

University of Lincoln Students' Union
Annual Risk Assessment for Activities

Activity Details	
Activity Name	Mountaineering Society
Date Of risk Assessment Completion	09/07/2016
Risk Assessment Review Date	09/07/2017
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 : Hiking / Trekking / Camping						
Travelling to / from the activity	Whiplashed Broken Bones Concussion Other injuries Death	Everyone	Low	<p>Should vehicles be required, these will be hired via an authorised company who will provide the necessary insurance and tax etc. All drivers will hold a current full and valid driving license.</p> <p>Should a member use their personal vehicle for society activity, the individual will be fully registered as an authorised driver with the Students Union in addition to holding the appropriate license, tax and insurance cover for the journey.</p> <p>Vehicles should be fitted with an appropriate first aid kit, be in good working order and hold current MOT certificate status. Both driver and passenger will wear seatbelts at all times.</p>	3	Participants Committee Students Union
Slips, trips and falls	Broken Bones Concussion Other injuries Death	Everyone	Medium	<p>For hiking activity, an appropriate route will be selected based on the participant's skills level, weather conditions and aims and objections of the trip. Such decisions will be made by the society with support, advice and guidance from the Students Union.</p> <p>For visits within mountainous regions, consultation with the relevant mountain rescue authority and or mountain forecast will be carried out.</p> <p>Prior to the event, participants will be fully briefed as to what kit / clothing is required and should participants fail to bring these they will be unable to participate.</p> <p>Routes will only be walked if the weather conditions are permissible; if snow / ice is present than additional appropriate equipment will be used such as crampons. All participants will wear appropriate footwear (hiking boots) to allow for sufficient ankle support. In</p>	4	Participants Committee Students Union

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?
				<p>addition, participants will be required to wear / carry with them warm and waterproof clothing with an additional change of clothes. Hats, gloves and scarfs will also be carried by the individual should the weather conditions dictate.</p> <p>In addition to appropriate clothing, participants will be required to carry with them during all treks / hikes sufficient levels of food and drink for the route in addition to emergency supplies. Participants will also be required to carry a torch and a mobile phone for emergency purposes.</p> <p>A number of sufficient first aid kits, emergency shelters, spare clothing and food / drink will be carried by participants, this will be referred to as 'group kit'.</p> <p>At least one member of the society during the trip will be first aid qualified.</p>		

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?
Hypothermia	Shock Cardiac Arrest Death	Everyone	Medium	<p>The weather forecast and conditions will be checked by the society on the day to ensure it is safe to proceed.</p> <p>All participants will be required to bring an extra change of clothes and for each trip. Everyone is made aware of the appropriate clothing to wear when it is likely to be cold, and will not be allowed to participate without suitable clothing namely: several removable layers, waterproof coat and trousers, hat, gloves and additional pairs of socks etc.</p> <p>The group will also carry with them appropriate first aid kits, emergency shelters, survival bivvi bags and blankets in addition to spare clothing should a participant display signs / symptoms of hypothermia.</p> <p>At least one member of the society during the trip will be first aid qualified.</p>	3	Participants Committee Students Union
Separation / geographically miss located	Injury Death	Everyone	Medium	<p>Throughout the trek / hike, all participants will operate as a team and will navigate together on a set pre-planned route. Participants will have access to appropriate navigational aids such as a map / compass or GPS with most routes following pre-established public paths.</p> <p>All participants will be required to carry a working mobile phone and will be briefed as to the emergency procedure should separation occur.</p> <p>All participants will carry appropriate equipment to sustain them for at least 1 day / night with relevant training sessions planned throughout the year in areas such as navigation training and survival skills etc.</p> <p>Most routes selected will have already been walked by at least 1 member of the society thus, enabling familiarisation.</p> <p>The route, participant list and planned start / finish times will be</p>	2	Participants 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?
				recorded and left with an appropriate none participant with progress reported throughout. This individual will act accordingly should progress not be made (e.g. contact Mountain Rescue).		
Loss of group members	Death Hypothermia Dehydration	Everyone	Low	Everyone is made aware of the importance of staying within their designated group and listening to what their group leaders tell them to do at all times. Ensure that participants are aware of who their group leader is and the other members of the group are. The committee will make sure they know who is attending.	3	Participants Committee
Area of Activity : Camping / Bunk House / Hostel overnight accommodation						
Food Poisoning		Everyone	Low	When camping, the majority of meals will be pre-cooked boil in the bag foods, thus minimising risk of undercooking and food poisoning. When 'fresh' foodstuffs are used, simply and easy to cook ingredients / menus will be used.	2	Participants
Fire		Everyone	Low	When camping, all stove use will be carried out away from the tents and in an open area. When staying in a hostel / hut, all appropriate fire precautions and drills will be followed.	2	Participants
Area of Activity : Socials						
Drunk & Disorderly behaviour	Broken Bones Concussion	Anyone participating / involved	Medium	Liaise with Bar staff to identify over intoxicated participants and cease serving further drinks to him/her. If behaviour persists, ask site staff to eject him/her from the event.	5	Committee Members, alongside judgement of site/bar staff
Slip hazard drinks spillage	Broken Bones Bruising	Anyone	Low	Report drinks spillage to site/bar staff for them to clean area for safe use.	5	Committee Members
Lost or Stolen property	Personal Loss	Anyone	Low	Functions in this environment can lead to personal property being stolen or lost. Participants will be encouraged to keep possessions safe and report any lost or stolen property to Venue staff	4	Committee Members, alongside

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?
						judgement of site/bar staff
Food poisoning	Sickness Diarrhoea	Anyone	Low	Food will be provided from The Venue. If participants feel unwell they'll be provided general first aid and sent home to recover.	3	The Venue kitchen staff
Fire risks	Death Burns	Anyone	Low	In the event of a fire, participants will be evacuated in line with the venues safety measures. 999 shall be called, however the venue staff will be leading the situation. Committee members will monitor participant behaviour to reduce risk. All smoking & vaping is to be done outside.	1	Committee Members, alongside judgement of site/bar staff
Area of Activity : Bake Sales						
Allergic Reaction	Serious Illness	Everyone	Low	All food baked for sale will be checked for any potentially allergic ingredients before sale. Food that may cause an allergic reaction will not be sold unless there is a clear warning.	2	Anyone participating in making and/or selling of food
Theft of Money	Loss of funds	Anyone participating	Low	Money will be kept in a lockable box that will be in possession of a society member at all times.	2	Anyone handling the money

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	Stefan Prest	S.PREST	09/07/2016
Vice President	Edward Pilkington	E.PILKINGTON	09/07/2016

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	A copy will be given to all new members at the start of term	Committee	09/07/2016