians Members of the public	8	All sound systems visually checked before performance and in intermissions during the performance All sound and electrical systems kept undercover away from liquids and other harmful substances	4	Cast to check equipment correctly before performance Rachel to ensure that set up has been done properly by the cast.
Electrical Wires	Danger of tripping over these	Performers Members of the public Stage Crew	6	High visibility mains cables All cables gaffa taped to the stage Cables fixed with cable ties Cover cables where necessary	2	Rachel and Sebastian to check all cables are secure,

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				Cables kept away from audience at all times		away from cast and audience
Injury or Illness during performance	Someone becoming quite ill, needing assistance from first aid	Performers	5	Mobile phones available to call emergency services First Aid kit available back stage First Aider at venue	2	Rachel to check measures before performance
Manual handling of props and equipment / loading, unloading, setting up	Risk of someone hurting themselves whilst handling this equipment	Performers and occasionally members of the public before and after a performance	8	Rehearsed entrance and exits, to and from the stage The moving of props and equipment to be carefully practiced during rehearsals	4	Ellie to organise entrance and exits Rachel and Sebastian to assess and check any unforeseen difficulties and handle props and or equipment coming on and off stage
Blocking emergency exits during performances	Fire risks- being able to exit the building if needed For any other emergency that would require a quick exit from the building	Members of the public Cast	8	Stage exits will be cleared of props and any obstructions to ensure cast can exit in case of an emergency	2	Cast to check exits are clear before performance and during intermissions
Awareness of Space- how big the stage is in relation	Risk of cast harming themselves or others	Cast	4	Cast members will be made aware of the space during rehearsal periods	1	Cast to make themselves aware of the

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?
to the number of performers	whilst performing if they are not aware			Cast will be positioned carefully during rehearsal period to give appropriate space for choreography and movement		space before performance
Area of Activity: Rehearsal Rooms- University Lecture/Seminar Rooms.						
Awareness of Space- how big the rehearsal area is in relation to the number of performers	Risk of cast harming themselves or others whilst rehearsing if they are not aware	Cast	4	Cast members will be made aware of the space during rehearsal periods Cast will be positioned carefully during rehearsal period to give appropriate space for choreography and movement	1	Ellie and Jade to appropriately plan movement in relation to the performance space Cast to make themselves aware of the space before performance
Blocking emergency exits during rehearsals	Fire risks- being able to exit the building if needed For any other emergency that would require a quick exit from the building	Cast	8	Nearest exits in any rooms that we rehearse in will be kept clear of any obstructions	2	Cast to make sure that none of their belongings are blocking exits during rehearsal time
General falling, slipping or injury	Risk of harm to themselves that results in needing first aid	Cast	4	Committee members to make sure that all members are behaving appropriately and following instructions Anyone who is seen to be creating danger to be told to leave or change their behaviour Making sure that everyone is aware of the risks of injury during rehearsals	1	Cast to make sure they are concentrating and are focused to avoid any injuries
Area of Activity : Society Trips (London, any other destination where we may visit the theatre)						

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?
Society Members getting lost	Losing a member of the society Personal care for all members of the society Making sure that every member gets to and returns from the trip safely	Members of the society	8	Issuing a map to all members Members to travel in groups of no less than three in order for people to stay together Giving out contact details of committee members for any society member to be able to get hold of Arrange meeting points throughout the trip at certain times for checks/head counts	2	All Committee to make sure that society members stay safe whilst on a society trip
Injury or Illness during a trip	A society member being ill/injured whilst not at the university	Society members	6	Committee members to make sure that all members are behaving appropriately and following instructions First Aid Kit available whilst on the trip Use of mobile phones available in order to contact emergency services	4	Committee Members to be prepared if this situation was to occur
Area of Activity: Social Events						
Drinking	Risk of injury to themselves and others Risk of intoxication Risk of them not being able to handle themselves	Society members that consume alcohol during a social event	8	Committee to make society aware of their actions whilst drinking on a social Water to be available for any society member that may need it A suitable way of getting any members home (taxi, not walking home alone)	2	Committee Members to monitor members drinking Jade – Social Secretary
Area of Activity: Bake Sale for Fundraising						
Eating of the products bought or made	Contamination Food poisoning Allergies	Anyone who eats the products that are sold	8	Make sure that hygiene is an upmost priority whilst baking the products All members selling the cakes to have washed their hands (hygiene) To label all the products so that people know what is in each of the products- prevent allergies	2	Committee Members

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	Rachel Parker		
Vice-President	Sebastian Farr		

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 on health and safety stating the risks and hazards that could occur during rehearsals and shows. Copy of risk assessment given to all members on the first session and any future members that join late to also be given one when they start.	All members of committee. Rachel , as president, to make sure that this is completed.	20/06/2016 Will be completed on the first meeting session of fresher's week.