



| Activity Details   |  |
|--|--|
| Activity Name  |  |
| Date Of risk Assessment Completion   |  |
| Risk Assessment Review Date  |  |
| 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> |  |

**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.

**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     |

3 x 3 Risk Matrix

|            |                 |                    |             |                   |
|------------|-----------------|--------------------|-------------|-------------------|
| LIKELIHOOD | 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 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?<br>(use numbers)   | Residual rating | Who is responsible for the control? |
|--|---|-----------------|-------------|---|-----------------|-------------------------------------|
| <b>Area of Activity : Social Events</b>                      |   |                 |             |   |                 |                                     |
| Trips, slips and falls                                       | Brakes, sprains, fractures of bones and general cuts and bruises          | Members         | 2           | Warn members and advocate that they watch their steps and wear appropriate footwear               | 1               | Society Members                     |
| Members being left after trips, excursions and social events | Members being left alone in a foreign or unfamiliar city/area             | Members         | 2           | Use of registers or ensure that members have organised how they will be getting home and who with | 1               | Society Members                     |
| Alcohol Abuse  | Vomiting, impaired judgement, members could become unconscious or violent | Members         | 3           | Warn members of the dangers of over drinking and ensure there are responsible sober members       | 2               | Society Members<br>General Public   |
|  |   |                 |             |   |                 |                                     |
| <b>Area of Activity :</b>                                    |   |                 |             |   |                 |                                     |
|  |   |                 |             |   |                 |                                     |
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| <b>Area of Activity :</b>                                    |   |                 |             |   |                 |                                     |

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**Area of Activity :**

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**Area of Activity :**

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| <b>Area of Activity :</b> |  |  |  |  |  |  |
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## 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      | Connor James Roberts |      | 08/07/2016 |
| Vice President | Grace Ellen Corn     |      | 08/07/2016 |

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                                  | Before event takes place and through messaging/emails/Social Media Groups | Connor James Roberts<br>Grace Ellen Corn<br>Kateryna Salvador | 08/07/2016 |