

University of Lincoln Students' Union

Annual Risk Assessment for Activities

Activity Details	
Activity Name	Photography
Date Of risk Assessment Completion	15/07/2019
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: Sessions and events on campus (In Seminar rooms, etc...)						
Trips, falls and slips	Grazes, bruising, concussion, cuts, sprains, fractures	Committee and all members	4	Ensure every member is made aware of any trip hazards, for example trip-pods. Avoid hazards by walking around them when possible.	2	University/Committee
Fire hazards	Burns, death	Committee and all members	3	Ensure that all members are aware of the fire exit locations and procedures.	2	University/Committee
Use of electrical equipment	Electrocution, burns	Committee and all members	3	Committee members should inspect university owned equipment before use. Do not allow members to use before it has been inspected. Do not allow use of non-PAT tested equipment during sessions.	1	University/Committee
Camera Equipment	Falling equipment, trips	Committee and all members	3	Make members aware of trip/fall risks presented by erected photographic equipment. Instruct members to be vigilant.	2	Committee/Individual
Medical Conditions	Illness/Unwell	Members who are ill or who have a pre-existing medical condition	2	Ask members to tell a committee member if they feel unwell.	1	Individuals
Area of Activity: Events off campus, but within Lincoln						
General safety	Road accidents, falls, burns, trips, cuts, fractures, sprains	Committee and all members	4	Advise members to stay alert when crossing roads, etc.. Do not take unnecessary risks. Do not climb objects/buildings or introduce additional risks or danger.	3	Committee/Individual
Sharp objects (Glass, Metal) on floor	Injury, Cuts, Blood loss	Committee and all members	4	If items can be safely removed with gloves, do this if possible. Otherwise avoid the area.	2	Committee/Individual
Loss of members	Members become lost or separated from group, become distressed	Committee and all members	3	Ensure regular head counts are conducted and wait for slower walkers. Make sure all members of the society have contact details of committee members.	2	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?
Disabled access	Distress, injury	Individuals with disability	2	Ensure disabled access is available. If necessary, arrange for another member to meet the member to assist getting to meeting location.	1	Committee
Theft	Theft of Camera Equipment	Committee and all members	4	Warn members about risks of theft before any events. Advise keeping valuable items in bags until needed. Avoid poorly lit areas in evenings or at night.	3	Committee/Individuals
Area of Activity: Events outside of Lincoln (trips)						
Travelling	Leaving members behind, unsafe travel	Committee and all members	4	Perform headcounts and/or create a register of members in attendance. Follow official code of practice for transport.	2	Committee
Late night activity	Getting lost, being a victim of theft or other crime	Committee and all members	4	Ensure activity start and end times are adhered to. Try not to hold events at night where possible. Avoid poorly lit areas where possible. Ensure members are not left walking alone. Provide contact details to contact committee members.	3	Committee/Individual
Area of Activity: Pre/Post event activities and Socials						
Drinking Alcohol	Intoxication	Individuals consuming alcohol	4	Do not encourage excess drinking. Ensure members are advised accordingly. Have contact details in case of an emergency.	2	Committee/Individual
Food Allergies / dietary requirements / food contamination	Allergic reactions, illness, food poisoning	Members who consume food	5	Compile a list of member's allergies or dietary requirements beforehand. Ensure members know what they are eating. Order food from established venues only.	3	Committee/Individual
Handling of cash	Theft	Everyone	2	Assign responsibility of society funds (whether for accommodation or deposits) to treasurer and committee only. Keep funds hidden or safely stored. Keep aware of it at all times. Remind members to be vigilant of personal belongings.	1	Committee

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	Emma-Rose Tracey		11/07/2019
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	First meeting of society people will be briefed on the risk assessment.	President and Vice President.	