

University of Lincoln Students' Union

Annual Risk Assessment for Activities

Activity Details	
Activity Name	University of Lincoln Musical Theatre Society
Date Of risk Assessment Completion	14/09/2019
Risk Assessment Review Date	14/03/2020
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 : Rehearsal Space (Often ATB3116) or Performance Venues (LPAC, Atrium, Engine Shed, etc)						
Slips/Restricted Performance Spaces	Risk of slipping or falling on/off the stage.	Stage/Venue Performers Audience Members	4	Monitor venue space at all times. Make members aware of sizes of performance space prior to the performance. Clear the space of any potential trip hazards.	2	All Members and Committee
Trips, Bumps, Falls, Collisions	People could slip on wet patches, trip over cables, consumables and set pieces and fall on stairs or set. We also have low hanging beams and/or support beams above certain performance spaces.	All Performers and Crew Members	4	Tape down any cables where necessary. Keep Fire Exits clear of staging. Place Warning Tape around 'The Pit' and any potentially risk beams. Give cast and crew a health and safety talk in regards to the use of the LPAC (Done in conjecture with LPAC Staff).	2	All Cast and Crew, Committee
Electrocution	Cast and Crew could be electrocuted by damaged equipment.	All Cast, Crew, Musicians and Audience	6	All equipment will have been correctly PAT tested before use and all wires will be safely insulated.	3	LPAC Tech Team/LPAC Staff, Committee
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	6	Rehearsed entrance and exits, to and from the stage. The moving of props and equipment to be carefully practiced during Rehearsals.	4	Committee, specifically Ben and Alyssa to oversee
Strobe Lighting	Individuals with photosensitive conditions (such as Epilepsy) would be at risk of seizures.	All present in the Venue	6	In the event that strobe lighting is used in a performance then signs will be used around the venue.	4	Committee, LPAC Staff

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Area of Activity : Society Trips (London)						
Society Members disappearing	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.	Society Members	6	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
Injury or Illness	Members getting sick/injured during the trip/away from University grounds.	Society Members	6	Committee to ensure that Members act reasonably, sensibly and as representatives of the University. First Aid Kits to be present on trips. Phone usage to be available at all times in case Emergency Services need contacting.	2	All Committee and Members
Area of Activity : Social Events (Bars, Clubs, etc.)						
Drinking	Risk of Injury to members and general public via intoxication/inebriation.	Members who consume alcohol during events	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). Committee Members to remain at Social until the last member leaves. One Committee Member to remain sober during the allocated time for the Social.	2	Committee Members (led by Caley)
Area of Activity : Bake Sales						
Eating of the products bought or made	Contamination Food poisoning Allergies	Anyone who eats or comes into contact with the product	8	Make sure that hygiene is an utmost 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 All Members who bring food

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	Benjamin Madeley	B.Madeley	14/09/2019
Vice-President	Alyssa Critchley	A.Critchley	14/09/2019
Societies Assistant	Jessica Skill		23/09/2019

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	Briefing meeting on 26/09/2019 (Taster Session) Full Attention brought to Members on 1/10/2019 (First Meeting) Health and Safety talk with Members and Crew on the day of Show Performance/Get In (25/03/2020)	All Committee (Led by Ben and Alyssa)	14/09/2019